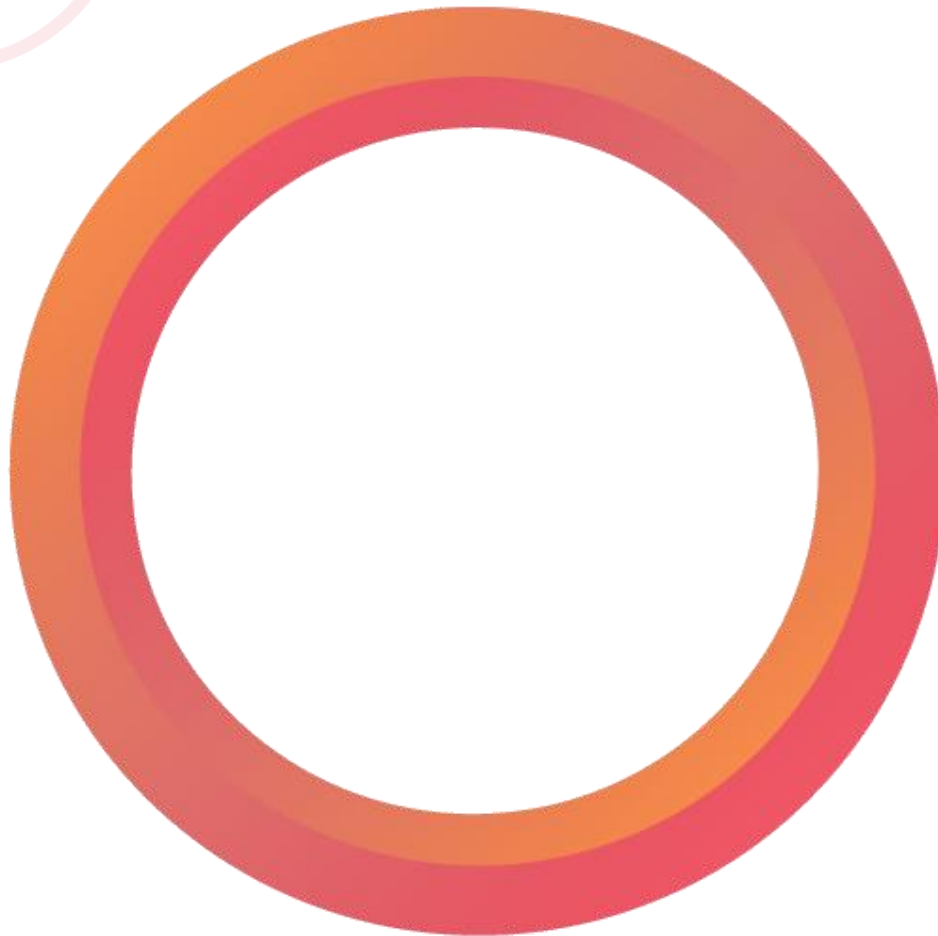


PAYWORKS PROPOSAL



Platinum member



Prepared for:
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Dental Buying Network
Edmonton , Alberta

Prepared by:
Quinn Werbowski

Dated: December 28th 2020

CORPORATE INFORMATION

After years of experience in the payroll management industry, Payworks' management group founded the company in 2000 in order to provide customers with an alternative to traditional payroll service bureaus.

Payworks provides cloud-based time management, payroll, and human resources solutions, including employee and manager self-service functions, to Canadian businesses of all sizes. The key to Payworks is the single unified database design and dedicated service representative service model.

The Payworks national service centre is located in Winnipeg, Manitoba, and we have ten other offices across Canada, including Victoria, Vancouver, Kelowna, Calgary, Edmonton, Saskatoon, Regina, Toronto, Montreal, and Halifax. With more than 300 employees and still growing, we provide payroll services to more than 20,000 clients across Canada.

At Payworks, we are committed to integrity, trust, accountability, and to being a company where our employees are proud to work. Payworks is a 2019 winner of the Canada's Best Managed Companies Platinum Club designation, having retained its Best Managed designation for seven consecutive years.

KEY BENEFITS TO PAYWORKS

Operating a small business means wearing many hats. That's why our small business solutions give you back time and money. Payworks helps you stay compliant with important legislative and employee matters so you have more time to grow your business and take care of customers. Our cloud-based Payroll, Human Resources (HR), Time Management, and Absence Management solutions share a single database. This means no interfaces, no double entry, and all systems update each other seamlessly and in real-time.

We are payroll experts and it is our job to make sure that your payroll cycle goes smoothly. Of course, you are the key to the process; you help us build a streamlined process for your unique needs. If you want self-sealed statements or cheques, we will provide them. Simply tell us what you need to make your payroll process go off without a hitch and we make it work. When you choose Payworks, you are assigned a dedicated Client Service Representative who will understand your business and individual needs. Personalized service is just one of the things that sets Payworks apart.

Ease of Use and Scalability: The Payworks platform is intuitive and scalable to handle any future growth.

Workforce Analytics: Workforce Analytics allows clients to find answers to questions and discover trends and anomalies by combining consolidated information across all Payworks modules, and utilizing filters to manipulate information.

Client Service Representative: Our dedicated Client Service Representatives ensure the highest levels of personalized service for our clients.

Complete Setup Support: We provide conversion, implementation and training support to make the transition as smooth as possible. Switching payroll providers can be daunting, but our clients tell us that we provide a better on-boarding experience.

Industry-Leading Year-End Processing Tools: At year-end, you'll receive a complete set of management reports. We prepare government slips on your behalf, and your employees will receive their tax slips in confidential, pre-addressed envelopes, unless you choose to print them yourself. Payworks also provides an industry-leading, user-friendly, and interactive year-end checklist; short, helpful videos to guide you through each step; and simplified year-to-date adjustments with tax form previews.

PAYROLL

Our Payroll module is feature rich and will meet all of your payroll processing needs. Built on a single database, it brings together your data from across all modules to process your payroll efficiently and accurately every time.

FEATURES

Scalable

- + Single or multiple locations
- + Multi-user access with role-based security
- + Multiple pay groups and frequencies
- + Multiple Federal and Provincial Business Numbers
- + Additional HR, Time Management, and Absence Management modules

Comprehensive Functionality

- + User-defined earnings, deductions, and benefits with targets
- + Accruals for vacation, holiday, sick, and/or banked time
- + Future dated transactions
- + Mass change module
- + Statutory pay calculator
- + Automatic triggers at key milestones such as probation periods
- + Garnishment administration
- + Complete year-end package including T4s and employer summaries
- + NEW: Secure and confidential pay statement document attachment

Multiple Pay Options

- + Direct Deposit (up to five accounts per employee)
- + Cheque (regular or self-sealed ready for mail or distribution)

Mobile-optimized Employee and Manager Self-Service

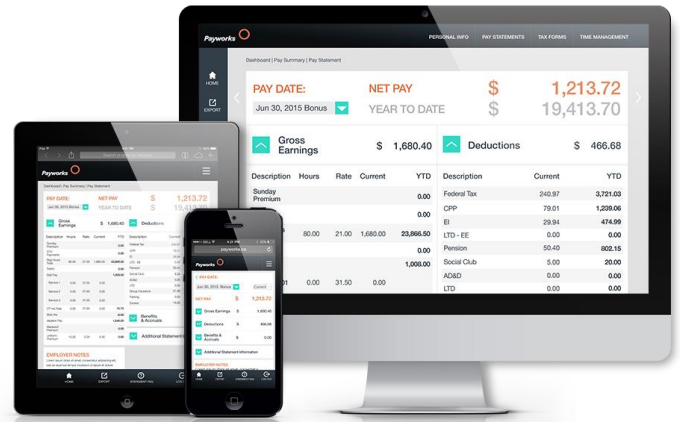
- + Improve employee and supervisor engagement through timely access to personal information
- + Employee entry and edits to personal information
- + View and print pay statements and tax forms

Compliance and Data Retention

- + Secure and efficient system access
- + Automatic legislative updates done for you
- + Automatic federal, provincial tax filing and WCB premiums
- + Records of Employment (ROEs) submitted directly to Service Canada on your behalf
- + Online data storage and archiving

Reporting and Analytics

- + Standard and fully custom payroll reports
- + Exportable payroll register and journal entry
- + Access to one database with HR, Time Management, and Absence Management data



Sample Journal Entry Report

Payworks

v2.0

Demo Company

Customer Number

D02989

Payment Date

2018-01-25

Period ending Date

2018-01-15

Pay Period

2

Run Date

2018-04-12

Pay Group

Production

Journal Entry

Preliminary

Account	Description	Debits	Credits
20000	Service Fees		111.25
	Payroll Clearing Account	68,729.41	
130-000001	Administration		
20000	Net Pay		2,765.95
001-12300	Benefits		84.49
	Ontario - WSIB 3333-BBB		1.35
001-23400	Deductions		82.82
001-12001	123456782RP0001 - Federal Tax		1,026.94
001-12001	123456782RP0001 - CPP/QPP Employee		201.87
001-12001	123456782RP0001 - CPP/QPP Employer		201.87
001-12001	123456782RP0001 - EI Employee		70.15
001-12001	123456782RP0001 - EI Employer		98.20
001-89000	Wages	4,096.42	
001-10000	Hourly Pay	51.30	
001-12300	Benefits		84.49
001-90100	Ontario - WSIB 3333-BBB		1.35
001-30400	123456782RP0001 - CPP/QPP Employer		201.87
001-30401	123456782RP0001 - EI Employer		98.20
130-000816	Warehouse		
20000	Net Pay		50.18

Sample Pay Statement – Customizable to your business’s needs

Payworks

Adam Smith
Cost Center: 140
Additional Fed Tax: \$ 0

Payroll #: D02989

Employee #: 0002

Pay Periods: 2018-01-01-2018-01-15

Payment Date: 2018-01-25

Period #: 2

Deposit: XXX-XXXX-XXXXXX

Seq #: 999999999

Message to EE# 0002: Missing renewal sheet

Employer Paid Benefits + Accruals

Description	Current	YTD
Life Insurance	36.25	36.25
AD&D	68.94	68.94
Dental		34.58
Extended Health	89.13	89.13
Vac Ea Pay	56.07	
Pension	75.00	75.00

Earnings

Description	Current	YTD	Rate
Administration	3.80	13.500	51.30
Clothing	80.00	15.000	1,200.00
Warehouse	3.75	18.500	69.38
Reg Hours Total	87.55	90.55	1,320.68
Production	4.00	20.250	81.00
Overtime Total	4.00	4.00	81.00
Commission			485.00
Vac Each Pay			56.07

Deductions

Description	Current	YTD
Federal Tax	224.19	224.19
CPP	73.86	93.93
EI	25.44	34.59
LTD		8.00
Pension	75.00	75.00
Social Club	5.00	10.00

Summary

	Gross Pay	Deductions	Net Pay
Current	1,457.75	403.49	1,054.26
YTD	2,008.95	445.71	1,563.24

Demo Company
100 Main Ave
Edmonton, Alberta
T5J3S2

Employee Number: 0002
Smith, Adam
123 Blackthorn Ave.
Toronto, Ontario M6M3H7

ABSENCE MANAGEMENT

Our Absence Management module lets you intelligently and efficiently track employee absences through an easy-to-use time off request system that integrates with payroll.

FEATURES

Smart and Efficient Functionality

- + Integrated to Payroll, Employee Self Service, and Time Management for a seamless user experience
- + Easy-to-use design and navigation
- + Intelligent multi-day time off requests, including recognized weekends, holidays, etc.
- + Manager access to employee accrual balances
- + Manager and employee access to all historical information

Extensive Configuration Options

- + Highly customizable administrative functionality
- + Unlimited time off types with integration to payroll when applicable
- + Establish company and employee-based defaults, including typical workweeks
- + Configurable holiday calendars for different groups of employees
- + Optional ability to configure approval authorization for Absence Management

Powerful Manager Toolset

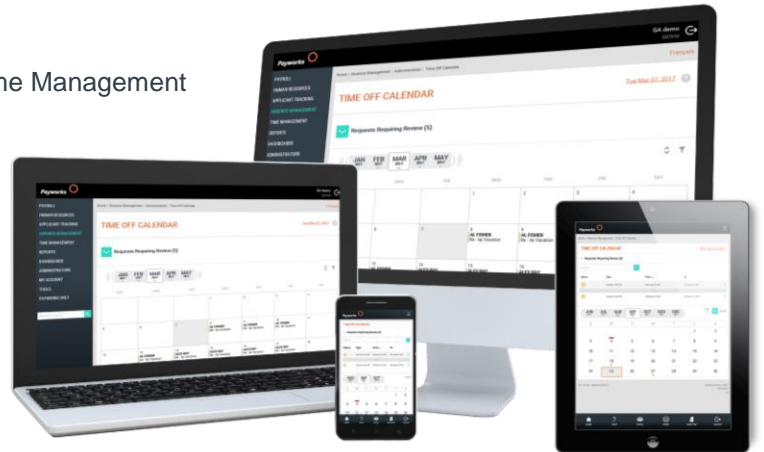
- + Manager request review dashboard
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Advanced filter capabilities to focus on absence types, departments, or specific people
- + Summary tables of employee activity across all absence types

Mobile-Optimized Employee Self Service

- + Time off request screens include a convenient balances table
- + Employees only see the holidays, time off types, and accrual balances that apply to them
- + Calendar view provides insight into a month at a glance with powerful filtering options and embedded request editing tools
- + Clean design that supports both simple requests and complex multi-day time off requests

Reporting and Analytics

- + Robust standard reports
- + Extensive ad hoc custom reporting and dashboard capabilities



TIME MANAGEMENT

Our Time Management module lets you intelligently schedule, manage employee availability, and capture hours worked through multiple data input options, including timesheets, web time, and the S900 biometric finger reader. With automatic integration to payroll through a common database, reporting is easy.

FEATURES

Data Input Options

- + S905 biometric finger reader clock
- + uFace 800 facial recognition clock
- + Mobile-optimized Employee Self Service Web Time and Timesheets
- + Software time clock
- + Data entry timesheet
- + Punch data imports (from POS systems meeting Payworks import specification)
- + Special order: HP3000E hand reader clock

Employee Policy and Legislative Compliance

- + Automated daily and weekly overtime calculations
- + Preconfigured provincial rules with optional company overrides
- + Statutory holiday pay calculations (including for casual employees)
- + Punch rounding and tardy punch management rules
- + Shift premium rules
- + Employee assignment of position/s, position/s rates, position pay grades

Integrated Scheduling

- + Shift templates and position schedules
- + Scheduling agent to help automate schedule generation
- + Schedule change notifications
- + Employee availability tracking
- + Monitoring employee compliance to schedule

Employee Self Service

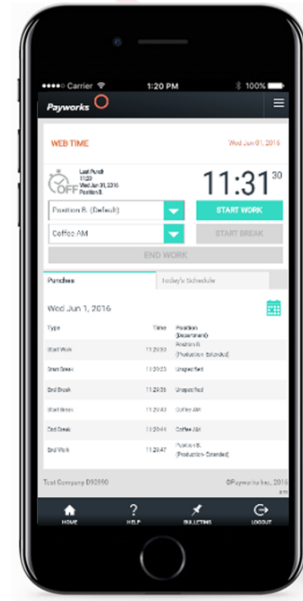
- + Mobile-optimized Web Time with quick at-a-glance user punch history with GPS locations
- + Mobile-optimized Timesheets are intuitive and include an hours summary table
- + Maintain availability information
- + View schedules

Manager Self Service

- + Supervisor timesheet approvals
- + Create and manage employee schedule
- + Management Reports and Analytics
- + Standard reports and custom ad hoc reports

Reporting and analytics

- + No interfaces to manage – common database across all solutions
- + Robust standard reports
- + Extensive ad hoc custom reporting and dashboard capabilities



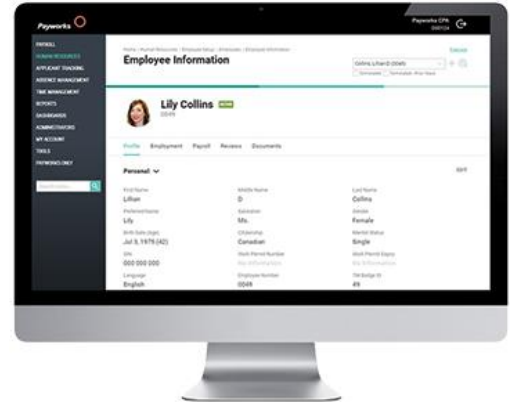
HUMAN RESOURCES

Payworks' Human Resources (HR) solution was designed to help you save time managing the employee lifecycle from recruitment to performance reviews. Administration is simplified and powerful reports can be created, all from within our integrated platform for a truly seamless experience.

FEATURES

Onboarding Tools

- + Share information with managers and employees as new employees move through the lifecycle within an organization
- + Engage new employees with a welcome email that is sent as part of the new hire process
- + Provide important information such as an Employee Policy handbook and new hire forms through Employee Self Service
- + Set up automatic notifications to other departments as needed regarding checkpoints or changes to an employee's lifecycle



Employee Profile

- + Quick access to personal contact information and emergency contacts
- + Tombstone information at the top of the screen includes employee name, title and employment status
- + Powerful search capabilities to find individual or a list of employees in a particular department or by status
- + Notification emails sent when a change is made to information in the employee profile
- + Configurable user-defined fields to manage unique information

Compensation and Benefits Management

- + Pay scale set up
- + Manage multiple benefit plans
- + Mass benefits enrolment
- + Configurable awards setup tracks bonuses and other allowances

Reporting and Analytics

- + Comprehensive library of standard reports
- + Scheduled report generation
- + User-friendly custom reports builder and dashboard

Employee Profile Management

- + Document attachment for electronic employee files
- + Union membership information and grievance management
- + Track Health & Safety Incidents

Talent and Performance Management

- + Track employee skills and education as well as required licences or certificates
- + Manage documents and information related to reviews, coaching and disciplinary action

APPLICANT TRACKING

Our Applicant Tracking solution enables you to manage every part of the recruitment process from one central location. It streamlines recruitment activities, from posting your first job to selecting and hiring the perfect person for the role.

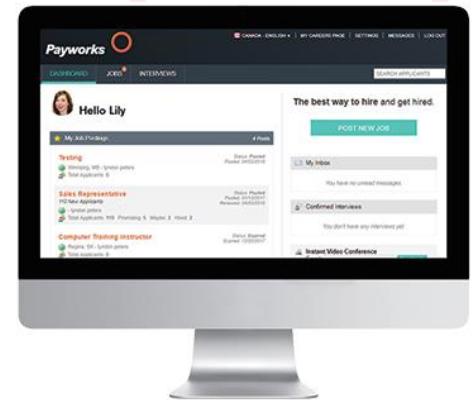
FEATURES

Comprehensive and Convenient

- + Create new job postings and submit to popular job boards
- + Track all communication with prospects
- + Automatically schedule interviews in your calendar

Identify Top Candidates

- + Collect written, phone, or video responses to pre-interview questions
- + Interview candidates in-person, over the phone, or online using the Applicant Tracking video conferencing system
- + Copy or move a candidate to another position or location
- + Easily identify top candidates, take notes, rank candidates, and much more



APPLICANT TRACKING PRO

Applicant Tracking Pro provides users looking for more functionality and customization with a robust tool that includes all of the features listed above, plus the following:

- + Initiate a job post with full requisition functionality
- + Customize access levels for accounts using roles and permission settings
- + Create unlimited email templates and incorporate into an infinite number of hiring workflows
- + Evaluate new applicants using an unlimited number of customized ranking templates
- + Using the company-specific database, view applicants and search based on tags, ratings, etc.
- + Share calendar view of application-generated tasks and events
- + Attach documents (such as assessments, cover letters, and more) to a candidate's profile
- + Add candidate resumes that were collected outside of Applicant Tracking Pro to jobs or the candidate database

WORKFORCE ANALYTICS

Payworks' new Analytics solution enables you to evaluate your organization's performance at a glance. Transform payroll costs, turnover, and timesheet and absence information into true business intelligence to ensure you're making timely, data-driven decisions.

Workforce Analytics allows clients to find answers to your questions and discover trends and anomalies by combining consolidated information across all Payworks modules, and utilizing filters to manipulate information.

You may choose to work within pre-built dashboards or create your own to meet your organization's needs. If required, export reports or create a schedule to distribute reports electronically to stakeholders.

Easy to Use

- + View your data using pre-built reports and graphs
- + Apply filters to immediately view a subset of your data
- + Drill down on a graph to see more details
- + Change all graphs on the dashboard as you filter and drill
- + Set bookmarks to keep favourite filters applied to reports

Powerful Information Views

- + View data across multiple years
- + Compare this year's data with last year's for the same period
- + Use the combination of graphs to view the information in different ways at a glance
- + Set filters to see the time periods you're interested in
- + Manipulate the data within the dashboards, reducing the need to export it

Integrated with Payworks Modules

- + View collections of Payroll, Human Resources, Employee Time and Absence Management information
- + Combine consolidated information across all modules
- + Control user access as well as permissions to information within the reports using existing Payworks security



IMPLEMENTATION AND TRAINING

We provide conversion, implementation and training support to make the transition as smooth as possible. We work with you to ensure that implementation takes place efficiently and within your timeframe. We convert your data to new formats, complete setup of your payroll, HR, Time Management, and Absence Management systems, and we will balance to your last payroll run, all to provide you with a database customized to your specific needs.

We walk all new users through the processes, either in person or over the telephone. Of course, there is unlimited telephone support available anytime, so you will always feel confident using our product. Our dedicated Service Representatives are knowledgeable, friendly, and dedicated to helping your business run as smoothly as possible.

Thank you for taking the time to review our proposal. We look forward to speaking with you and hope that we will have the opportunity to make your life a little easier.

CONTACT

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Doing business to business, person to person. Payworks is a leading expert in the field of total workforce management solutions, providing cloud-based Payroll, Human Resources, Employee Time and Absence Management to more than 20,000 businesses across Canada. Payworks is a 2019 winner of the Canada's Best Managed Companies Platinum Club designation, having retained its Best Managed designation for seven consecutive years. Let us show you how we're different: visit payworks.ca for more information.