NuView Human Capital Management

Global Human Capital Management Solutions

Manage and organize your global workforce from a single, unified, HR management system. Ignite's NuView Human Capital Management Solution boosts productivity, streamlines workflow, manages payroll and aligns human resource programs and initiatives on a platform that is easily adaptable for your business needs.

A Complete Human Capital Management Solution

- Human Resource and Benefits Administration
- Succession Management
- HR Reporting
- HR Metrics
- Notifications and Workflows
- Training Administration
- Self-Service Portals
- Talent Management
- Payroll Administration

All your Human Resource Needs in one Unified Application

Speed in managing HR data is the key to success. Organizations desperately try to reduce precious time spent on tracking and managing this data. Eliminating administrative tasks and standardizing processes drives efficiency and allows for the execution of business strategies.

Ignite's NuView HCMS is a complete and integrated product suite that helps organizations effectively boost productivity, streamline workflow, manage payroll and align HR programs and initiatives on a platform that is easily adaptable for your business needs. Ignite's NuView HCMS provides a positive impact to the bottom line through the implementation of best practices, automation of key processes, advanced workflows, and more strategic decisions based on better enterprise wide reporting and analysis available through a single global HR system.

Flexible HCMS Modules

Flexibility is the guiding principle behind Ignite's NuView HCMS because it allows you to select the functional modules that meet your needs. At any time our clients are able to pick solutions they need, knowing they will be able to imple-ment additional strategic modules at a later time. Ignite's NuView HCMS product suite addresses all major HR disciplines including Core HR, Talent Management, and Payroll Administration, all connected with self-service portals for employees, managers and job candidates.

Ignite
TECHNOLOGIES

Core HR

Drive Better Business Decisions with a Single, Unified Human Capital Management Solution

Ignite's NuView HCMS simplifies the collection and management of your people data and standardizes key processes of your organization. Our system aggregates and gives you the visibility of information that walks employees and managers through critical business processes such as new hire, on-boarding, terminations, life event changes, etc. With all employee data centralized, you are empowered to utilize reporting and existing functionality within the tool to drive better business decisions.

Ignite's NuView **Core HR** functionality includes:
- HR and Benefits Administration
- Succession Management
- HR Reporting and Metrics
- Notifications and Workflows
- Training Administration
- Employee and Manager Self-Service

Bring all your data together to gain access and increase effectiveness across HR, managers, employees and senior leadership with Ignite's NuView HCMS product suite.

HR and Benefits Administration

The HR and Benefits Administration module provides a wide range of company and employee data which is centrally maintained. This module houses employee specific data such as:

- Employee demographics
- Background/education/skills
- Emergency contacts
- Salary/comp/bonus/stock
- Benefit elections and costs
- Immigration information
- Property/assets assigned
- Entity assignment
- Nine box control
- Grievance tracking
- Safety/OSHA
- Licenses & certifications
- Reviews
- Photograph
- Previous employment

- Employee specific documents
- Workflows to enhance employee skill assignments
- Employee metrics dashboard

Organizations have the added option of searching for employees using a host of pre-defined parameters (e.g. name, employee ID, payroll ID, employment status, job, location or department) or customized searching preferences.

Succession Management

In today's competitive market it's critical for your organization to have the right resources. The Succession Management module is a tool used to identify, prepare and develop future leaders and managers as well as define within your organization.

Highlights
- Organizational chart
- Competency and gap analysis
- "What-if" modeling
- Employee development plans
- Employee and organizational nine box displays
- Automatic updates to employee training skills once completed
- Automatic build for employee career path
- Assigned back up positions and rating

HR Reporting

The HR Reporting module provides more than one hundred standard reports, including compliance reports (EEO, VETS, OSHA) to help manage people, process and strategy throughout the enterprise. The Query Designer offers three convenient methods of queries that can be applied to your ad hoc reports[1], letters, emails and other look-ups:

- Common (standard) queries
- Native language queries
- Direct SQL queries

Getting started: It doesn't matter whether you are a novice or an advanced technical user. Ignite's NuView HCMS makes sure that you easily access and run reports on demand as well as include any data within the system. Our experience with a diverse client base has resulted in developing useful reports that assist you and drive your vital decisions. These reports can be modified to meet your exact needs.

Your information, your way: The reporting module provides complete control of current and historical information by creating your own ad hoc reports. All data fields, including unique fields, can be included in your reports.

- Develop queries/filters against the data so that only the desired subset of information is reported
- Transport all queries into popular programs such as Microsoft® Word and Excel®
- Make use of standard queries or various advanced SQL statements
- Automate your queries in your native language
- Select a field right from the displayed form – so that you see the field "in context" ensuring that the desired field is included

Highlights
- Point-in-time HR reporting with unlimited history
- Security extends to reports and exports
- Copy, modify or create new reports
- Select fields "in context" from displayed form
- Support for Crystal 2008

Our HR Metrics tool allows HR Departments to access, analyze, and create their own metrics utilizing data from within Ignite's NuView HCMS or imported from other systems.

HR Metrics

Most companies only look at profit and loss statements and other financial indicators to assess the overall health of their organizations. But, that's really only part of the picture. One of the largest expenses in a company is human capital – salaries, benefits, training, as well as the cost of attracting and retaining talent – that is where our HR Metrics module comes in to play. The metrics tool provides integrated metrics specific to each functional HR area.

HR Metrics allows HR Departments to:
- Monitor, develop, and drive corporate strategies
- Access, analyze, and present human capital information
- Create their own metrics, utilizing data from within Ignite's NuView HCMS or imported from other systems.

This information can be graphed, over a user-defined time period, to highlight human capital trends and the interaction of key variables.

---

[1]Ad hoc reports may include any field within the database, including fields and tables that are unique to your organization.

Functions on all levels: The only way to see the effectiveness of your HR strategies is to measure them. After all, it is your employees that build the competitive edge of your company. HR Metrics is presented in a language that is easily understood by your CEO, CFO and senior management, helping them achieve one goal; the maximum output of your workforce. Ignite's NuView HR Metrics has the ability to create standard and flexible, user-defined fields and are implemented at all levels including:

Base Metrics
- Cost per hire
- Turnover rate
- Days to fill an open position

Complex Metrics
- Talent management
- Performance management, by role
- ROI measurement

The HR Metrics tool also has the ability to make comparisons against company averages and industry standards or comparisons like department to company and company to industry which are crucial to business intelligence.

Highlights
- Outside/third party data import
- Time based views for trend analysis reports and graphs
- On-demand metrics on user's home page
- Roll up and drill down capabilities

Ignite's NuView HCMS provides the Human Resource Department with solutions that are comprehensive, engaging and flexible. Our integrated product suite will help your organization effectively boost productivity, streamline workflow, manage payroll and align HR programs and initiatives on a platform that is easily adaptable for your business needs.

Notifications and Workflows

The Notification and Workflow module makes certain that all of the required parties can participate in the HR activity as needed. For example, when a manager is responsible for a part of a workflow, such as the disciplinary action process, the new hire process or the requisition approval process, the Workflows module ensures that the appropriate notifications, reminders, emails, reports or requests for authorizations are generated, depending on the role and responsibility of each manager.

Training Administration

Employee learning and development is a key component for continued company success. The Training Administration module tracks company's developmental needs domestically and globally to ensure that employees have the necessary skill sets for long term success. This tool produces a continuous stream of notification emails and letters, highlights scheduling conflicts, produces wait lists and helps process evaluations, for both internal and external training classes. It also tracks course credits, new skills and levels attained, as well as licenses and certifications earned. Training costs are also maintained for budgeting purposes, as well as ROI analysis.

Highlights
- Maintain course catalog
- Manage curriculums
- Manage classes
- Built-in workflows
- Perform mass/individual enrollments
- Track certificates and course credits
- Define prerequisites
- Manage training metrics

Self-Service Portals

Our role based portals give employees and managers the power to access HR and payroll information anytime, from anywhere using an internet browser.

Documents such as W-4 changes, Internet usage policy, company handbook and claim forms, as well as links to benefit providers, are easily distributed to employees and managers through our self-service portals.
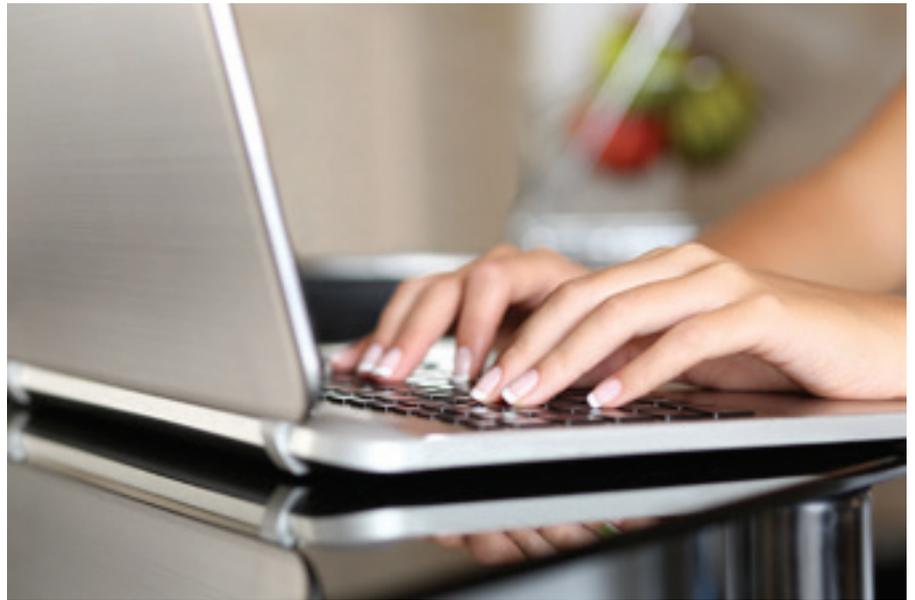
Employee Self-Service

Employees can access information, and perform certain actions such as request a day off, perform a self-evaluation, enter time sheet data, enroll in classes, etc. The information may be view only, or may be updated as determined by the security settings in the application during rollout.

Highlights
- Benefit open enrollment
- Life event changes
- Total Benefit Statements
- PTO/time off requests
- Performance Evaluation (self review)
- Timesheet (hours or exceptions)
- Training class enrollment
- Company and personal links
- Employee access to trace pending requests (authorizations)

Manager Self-Service

The Manager Self-Service module allows managers to review and authorize items submitted by their direct reports (i.e. time sheets), perform employee performance reviews, manage the compensation

Cut down your managers' workload and put your employees in charge of their own data. Our role based portals give employees and managers the power to access HR and payroll information anytime, from anywhere using internet browsers.

increases or bonuses, open requisitions, approve time off requests, and manage training requests, among other items. Any form (standard or user defined) can be made available within the Self-Service portals, displayed in the language linked to the user's profile and login.

Managers also have the ability to review department specific metrics and reports that highlight changes and trends within their own business units.

Highlights
- Enter/begin requisitions
- Promotion and salary changes
- PTO request approval
- Timesheet approval
- Employee evaluations
- Access to department reports
- Company and personal links
- Access to trace pending requests (authorizations)
- Role-based metrics and reports
- Mobile access to authorizations

Talent Management
Putting the Right People in the Right Position

Ignite's NuView Talent Management delivers a robust set of modules that allow companies to attract, retain, and motivate a superior workforce. Talent Management modules properly equip employees, managers, and HR professionals with the right information at the right time. The system understands and builds a strategy for each area in order to maximize the quality and length of each employee life cycle.

Ignite's NuView **Talent Management** functionality includes:
- Recruiting Management
- Candidate Self Service
- Compensation Management
- Performance Management
- Time and Attendance

Recruiting Management

The Recruiting Management module offers advanced tools to assist recruiters and hiring managers with the entire hiring process, from requisitions, sourcing, applicant tracking and management, to interviewing and job offer.

Recruiting Management transforms applicant resumes sent via email, or submitted through the website, into applicant data. Applicant records are automatically populated with key fields, including name, addresses, skills and education.

Highlights
- Scanning and parsing of resumes
- Applicant tracking and management
- Pre-screening and interview questions
- Completion of final job offer
- Requisition management
- Recruiter assignments to requisitions
- Sourcing
- Best match search
- Interview scheduling
- "One click hire"
- Tracking of requisitions budgets
- Compliance and review of diversity programs

Candidate Self-Service

The Candidate Self-Service module allows job applicants to apply for open job/requisitions and build/submit their resume on-line, directly from the company's website. The HR self-service feature collects directly from the corporate website any and all applications and résumés for job

Talent Management delivers a robust set of modules that allow companies to attract, retain, and motivate a superior workforce.

openings. Applicants receive an immediate email after they've applied to a position and can return to the site and check the status of their submission(s) – taken right from the database. They can apply for additional openings and/or update their resume with more current information too. This module also has the ability to ask qualifying questions, pertinent to the company and/or the requisition and helps recruiters and hiring managers sift through numerous resumes and quickly identify "qualified candidates".

Compensation Management

The Compensation Management module enables you to reward the performance of your employees based on their accomplishments. It is an advanced salary planning, incentive and stock-planning tool, enabling managers and Human Resource Departments to streamline the focal review process. It tracks and measures employees' behaviors and outcomes to ensure an organization is on the path to success.

Highlights
- Variance to budget, by pay type
- Confirmation letters to employees
- Real-time compensation data
- Budget increases by department
- Merit matrix model
- Planning worksheet with assigned employees

Performance Management

The Performance Management module helps manage employees efficiently by capturing critical information about their skills and accomplishments leading to a more productive, happy and competitive workforce. This tool allows both the employee and the supervisor(s) to rate employees on a wide range of skills and abilities, in a non-threatening manner, and complete the review on time, in a shorter duration, with electronic record keeping for fast retrieval.

Highlights
- Side-by-side manager and employee review
- View of peer and employee self-review during manager review
- 360° peer reviews
- Ability to review past performance reviews from the review form
- Goal setting and objectives
- Eligibility inclusion for performance period
- Electronic storage of reviews
- Notifications/confirmations
- Performance appraisal and metrics

Time and Attendance

The Time and Attendance module is a powerful tool that helps track time and attendance records and eliminate collecting payroll information manually. It is a complete electronic time entry system that supports both hours and exception only methodologies for complete flexibility. It captures work time for salaried and hourly employees for budgeting and hourly allocation.

Highlights
- Work time (start/stop time) or exceptions data import
- Labor allocation for analysis and budgeting purposes
- Time allocation to departments/projects/ tasks
- Process approval (time off & timecard)
- View of balances and time taken
- Automatic calculation of overtime
- Absence management
- Timely submission of time sheets
- Timesheet audits
- Use of time clocks
- Compliance with California overtime rules

Payroll Administration

Secure, Integrated Payroll Solution for your Global Workforce

Ignite's NuView Payroll Administration modules address the full spectrum of enterprise payroll needs with the flexibility, control, and insight needed to support the unique aspects of any organization. These modules are designed to work together or separately and are available as an on-premise or hosted solution.

Ignite's NuView **Payroll Administration** functionality includes:
- U.S. Payroll
- Global Payroll

U.S. Payroll

Ignite's Nuview U.S. Payroll module puts you in control of your in-house payroll. This modules provides solutions to complex payroll needs, while providing the flexibility and control required by today's businesses.

Highlights
- Process payrolls on your schedule – not a predetermined vendor schedule
- File your own taxes (and save money) or interface with a tax filing service
- Maintain multiple state and local earnings and taxes by employee
- Access multiple pay rates by employee
- Multiple payroll data entry options
- Audit payroll data and correct errors before checks are printed
- Export data into Excel format for additional analysis and reporting
- Print manual checks and process expense reimbursements on demand
- Process your current year payroll before the prior year is finished
- Access to the prior year's payroll, taxes and deductions
- Unlimited on-line history
- Client self-service portal

Global Payroll

Ignite's NuView Payroll Administration provides outsourced international payroll services to global corporations via an integrated approach with our partners, Celergo and iiPay. This solution ensures administration and compliance through a network of local experts in each country.

Highlights
- International regulator
- Localization of forms
- Foreign currency management
- Data privacy/country specific rules
- Improved transaction control
- Instant access to detailed pay data by payroll and employee
- Extensive reporting capabilities
- Tax and social payments to the appropriate governments
- Statutory paperwork for new hires, terminations, payroll and year-end filings, as needed
- Payments to benefit providers worldwide including exotic currencies, split payments and offshore jurisdictions
- Cash payments, payment of net pay and expense reimbursements to expatriates on home, host or split payrolls

Third Party Payroll Integration

Ignite's NuView Payroll Administration provides third party payroll integration which allows clients to continue using their current payroll vendor while gaining the advantages of Ignite's advanced HR payroll components.

Highlights
- Single or bidirectional interfaces. HR to payroll or payroll to HR. Any data fields such as time worked, earnings, deductions and accruals
- On-demand or scheduled data exchange

Quick Facts: NuView HCMS

Product Summary

Ignite's NuView HCMS is a complete and integrated product suite that helps organizations effectively boost productivity, streamline workflow, manage payroll and align HR programs and initiatives on a platform that is easily adaptable for your business needs. Ignite's NuView platform provides a positive impact to the bottom line through the implementation of best practices, automation of key processes, advanced workflows, and more strategic decisions based on better enterprise wide reporting and analysis available through a single global HR system.

HCMS Modules

Flexibility is the guiding principle behind Ignite's NuView HCMS because it allows you to select the functional modules that meet your needs. At any time our clients are able to pick solutions they need, knowing they will be able to implement additional strategic modules at a later time. Ignite's NuView HCMS product suite addresses all major HR disciplines including Core HR, Talent Management, and Payroll all connected with self-service portals for employees, managers and job candidates.

Core HR Modules	Talent Management	Payroll Administration
• HR and Benefits Administration	• Recruiting Management	• U.S. Payroll
• Succession Management	• Candidate Self Service	• Global Payroll
• HR Reporting	• Performance Management	
• HR Metrics	• Compensation Management	
• Notifications and Workflows	• Time and Attendance	
• Training Administration		
• Self Service Portals		

Key Features

- Trained Human Resources and Payroll Customer Support Representatives available to help every step of the way
- Authorization workflow tools to coordinate your entire company
- Employee and manager self-service portals
- Full suite of standard reports, along with a power tool for ad hoc reporting
- No hardware investment
- Single support phone number, single vendor management
- On-line customer center, available 24 hours a day, 7 days per week, 365 days per year

Flexible Deployment Options

Ignite's NuView HCMS solution is available as an on-premise or hosted solution.

- On-Premise Option

    Client deploys and maintains the software in their own environment.
    — *Benefits:* Higher levels of control and management within the client's IT Department.

- Hosted Option

    Ignite hosts your deployment for a service fee above and beyond your annual license and support fees.
    — *Benefits:* Flexible option that eliminates the need to invest in hardware or provide IT resources. Our datacenter provides security, reliability, and disaster recovery peace of mind.

For More Information

Please contact us at success@ignitetech.com or visit www.ignitetech.com