

Streamline Your Payroll & HR with IRIS Payroll & HCM Services

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IRIS



Complete Payroll Services

Payroll is one of your company's largest expenses, and your employees expect it to be done correctly and on time, every time. Managing payroll is a nonstop task that grows more complex with each new pay cycle, especially as laws and regulations continually change. As your company grows and you take on new employees, your payroll will grow and become more challenging. But payroll doesn't have to be an overwhelming task.

What if you could lead and grow your business without investing your time in payroll? With **IRIS Payroll and HCM Services**, you can rest assured that payroll will be managed with accuracy and delivered on-time, every time. We provide complete payroll coverage so you can concentrate on your business while we handle the payroll details with utmost precision and reliability.

Payroll, Tax Management, and Tax Credits

Payroll

IRIS Payroll and HCM Services provides comprehensive payroll support for your entire business, no matter how complex your payroll is. With even the most complex payrolls that include remote and hybrid, we ensure your payroll is processed accurately and in full federal, state and local compliance.

We handle and manage all aspects of payroll including:

- Workers' compensation
- Reporting and analytics
- General ledger integration
- Wage garnishment
- Earned wage access
- Remote payroll

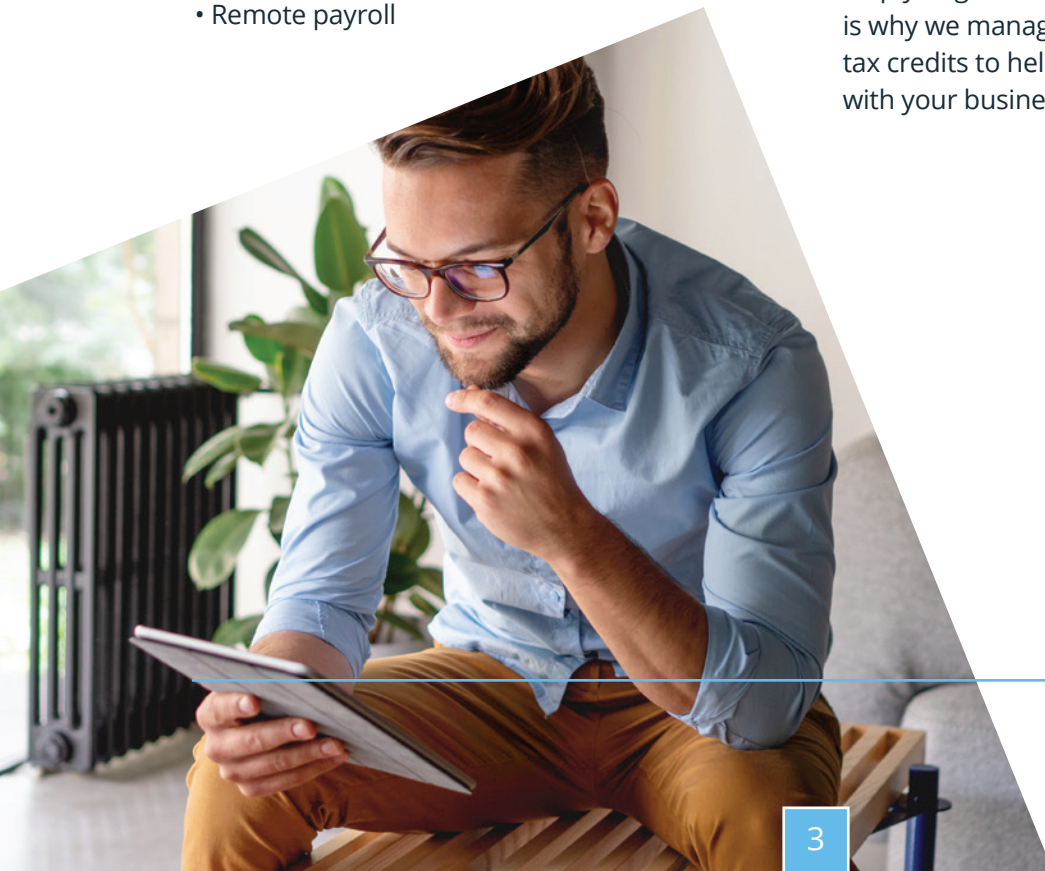
Tax Management

Ensure your payroll tax payments and filings are accurate and timely with the help of IRIS. We offer comprehensive services to:

- Payroll tax calculation
- Filing your taxes with the appropriate agencies
- Pay and file local taxes by jurisdiction
- Have your taxes deducted automatically
- Save time and avoid penalties for late or inaccurate payments

Tax Credits

Tax credits save your company money, but if you don't know they exist, it's impossible to qualify or apply for them. We're on your side and want to help you get the most from your payroll, which is why we manage and apply for all applicable tax credits to help you save money and do more with your business.



Importance of Workforce Management

When you're working on a group project, it's usually clear who's pulling their weight and who's just coasting. But can you spot that in your employees when you're managing them?

Do you know which team members are carrying the load? Who's on the brink of burnout? Who's just getting by? You might have a gut feeling about your team's performance, but instincts aren't always reliable.

A workforce management solution provides a standardized way to allocate resources and tasks across your business, making it easy to manage workloads, create schedules, and reduce employee turnover.

IRIS Payroll and HCM Services provide professional tools needed to deliver internal communications, keep up with scheduling, and track and manage work hours while providing qualitative (rather than subjective) performance reviews and feedback.

Workforce Management and Scheduling

When you have the right people working on the tasks they're most qualified and trained for, the job gets done better and more efficiently. Workforce management and scheduling tools help ensure your staff members are in the right places at the right time and working on the right projects.

Clocks and Mobile Timekeeping

Clocking in and out for work seems simple, and if we were all working at the metal mill, it would be. The reality is that organizing, recording, and managing hours worked has become more challenging.

With the rise of a remote and hybrid workforce, a reliable timekeeping solution is necessary to mark the start of an employee's work day. A reliable, functional timekeeping solution also benefits the employee by giving them the confidence they are being paid for the time they worked, no matter where they work from. With our GPS Timekeeping tool you can see when and where your employees clock in and out of work. Our solution uses geofencing to clock in or out based on their current location.

IRIS Payroll and HCM's software takes timekeeping one step further, helping facilitate labor allocation. You can access real-time reports and analytics to monitor labor costs and hours associated with specific jobs, tasks, projects, or customers. The ability to track, allocate, report, and pay labor based on these attributes leads to better efficiency and oversight.

Timekeeping Solutions:

- Mobile (Supports GPS/Geofencing)
- Web (Supports IP Restrictions)
- Physical Clock (Biometric, Retina, RFID & Magstripe devices available)

Human Resources

Human Resources manages both the lifecycle of employees and daily functions such as performance tracking and document management. Your business needs HR resources to attract, train, and retain the right talent, ensuring continued growth and success.

The right **HR team directly affects a company's success**. However, as your company continues

to find success and grow, the stress placed on HR's shoulders grows with it. We ensure that you become and stay compliant with all labor laws while streamlining onboarding and training processes, helping to acquire talent and manage employee performance. We cover everything including labor laws, performance management, and talent acquisition.

Labor Laws

Federal, state, and local labor laws are continually evolving. Keeping up with current requirements and keeping an eye on future legislation can feel like a full-time job. For small and medium-sized businesses that are growing and expanding, labor laws can become even more overwhelming as your team changes.

Non-compliance can be a costly mistake leading to fines, legal action, and in extreme cases the loss of your business license. IRIS will help you maintain up-to-date compliance with labor laws using a comprehensive system that alerts you of changes and helps implement necessary updates across your organization. IRIS even has advanced tools to ensure ACA compliance.



Performance Management

When expanding your product line or entering a new market, you conduct thorough research. You gather current, relevant data and base your decisions on concrete facts rather than intuition. Managing and growing your team deserves the same level of diligence.

This is where the **IRIS Payroll and HCM** comes in. It helps you manage and track your employees' performance, creating a documented history of their growth and development. This factual record allows you to pinpoint areas for improvement and identify opportunities for advancement, ensuring you make informed decisions every step of the way.



Talent Acquisition

Your company deserves the most qualified candidates possible, but finding them can be time-consuming. On average, a single job opening will attract at least 100 applicants. For a highly competitive position, a job opening can attract over 250 applicants. Reading resumes, scheduling interviews, and helping transition an applicant to an employee takes time. Many small and medium-sized companies don't have the

dedicated resources they need to find the best candidate, so they settle for what's available.

IRIS Payroll and HCM covers talent acquisition for you. No matter if you're looking for a local hire or are opening a position for remote and hybrid workers, we manage the entire process, ensuring you never have to settle for anything other than the best.

Product Features Overview at a Glance

Platform & Customization

- **Customization:** Administrators can customize objects, fields, rules, calculations, and views to accommodate unique processes.
- **User, Role, and Access Management:** Grant access based on user roles, groups, or permissions.
- **Performance:** High uptime and reliability, allowing tasks to be completed without delays.
- **Mobility:** Accessible via mobile devices for users on the go.
- **Reporting & Dashboards:** Provides pre-built and custom reports, dashboards, and analytics tools for tracking business metrics.
- **Scalability:** Allows easy expansion of employee management and payroll processes as a company grows.

Time & Attendance Management

- **Time Tracking:** Intuitive timesheet entry, time tracking based on tasks/projects, and mobile time tracking capabilities.
- **Shift Scheduling:** Plan and notify employees of their work shifts.
- **Time Off Accrual:** Automatically calculates and tracks sick/vacation days.
- **Absence & Leave Management:** Employees can submit PTO or leave requests for manager approval.

Payroll & Payment Processing

- **Payroll Entry:** Administrators can enter payroll for employees based on salary or hours worked.
- **Direct Deposit:** Automatic paycheck deposits into employees' bank accounts.
- **Expense Reimbursement:** Allows reimbursement of business-related expenses.
- **Pre-tax Deductions:** Automatically deducts wages for health care, 401(k), etc.
- **Wage Garnishment:** Supports automatic wage garnishments.
- **Approvals:** Allows payroll approval workflows with approvers able to approve, deny, or reassign requests.
- **Check/W-2 Printing & Delivery:** Enables printing and distribution of paychecks and W-2 forms.



Employee Self-Service

- **Self-Service Portal:** Employees can access pay stubs and withholding forms via web or mobile.

Tax Management

- **Tax Calculation:** Automatically calculates federal and state taxes.
- **Tax Filing:** Automates payroll tax filings for federal, state, and local taxes.
- **Automatic Tax Payment:** Enables electronic tax payments to the government.

Integration & Automation

- **Time Tracking Integration:** Import hours from time tracking systems.
- **Accounting Integration:** Integrates with third-party accounting software.
- **Core HR Integration:** Standard integration with core HR systems.
- **Automated Workflows:** Automates processes such as time off requests and approvals.

Workforce Management

- **Employee Information Management:** Manage employee data, including promotions and policy changes.
- **Employee Leave Management:** Tracks eligibility for paid/unpaid leave.
- **Skills & Succession Management:** Organize employees based on skills and plan for succession.

Onboarding & Compliance

- **Onboarding:** Tracks onboarding processes, including form completion and orientation.



- **Compliance Monitoring:** Ensures adherence to federal, state, and company regulations.
- **Policy Compliance Management:** Enforces corporate time and expense policies.
- **Background Checks:** Supports background checks for new hires.
- **E-Forms & E-Signature:** Provides electronic forms and signature capabilities for onboarding.

Training & Development

- **Compliance Training:** Provides training on compliance-related topics.
- **Training Content Delivery & Tracking:** Includes self-led, instructor-led, and web-based training with tracking.

Additional Features

- **Team Communication:** Messaging for team members regarding schedules and leave.
- **Mobile Shift Scheduling:** Allows shift creation and management via mobile devices.
- **Automated Reminders:** Sends reminders for incomplete timesheets or expense reports.



A Payroll and HCM Partner You Can Trust

Managing payroll and human capital management (HCM) can be a daunting task, but with **IRIS Payroll & HCM services**, you're in good hands. At IRIS, we simplify payroll processing and HCM with intuitive, user-friendly solutions designed to fit your business needs. From payroll compliance to seamless integration with your existing systems, our comprehensive services ensure your team is paid accurately and on time, every time. Plus, our expert support is always on hand to help you navigate any

challenges. Trust IRIS to streamline your payroll and HCM processes, so you can focus on what truly matters—growing your business.

IRIS Americas is part of **IRIS Software Group**. Our goal is to help take the pain out of processes and enable businesses like yours to comply with regulations, drive employee productivity, and be more efficient. We provide innovative solutions to serve our customers, making IRIS the go-to partner.

IRIS Americas is part of IRIS Software Group. IRIS payroll solutions exist to take the pain out of processes and enable professionals working in CPA firms and payroll service bureaus businesses comply with regulations, improve efficiency and drive growth. IRIS Americas brands include IRIS Star Practice Management, IRIS Global Workforce, IRIS Innervision, IRIS Practice Engine, Doc.It, PSI Payroll, IRIS HCM, Apex, AccountantsWorld, Senta and Conarc.

IRIS partners with thousands of CPA firms, payroll service bureaus and small to midsize businesses across North America, including 52 of the top 100 US CPA firms. We offer innovative Payroll and HR solutions, making us the preferred partner in the region. Globally, IRIS serves over 100,000 customers, with 80% having tenure of five or more years.

