Core Services

BETTER SYSTEM. BETTER SUPPORT. BETTER OUTCOMES.

APS' customer-centric philosophy is realized through our technology and unique support model. We design our software with a centralized database where payroll and HR data live fluidly together. Together, our core services provide the technology and support mid-sized businesses need to make payroll and HR easier.

Payroll Solution With Compliance Services

- Payroll Tax Filings and Payments*
  - Federal - Forms 940 and 941
  - State - Withholding, Unemployment
  - Local Tax Filings and Payments - If Applicable+
- Garnishment Processing+
- New Hire Reporting
- Direct Deposit and Paycards

- Earned Wage Access+
- Signed and Sealed Checks+
- FedEx Overnight Delivery+
- Automatic Error Checking and Alerts
- Configurable Incomes and Deductions
- Accrual Tracking
- 180/360 Retirement Integrations+

- Automated Exports+
  - 401k/403b Exports+
- General Ledger Exports
- Imports into Payroll Batch+
- Payroll Period Comparisons
- On-Demand Checks
- Remote Check Printing
- Wage Allocation
- Unlimited Custom Fields

HR Solution

- Benefits and COBRA Administration with Open Enrollment+
- ACA Alerts and Annual Reporting+
- Carrier Connections+
- Dashboard Tiles
- Performance Reviews
- Event Tracking and Alerts

- OSHA Event Tracking
- FMLA Tracking
- COVID-19 Vaccine Tracking
- APS Hire - Recruiting and Onboarding+
- Document Management with eSignature
- Asset Tracking
- Alerts for Custom Fields

- Training Course Management
- Notification Center with Company Newsfeed and Email Options
- Text Communication with Employees+
- Total Compensation Reports
- HR Support Center
- On-Demand HR Support+

Attendance Solution

- Scheduling+
- Employee Time Allocation and Tracking by Dimension+
- Time Off Manager
- Calendar Views for Time Off and Leave
- Time Capture Options: Quick Punch, Desktop, Biometric Verification+, Timesheets, and Mobile

- Configurable Time Card Approval Process
- Employee Time Card Comments
- Real-Time Access to Clocked-In and Clocked-Out Employees
- Automatic Overtime Calculations
- Lunch and Break Controls

- Advanced Clock Rules
- Shift Differentials
- Manager Alerts: Missed Punches and Overtime
- Pending Time Off Requests,
- ACA Variable Hour Threshold
- End of Pay Period Notification
- Dashboard Tiles and Notifications

APS Hire: Recruiting & Onboarding Solution

- Customized Job Postings, Automated Job Promotion, and Mobile-Optimized Applications
- Pre-Hiring Assessments for Detailed Applicant Analysis
- Email Templates, Integrated Calendar Invites, and Comprehensive Applicant Records

- Scorecards and Interview Guides to Improve Hiring Accuracy
- Reference and Background Checks for Better Hiring Decisions
- Electronically-Signed Onboarding Documents Sync Directly to the Employee Record

- Confirm the Eligibility of Employees with Everify
- Dashboards and Reports for Insight into Talent Pipeline, Recruiting Performance, and Talent Acquisition

ACA Solution

- Automatic Reporting of Employer-Sponsored Coverage Amounts on Form W-2s
- Full-Time Equivalent Calculation for Applicable Large Employer (ALE) Determination
- Marketplace Notices Tracking and Management
- Part-Time Staff Management with Dashboard Alerts
- Benefit Enrollment Tracking and Management for Eligible Employees
- Compensated Hours Reporting to Identify Employees Eligible for Health Coverage
- ACA Dashboard for Measurement Period Management
- Forms 1094-C and 1095-C Reporting and IRS e-filing

Mobile Self Service

Employee Self Service

- Pay Stubs, W-2s, and 1099s
- Editable Employee Information
- Online Benefits Enrollment
- Performance Reviews and Goals
- Geofencing and Geotracking with ClockZones™
- e-Signature of Time Cards and Documents
- Time Off Requests
- Time Card Comments
- Accrual Balances
- Online Time Card View
- Total Compensation Reporting

Manager Self Service

- Performance Reviews and Goals
- Event Tracking for Performance Reviews, Leave, and Wage Changes
- Employee and Emergency Contact Information
- Daily Digest Email for Open Events, Missed Punches, and Time Off Requests
- e-Signature of Employee Time Cards
- Real-Time Employee Attendance Monitoring
- Overtime Alerts
- Assign Assets and Track In-Service Statuses

Reporting

- Pre-Formatted Reports with Advanced Filters
- Configurable Report Builder
- Organizational Reporting Across Companies and Entities
- Report Shipping for Automated Emailing of Metrics
- ACA Reports Including Full-Time Equivalent, Average Hours Compensated, and Variable Hour Threshold
- Reports Exportable to Excel or PDF
- HR Reports Including EEO1, VETS 100, OSHA 301a, and Turnover
- Benefit Comparison, Wage Change, and Headcount
- Payroll Reports Including Payroll Summary, Allocation, Accrual Liability, Workers Compensation, General Ledger, and Average Employee Count
- Attendance Reports Including Labor Expense, Overtime, Time Card Details, and Total Daily Hours
- Online Storage for Copies of Paychecks and Tax Filings

Support & Success

- Dedicated Support Team Available Via Email, Phone, and Request
- Ongoing User Training
- Self-Help Knowledge Base
- Support Request History Tracking
- Early Access to Software Updates
- Dedicated Success Coordinator
- System Utilization Monitoring
- Engagement to Promote User Adoption and Satisfaction

+Additional services are available at an additional cost.

*APS guarantees tax payments and filings to be accurate and timely, as long as the data provided to APS is accurate and timely and the customer's account is sufficiently funded to cover all payroll tax liabilities. If a tax penalty is the result of our error, we'll maintain the abatement process and absorb any fines or interest due.

About APS

APS has a mission: to make payroll and HR easier. We design our unified solution to simplify workforce management tasks for mid-market organizations. We provide our clients and partners with personalized service and support to accomplish their goals. Streamline payroll processing, automate HR workflows, and elevate the employee lifecycle with a single-system platform. We are APS, your workforce partner.

Mid-sized businesses choose APS as their workforce partner because of our focus on the customer experience. As a result, we continually maintain 98% customer retention and satisfaction rates. For more information on APS and how we can help make payroll and HR easier for your mid-market business, visit https://www.apspayroll.com.

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Key Security Features

SOC 1 Type 2 Compliant

256-Bit SSL Extended Certificate Layered with HTTPS

Fully Redundant Data Centers

Two-Factor Authentication

Secure Credential Protocols

Key Security Benefits

Role-based application security with flexible single sign on ensures data protection.

Regular updates rolled out to all customers for enhanced performance.

User sessions are authenticated and data changes are tracked for a complete audit history.

APS complies with industry-standard security protocols and regularly undergoes rigorous testing and certification to ensure your business data is always protected.

There are many benefits to using cloud-based software for human capital management, including providing reliable, uninterrupted service. But the key advantage is knowing that information is secure and protected.

APS provides this infrastructural investment to all our customers, who gain a comprehensive, high-performance solution with a lower total cost of ownership.

Trusted Data Centers

APS servers are hosted at SOC 1 Type 2 compliant facilities. They feature 24x7x365 onsite personnel, biometric access control, video surveillance, and physical ID check. The data center facilities use fully redundant power, each with backup generators on standby. All systems, networked devices, and circuits are constantly monitored by APS and the data center providers.
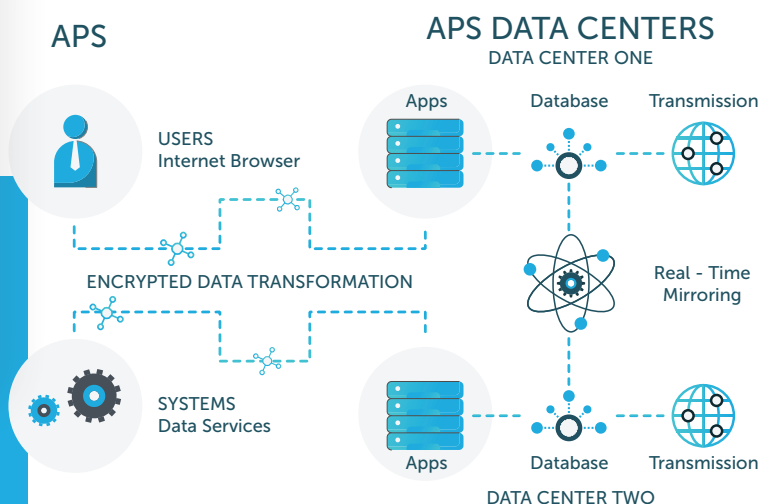
Strict Access Controls

APS maintains an application audit log, including security events such as user logins or configuration changes. We utilize two-factor authentication, requiring both a password and authenticated device for access to the system. Additionally, APS follows secure credential protocols by assigning unique user IDs and passwords to each user and requiring a minimum number of alphanumeric characters with password complexity requirements.

APS

USERS
Internet Browser

ENCRYPTED DATA TRANSFORMATION

SYSTEMS
Data Services

APS DATA CENTERS
DATA CENTER ONE

Apps

Database

Transmission

Real - Time Mirroring

Apps

Database

Transmission

DATA CENTER TWO

Protection & Security

APS is SOC 1 Type 2 compliant, regularly performing risk assessments and audits to achieve high levels of security. We employ numerous methods to assess and manage risk and strive to identify and prevent risks at an early stage. Our approach ensures that we are providing a secure and protected solution for our customers from day one.

Secure Data Transmission

All communications with APS servers are encrypted by default using a 256-bit SSL extended certificate layered with HTTPS for additional security. This ensures that all data transferred between you and APS is secure during transmission.