

Getting Started with LS Solutions: Easy as 1-2-3

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THE BASICS

- Personnel Records Management
- Salary History
- Dependent Management
- Emergency Contacts
- License & Certificates
- Education
- Job Descriptions

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STREAMLINE

- New Hire & Open Enrollment
- Defined Contribution
- Decision Support
- Medical, Dental, Vision, Life, Disability, & more
- FSA, HSA & Transit Accounts
- EOI & COBRA Support
- Benefit Summaries & Total Compensation Statements

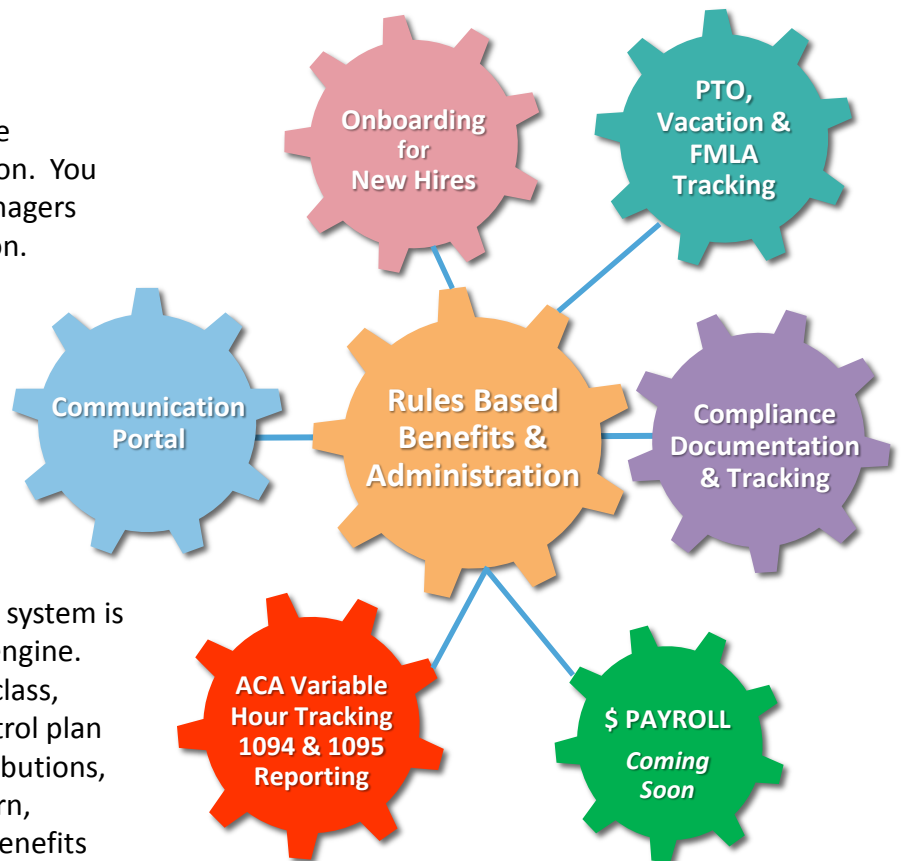
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NEXT LEVEL

- Online Personnel Notes
- Event Transaction Logs
- Track & Approve Employee Changes
- Event Based Compliance Triggers
- Customizable Onboarding
- Document Uploading For Employees
- Vacation, PTO & FMLA Tracking
- ACA Variable Hour Tracking & 1094 & 1095 Reporting

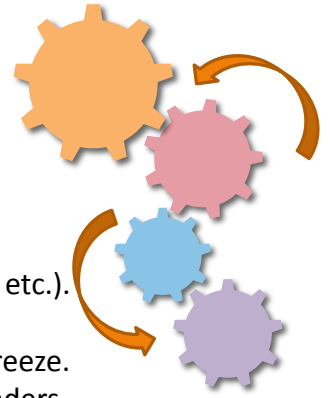
Suite of Services – You pick and choose the components which best fit your organization. You tell us the level of access you want for managers and employees; we set up the configuration.

Our platform continues to grow with client needs. Payroll is coming – soon!



Rules Based System – At the heart of the system is an intuitive rules based communication engine. Employees can be categorized based on class, department, location, etc. The rules control plan information, eligibility, enrollment, contributions, document presentation and more. In turn, employees will only be presented with benefits they are eligible for – including vacation.

Online Benefits Administration (cont.)



Component Features - Customized to meet your needs

Onboarding

- Easily complete new hire forms for HR & employee (I9, W4, employee handbook, etc.).
- Safety and training videos and articles enhance worksite safety.
- Employees sign off on policies and procedures; our digital file makes tracking a breeze.
- Dashboard shows a comprehensive audit trail, allowing you to quickly send reminders.

Benefits Administration

- Don't stop with onboarding; paperless benefit elections can be seamlessly managed online.
- We configure the system for your rules such as eligibility, waiting periods, contributions, classifications, divisions, locations, etc.; what do you need separated and tracked?
- Web-based enrollment and open enrollment tracking, life event changes, terminations with alerts for missing information, and benefit confirmation statements for employees.
- Electronically transmit to carriers via data feed.
- All changes are time and date stamped with who made the change, who approved the change.
- Audit carrier invoices to ensure ineligible are not covered and reduce overpayment error.

Benefits Communication

- Document library is the repository for all communication pieces, SBC, SPD, Exchange, CHIP and Initial COBRA notices, etc. Stop searching in various files for benefit grids, forms, certificates and have everything in one convenient place.
- Customizable text for each benefit, add links to provider directories, member service and contact telephone numbers, email, recommended websites and more.
- Empower and engage employees by providing 24/7 access to their information.
- Plan comparisons and decision support aids in plan selection.
- Defined contribution shows payroll deduction for each benefit at the desired level.
- Total Compensation Statements available any time or in bulk for annual distribution.

Compliance Documentation & Tracking

- Convenient tool for HR as a reminder of required federal forms and disclosures.
- Open the portal to employees and make some documents "required" to ensure compliance.

ACA Variable Hour Tracing & 1095 Reporting

- Employee Classification and Variable Hour Tracking.
- Your own Measurement/Stability/Administrative Periods.
- Eligibility tracking; who is coming out of the measurement period; who is trending as eligible.
- 1094 & 1095 Reporting with electronic filing to the IRS.

PTO, Vacation & FMLA Hour Tracking

- Customize your various leave types such as vacation, sick, bereavement, FMLA.
- Electronic request and manager approval options; Departmental & Company wide quick views.
- Holiday Schedule.

Payroll Integration Coming in 2016!

