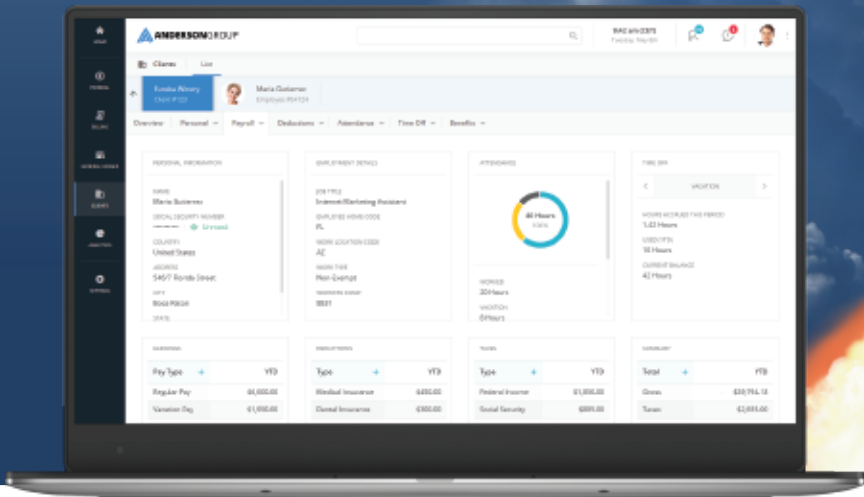


# Powerful Payroll Software Has Launched

With PEOs now live on the system.



worklio™



# Introducing Worklio™

Worklio™ is a new and powerful payroll software purpose-built for PEOs, ASOs and Staffing Firms.

The configurable platform includes Payroll, HR, Workers' Compensation, Benefits and more. It is Software-as-a-Service purpose-built with the latest Microsoft® .Net and MS SQL 2017 technology, designed and optimized for the Microsoft® Cloud and available 24 x 7 across all devices.

Complex functions are simplified with step-by-step instructions and customization allows for streamlining daily tasks. The design is intuitive and user-friendly to help customers handle the daily challenges of the PEO industry. For more information, go to [www.worklio.com](http://www.worklio.com).

# The Overall System

The Worklio™ Platform is a fully integrated system with three entry points:

- The PEO Interface provides central control for the entire system.
- The Client Interface has modules to bolster the daily business activities for clients of all types and sizes.
- The Employee Interface is a personal dashboard that allows each worksite employee to request/view their time off, see paystubs, change their personal information, update tax elections and even use an in-house social media system.

Each interface is specifically designed and segmented to control access to the foundational functions and features.



Gold Microsoft Partner



# Functionality and Features

Connecting the three interfaces are the foundational functions and features of the Worklio™ Platform.



## Payroll

- Robust, scalable Payroll engine
- Multiple and automatic payroll runs
- Multiple-client processing in one payroll, with segregated banking and reporting
- Configurable pre-/post-processing



## Human Resources

- Electronic employee onboarding
- Repetitive tasks reduced to make time for meaningful work
- Document Management, including electronic signature
- Time Off policies and accrual tracking



## Workers' Compensation

- Reporting down to the pay code level
- Multiple rate tables
- Opportunities through Actual vs. Billed
- Simple process for updating rates from current versions



## Benefits

- Customized plan setup
- Bulk import and update of rates, deductions and enrollment
- Intuitive interface for plan management
- EDI carrier connections

## Security

- Security Certification by ISO/IEC 27001
- High-grade TLS and multi-layered encryption with AES-256 and RSA 2048 bit keys
- A system of continuous monitoring that meets and exceeds the industry standard

## Quality Management

- Quality Certification by ISO 9001:2015
- Servers are hosted in the cloud by Microsoft® Azure
- The Worklio™ cloud has an uptime guarantee of 99.95%
- Worklio™ has a service-level agreement of 99.9%

# Additional Features

## Reporting

- Pre-configured reports can be retrieved individually or in packages
- Custom analytics and reports
- Access to all data in one database (e.g., multiple EINs, multiple years)
- Data stored at the “granular” level for detailed analysis
- Flexibility to export data to clients or third-party software

## Billing

- Customizable fields, including custom charges to individual clients
- Administrative fees charged as a percentage of payroll, a flat fee and/or PEPM
- Automation for state unemployment rate adjustments
- Billed vs. Actual for federal and state unemployment

## Job Costing

- Adjustable to client job costing codes
- Customizable reporting
- Forty alphanumeric characters allow for 40 segments

## General Ledger

- Capture of all transactions — PEO and Client Level — in a General Ledger file
- Exportable to leading providers, including Quickbooks™, Xero™, Microsoft Dynamics™ GP and Sage Intacct™

## And Much More . . .

- Mobile Apps with PEO, Client and Employee interfaces
- Customizable dashboards and widgets for PEO, client companies and employees
- Audit trail for all system changes
- Access Rights management that gives control to the PEO
- No need for extensive IT knowledge
- Clear instructions for every operation
- No overwhelming screens of information and options
- Information stays in the same spot and screens adjust according to the input requirement
- Seamless integration with third-party providers, like MasterTax

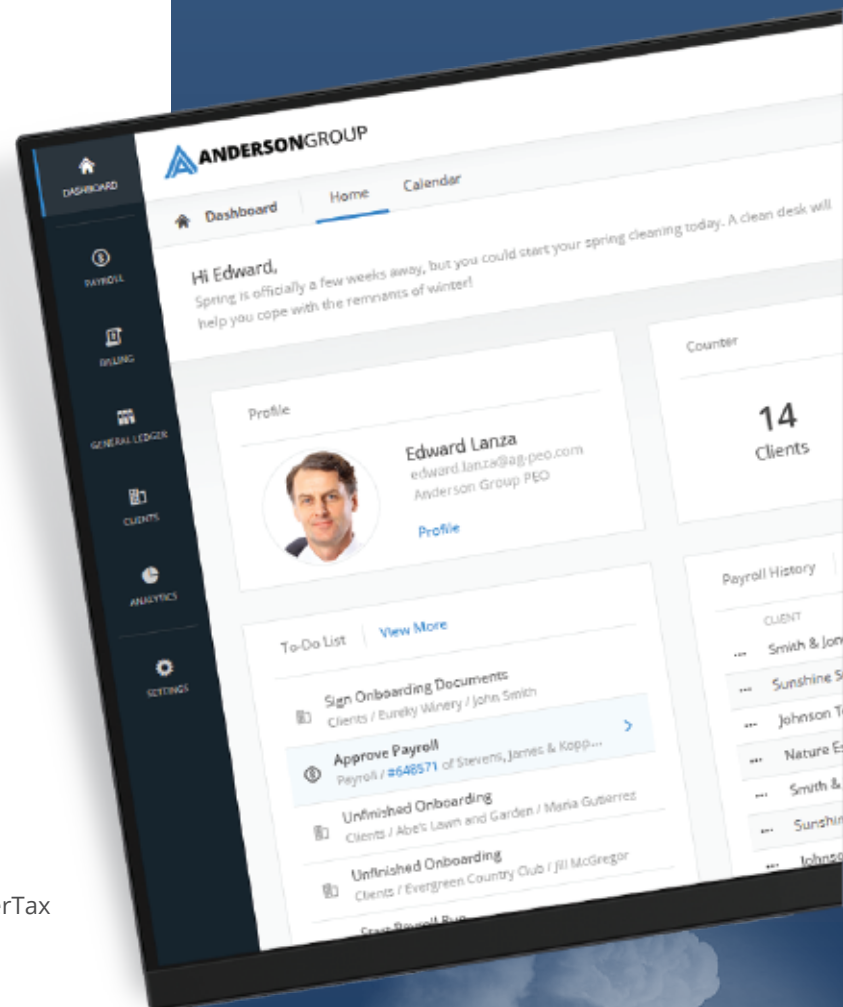
## What our customers say

*“We know our clients love dealing directly with us and Worklio allows us to do that in a better way than we already do.”*

*“The interface is excellent to start. It’s attractive and getting to different parts of the software is easy and intuitive.”*

*“The ability to allow employees to electronically onboard and integrate directly into payroll is a big deal for our clients. Currently most are still using paper applications.”*

*“This is the future for the PEO industry.”*



# Modern Design

The Worklio Platform is easy to use. Every step is intuitive and logical so that tasks are streamlined.

## Main Page

**1 Frame**  
The Frame includes the vertical **1A Sidebar** with icons to access the main modules and the horizontal **1B Topbar** that includes your company logo and provides access to several features. The Frame is always on the screen, except when the user enters a setup page or a wizard. Click the Dashboard icon to return to this Main Page at any time.

**Branding**  
Company logo.

**1B Topbar**

**Global Search**  
Find information from throughout the Worklio Platform.

**Time and Date**  
Hover over the current time and date in order to get adjusted times for employees in different time zones.

**Profile**  
Access your personal profile in order to make changes to your login, password and roles.

**2 Dashboard / Module Section**  
The Dashboard is the initial view of the Worklio Platform. It is a customizable space where the user can put widgets. The Dashboard is replaced as soon as a module is selected.

**Add Widget**  
Employees can add additional widgets to their Dashboard.

**1A Sidebar**

**Widgets** - It is possible to place widgets in any of the three columns. Some widgets can be stretched to show more information.

## Payroll Overview

Payroll is the central module of the Worklio PEO Platform. It is a step-by-step wizard that draws data from several modules, calculates pay according to established rules, makes payments and saves all of the data for the General Ledger and future use. Each row of the Payroll Overview grid is a payroll run. Multiple payroll runs can be conducted at the same time.

**Add Interim Payroll**  
Leads to a four-step wizard to establish an interim payroll. Regular runs are established in Payroll Rules.

**Payroll Overview**

RUN DATE THROUGH: Today | RESPONSIBLE: Not Filtered

**Actions (grid level)**

- Run - Starts the six-step Payroll wizard.
- Take Control - Enables the user to override the team member who is currently in charge of the payroll run (i.e., to take responsibility).
- Ellipsis (...) - provides more options, including Rule Detail.

**Icons**

- ✓ - Indicates that the step has been completed and the user can resume the run on the following step.
- - Indicates that the step has been started but not completed.
- ⚠ - Warning.
- ✗ - Error.
- ⏏ - Indicates that the client has been asked to input data.

**Status Bar**  
Payroll is divided according to the Run Through date and the employee responsible for setting up and running the Payroll.

**The Payroll Grid**  
The leftmost columns provide basic information for each Payroll run. Then there are columns that correspond to the steps of the wizard: Time Entry, Time Entry Overview, Payroll Calculation, Billing and Payment Transactions. The Payroll wizard does not need to be completed at one time; you can save your data after any step and complete the run later.



# Your Strategic Weapon for the Future

Payroll software purpose-built to take your PEO, ASO or Staffing Firm to new heights, with Payroll, HR, Workers' Compensation, Benefits and much more.



Payroll



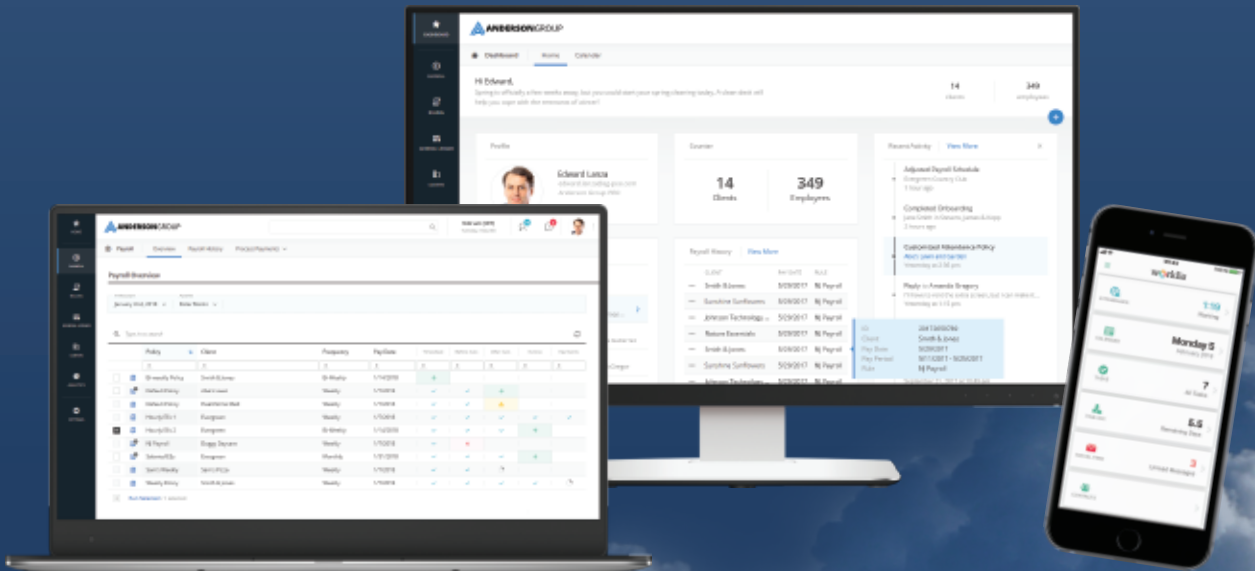
Human Resources



Workers' Compensation



Benefits



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