



SELF SERVICE SOLUTIONS

APS' manager and employee self-service solutions eliminate location boundaries to help keep your workforce connected. Our self-service portals equip your employees to communicate, collaborate, and conquer tasks in ways that make sense to them, regardless of where they are working.

MANAGER SELF SERVICE

APS manager self service (MSS) empowers leaders by providing clear visibility to workforce details in one centralized system.

MSS KEY FEATURES

Time and Labor Management

- Edit and approve employees' time cards
- Manage time-off requests in a weekly or monthly view
- Access employees' clock-in statuses
- Utilize scheduling alerts to view overlapping shifts, schedule variances, and absent or late employees
- Add a new employee schedule from a customized template
- Adjust or remove existing employee schedules
- Assign hours to more than one employee at a time
- View employees in or approaching overtime in real-time
- Email schedules to employees with the click of a button
- View point-in-time reports

Workforce Status Management

- Have an up-to-date count of active and inactive employees
- View employee record information like demographics, pay, accruals, and benefits
- Receive real-time alerts to identify which employees are currently out on vacation, FMLA, and sick leave
- View and edit records for company assets issued to employees
- Ensure EEOC is met by viewing staff demographics

Employee Events Management

- Oversee disciplinary actions
- Examine which employees are up for promotion and staffing changes
- Set reminders for when it's time to conduct employee performance reviews
- Set follow-up dates for employee certifications
- Monitor employees' training requirements and course progress



KEY BENEFITS

- Receive emails highlighting priority tasks and events for more productive days
- Access reporting related to their specific employees for labor expenses, time off, and overtime hours for more informed decision-making.
- Decide on merit-based promotions based on performance reviews and completed goals
- Strengthen relationships with employees and ensure important tasks are handled in a timely manner through notification alerts
- Manage employee schedules and time off requests in minutes, not hours
- Budget accurately knowing which employees have company assets and which workers still need equipment
- Gain access to important information about your employees without having to ask HR
- View position metrics for employees such as length of service and time in position to make strategic decisions about promotions
- Check projected accrual balances for staff to determine whether an employee can submit a time-off request.



EMPLOYEE SELF SERVICE

Whether your staff is in the office or working from home, APS employee self service (ESS) keeps your workforce engaged. Tasks and alerts keep your workforce up-to-date, while access to pay stubs, benefits, time off requests, performance reviews, and other HR services create workforce autonomy.

ESS KEY FEATURES

Instant Access to Important Information

- View year-to-date compensation and annual total compensation reports
- Access W-2s, 1099s, and 1095-Cs for tax returns
- Review and edit personal information like address or name changes
- Review, upload, and eSign company documents, performance reviews, and timecards in one location
- View important company updates

Proactive Time, Attendance, & Pay

- Check available vacation, sick, and PTO balances
- Request time off, as well as view scheduled time-on and time-off history
- View time card and accrual balances
- Receive notifications of approved or denied time-off requests
- Navigate through multiple pay periods
- Search pay stub history
- eSign time cards

Easy Online Enrollment

- View and enroll in benefits seamlessly
- Add or edit family member information like dependents and/or beneficiaries
- Navigate through pending enrollment information to confirm accuracy of coverage



ESS

KEY BENEFITS

- Edit personal information to help streamline personal changes such as new accounts, address updates, the birth of a child, or adoption
- Access pay stub history, schedules, accrual balances, and tax forms for financial empowerment
- eSign documents and time cards, saving valuable time employees can use for other important tasks
- Manage benefit elections so employees have instant access to coverage information
- View and predict their career trajectory with goal setting and management for a better employee experience
- Access company newsfeed for important company updates to improve employee engagement and communication

APS

PROVIDES CUSTOMERS

- A comprehensive online payroll and tax compliance solution with a single point of entry to manage one or many accounts.
- The flexibility to integrate with other technologies, automating data flow and eliminating duplicate entries.
- A secure, cloud-based application with access to real-time data for proactive monitoring.
- A cost-efficient, unified suite of solutions logically designed to increase productivity.
- Smart reporting and analytics features for more strategic decision-making and faster problem resolution.
- A mobile-optimized tool with geofencing and task delegation for an engaged workforce.
- A dedicated Solutions Consultant, Implementation Manager, four-person Account Team, and Success Team to ensure complete customer satisfaction and system usage.

KEY DIFFERENTIATORS

TECHNOLOGY

Our proprietary technology is built in-house and logically designed for optimized user experience. The entire application is a single point of entry on a single database.

CLIENT EXPERIENCE

We treat our clients as individuals, focusing on their specific needs and how the system can help them while ensuring system utilization and adoption through a dedicated success coordinator.

SUPPORT MODEL

APS provides each customer with a dedicated four-person account team with a team lead to ensure a high level of quality and consistency

TAX ERROR RATE

APS has a negligible tax fee ratio of 0.0000003% per \$700 million in payroll tax payments processed.

SECURITY

Our software utilizes advanced multi-level security, two-factor authentication, and is SOC 1 Type 2 audited for limited risk.

FLEXIBILITY WITH INTEGRATIONS

Our integrations are designed to automate data flow and eliminate duplicate entries between other systems.

CLOUD-BASED

Our secure, cloud-based application provides access to real-time data for proactive monitoring.

ABOUT APS

APS has a mission: to make payroll and HR easier. We provide our clients and partners with intuitive technology delivered with personalized service and support. Our unified solution is designed to simplify workforce management tasks. Process payroll in hours, not days. Automate HR workflows to be more strategic. Elevate the employee lifecycle with a single-system platform. We are APS, your workforce partner.

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 business, visit www.apspayroll.com



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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.