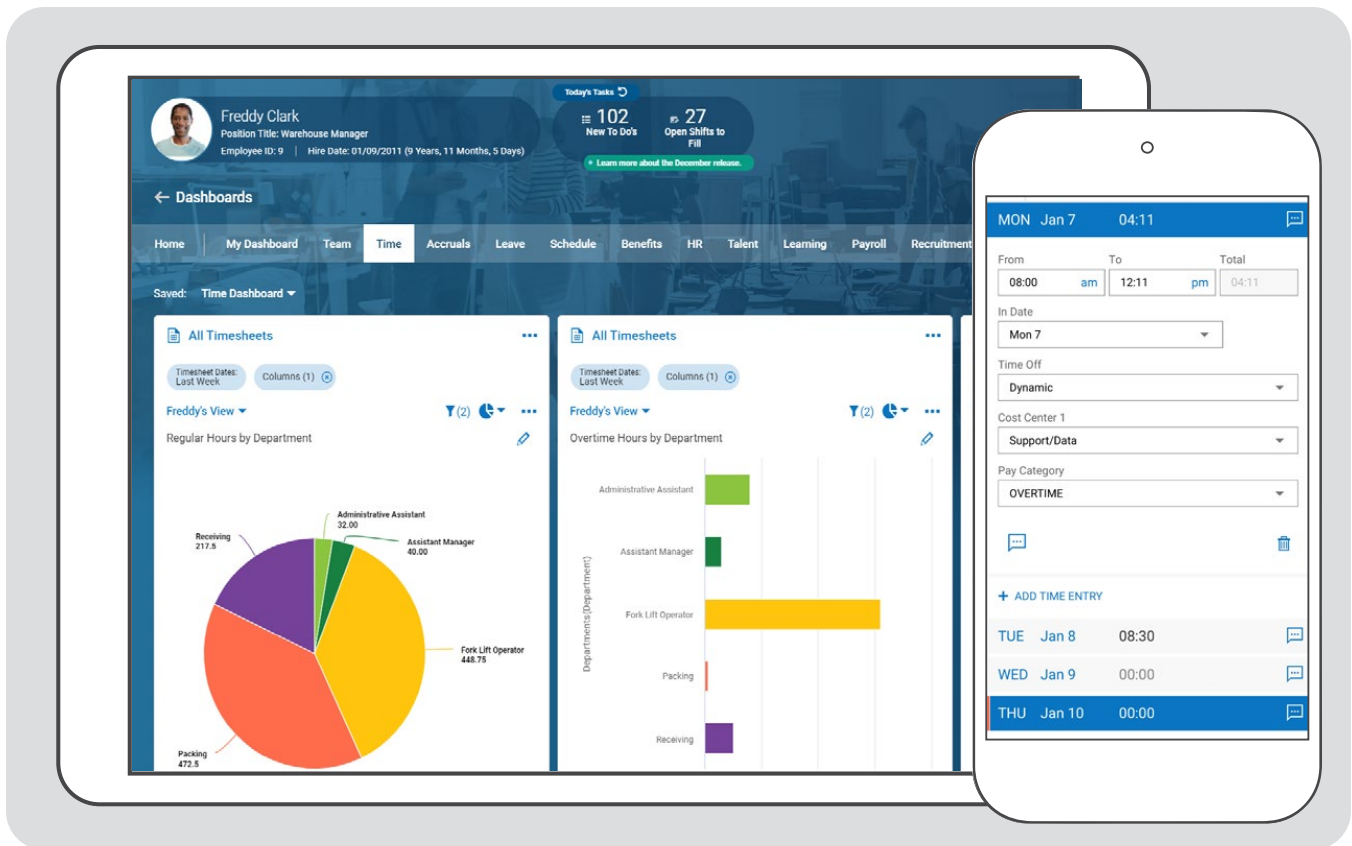


Time

Streamline time tracking with **consistent, fair rules.**

Time enables organizations to simplify and automate routine tasks, including approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help you minimize compliance risk.



Consistent, fair rules

With Time, our robust pay calculation engine provides a comprehensive set of rules to easily model your current policies and align with federal and state regulations. This ensures your policies are enforced consistently and fairly across all your employees, minimizing compliance risk.



Accurate data capture

Collect data from a variety of sources, including timeclocks, telephony, web entry, and mobile. Whether you have a dispersed workforce or all employees in one location, you can mix and match how you collect data based on your organization's needs.



Real-time visibility

An easy-to-use, configurable dashboard allows managers to track key data and perform common tasks on one screen, driving more-informed decision-making. Automated notifications and alerts provide visibility into actions that need to be taken in order to align with operational goals.

Key Benefits

For HR professionals and managers

- Drive efficiencies by simplifying routine time and attendance tasks
- Improve compliance and mitigate risk with automatic updates to available pay rules
- Reduce the administrative burden of managing employee attendance and accruals
- Assign and track employees' schedules with ease.
- Gain strategic insights through real-time reporting at the click of a button
- Stay ahead of the curve with proactive notifications to help you align with organizational goals

For employees

- Get easy, instant access to important information, including timesheets and schedules
- Enjoy multiple user-friendly ways to enter and review time information, including by timeclock, web, and mobile
- Easily manage time-off requests, schedules, timecards, overtime requests, and more via a curated employee portal

Key Features of Time

- Drag-and-drop custom workflows
- Robust pay calculation engine
- Exception management
- Automated points tracking
- Open absence tracking
- Timesheet management
- Flexible, configurable time allocation
- Mass editing tools
- Robust, real-time reporting with auto-distribution
- Comprehensive, configurable dashboard
- Multiple, user-friendly timesheet formats
- Data collection via timeclock, telephony, web, and mobile
- Geofencing capabilities
- Offline punch capture
- Schedule creation manager
- Automated, proactive SMS, email, and in-application push notifications
- Mobile-friendly employee and manager self-service

Leave Manager

Support your people with accurate, accessible leave options while **minimizing compliance risk**.

With Leave Manager, your organization can automate the administration and tracking of paid and unpaid federal, state, and employer-specific leave policies. Because our leave solution works seamlessly with our HCM platform’s Timekeeping Solution, it enables you to reduce the administrative burden, labor costs, and risk of noncompliance of managing leave-of-absence requests and eligibility.



Automate processes

Automated leave administration and tracking is configurable to match the needs of your organization to maintain balances, reduce errors caused by manual processes, and control absence costs. Ensure accurate data and comprehensive visibility when tracking and managing employee leave.



Increase consistency

Ensure equal, fast, and fair policy enforcement to reduce compliance risks. Leverage flexible, powerful tools that adapt to your unique rules and workflows so you can be confident that policies are enforced consistently and accurately across the entire organization.



Create engaging experiences

Reduce paperwork and error-prone manual processes through seamless integration with timesheets, schedules, and government forms and provide employees with modern self-service tools to request leave, check eligibility, and track their balances — available anytime, anywhere on our mobile app.

Key Benefits

For HR professionals

Improve efficiency by eliminating manual tasks and streamlining leave requests and approvals

Ensure fairness by accurately calculating and tracking leave eligibility, type, and duration

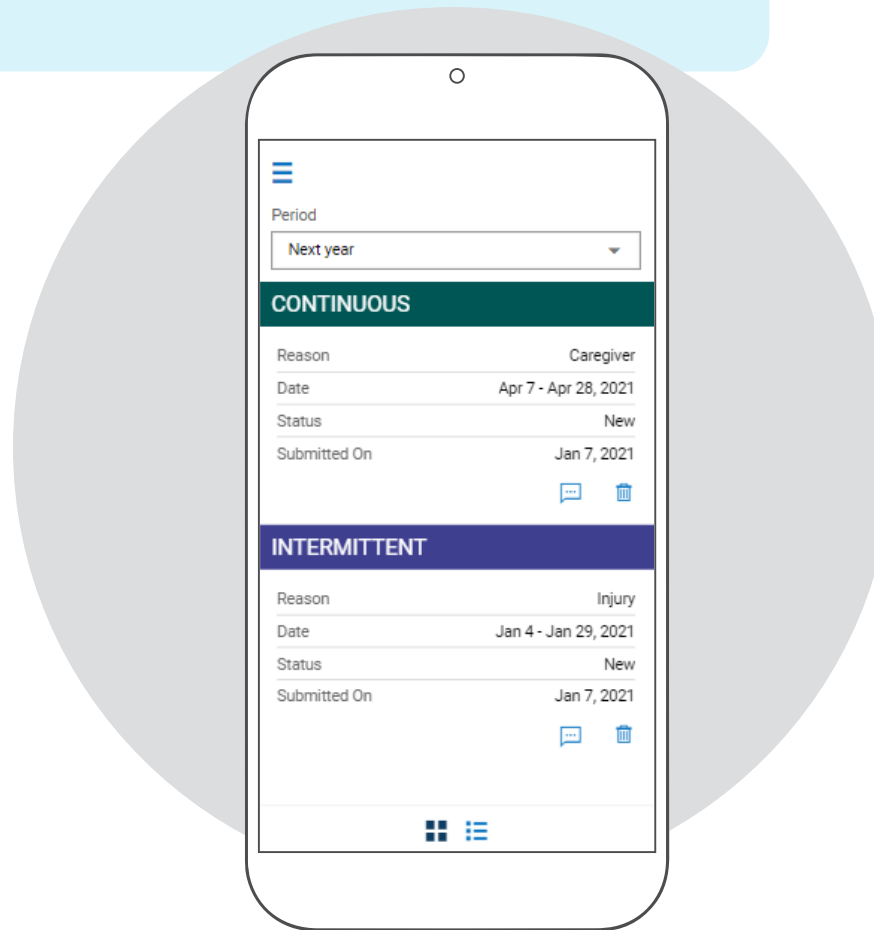
Reduce the cost of unauthorized absences through flexible rules and automated notifications

Increase transparency with instant visibility into each employee's current leave status, eligibility, and balances

Improve compliance by ensuring that leave policies are enforced consistently

Key Features of Leave Manager

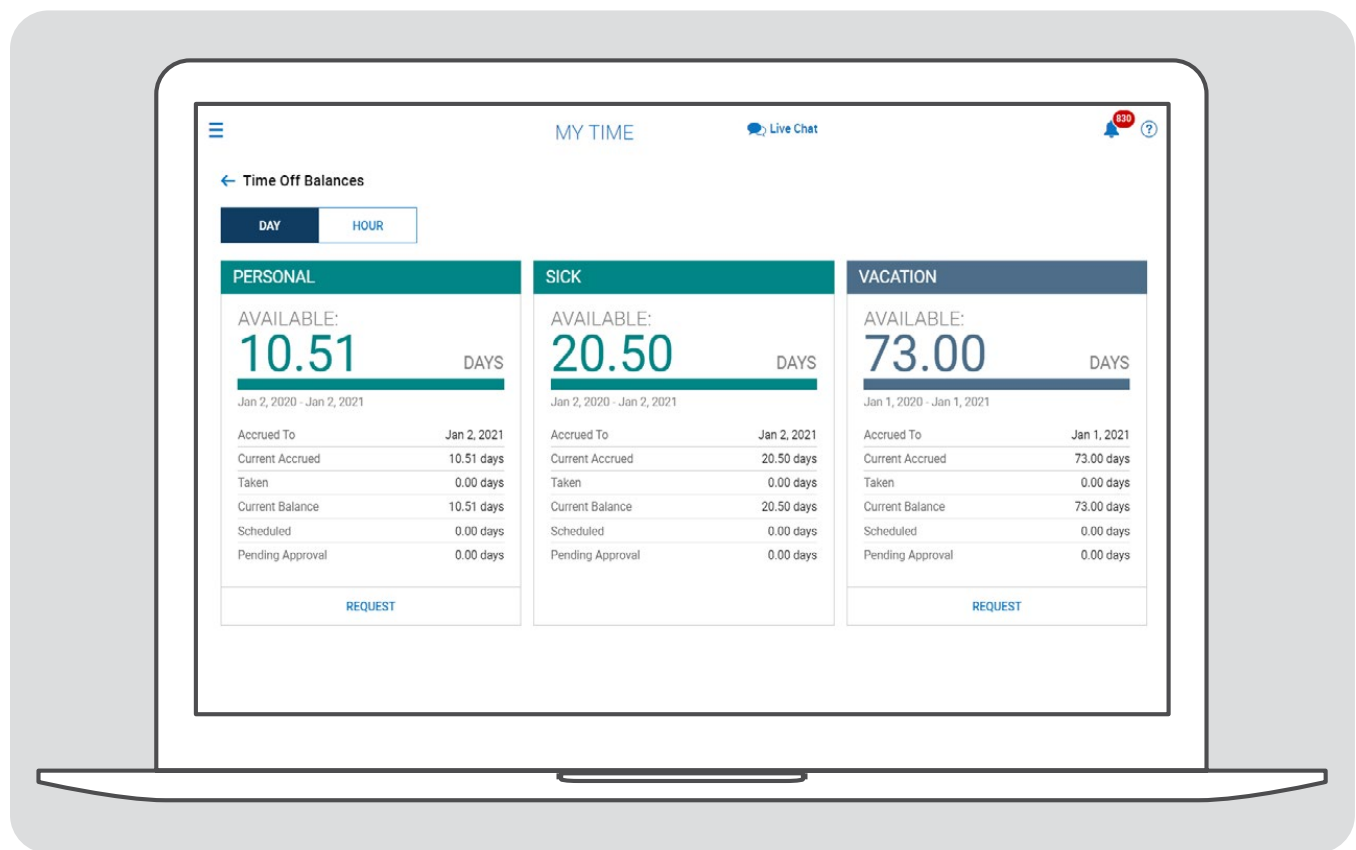
- Leave qualifier questionnaires
- Seamless integration with timesheets and schedules
- Continuous and intermittent leave tracking
- Flexible leave rules, types, duration, and eligibility criteria
- Drag-and-drop custom workflows
- Auto-populated Department of Labor forms
- Appending documents to leave case records
- Real-time, global leave reporting and analytics
- Mobile-friendly employee and manager self-service



Accruals Manager

Manage time off efficiently and flexibly for **improved accuracy and consistency.**

Accruals Manager is a powerful solution that automatically calculates and tracks accrued paid time off (PTO) based on your organization’s specific rules, policies, and regulations — so you can eliminate manual errors, support fair and consistent policy enforcement, and give employees and managers instant visibility to simplify time-off requests and approvals.



Streamlined processes

Speed up and simplify time-off requests and approvals with automated workflows and notifications while maintaining automatic enforcement of policies and regulations to minimize your compliance risk and drive fair, consistent treatment of employees across your organization.



Flexible configuration

Calculate and track accruals based on your organization’s specific policies and criteria such as hours worked, seniority, pay grade, attendance, performance, and/or wellness points. Add carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long.



Increased transparency

Provide employees and managers with access to accrual balances at any time and from any device. Leverage comprehensive reporting and analytics to gain visibility into time earned, taken, scheduled, and remaining for your employees for their applicable PTO categories.

Key Benefits

For HR professionals

Increase engagement by offering comprehensive PTO benefits

Streamline time-off requests and approvals

Ensure fairness by accurately calculating and tracking time-off accruals

Increase transparency with instant visibility into each employee's current accrual balance

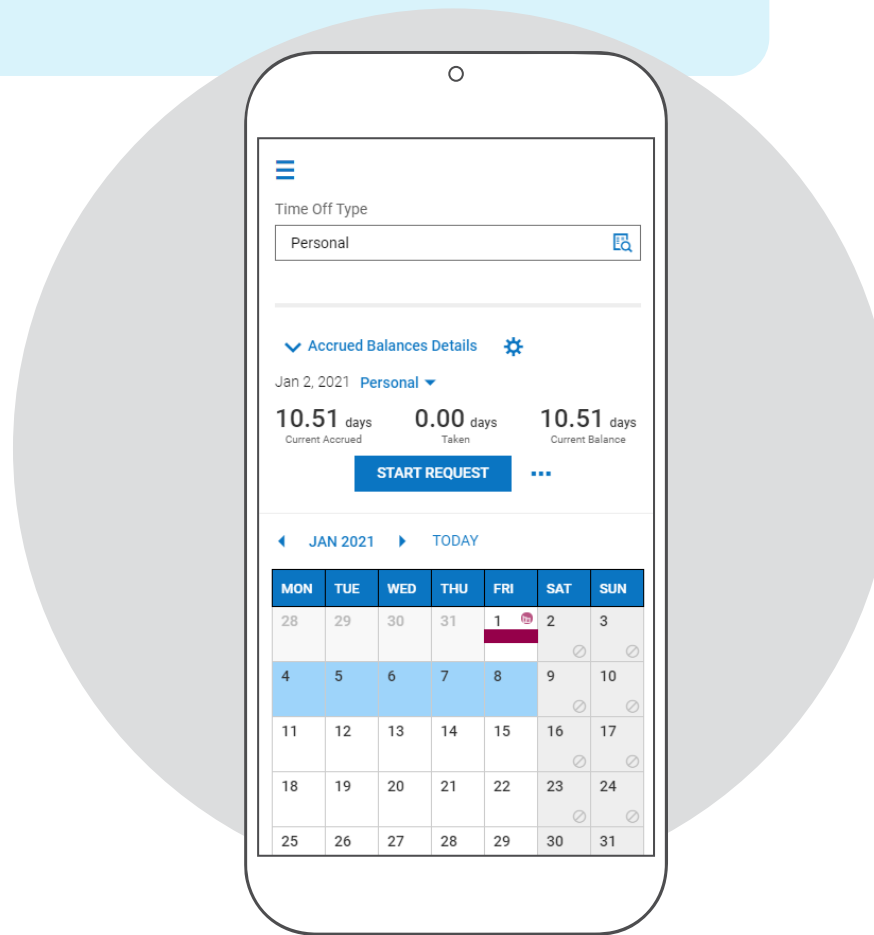
Empower managers to make fast, informed decisions on time-off requests

Effectively balance employee requests with staffing coverage requirements

Improve efficiency by eliminating paper-based or manual accrual tracking processes

Key Features of Accruals

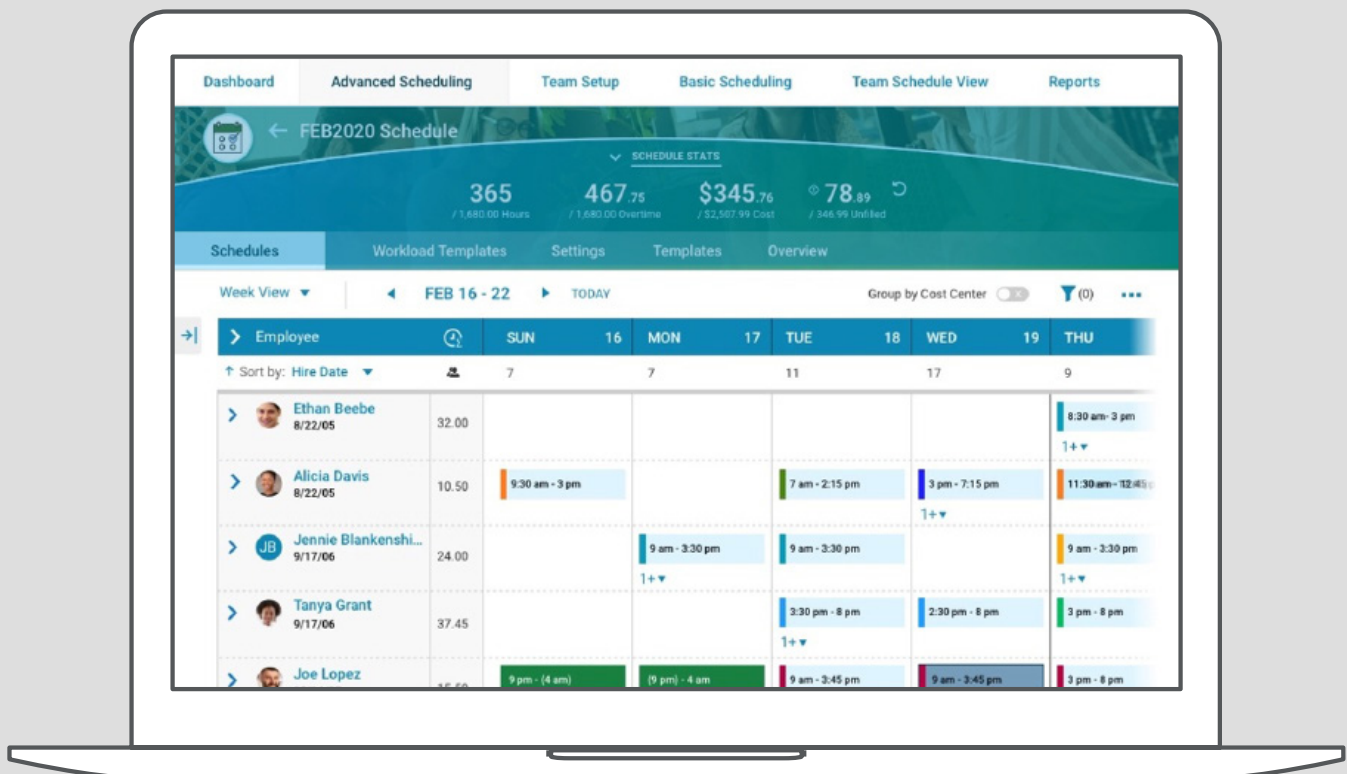
- Automated accrual calculations
- Custom carry-over settings
- Custom eligibility rules and notifications
- Tracking of time taken, earned, scheduled, and remaining
- Time-off planning manager and calendar
- Mobile-friendly employee and manager self-service
- Flexible workflows and approvals
- Real-time reporting and analytics



Scheduler

Streamline scheduling and put the right people **where they're needed most.**

Creating meaningful schedules that meet the needs of your business and your people can be a complex, time-consuming, and downright frustrating task. With Scheduler, automatically generate schedules that are the best fit for your organization and your budget. Our solution proactively builds schedule recommendations that are based on operational demand, required skills, compliance rules, and your people's availability and preferences.



Make intelligent decisions

Inova HCM gives you real-time visibility into accurate people data, budget constraints, and staffing demands. Enable managers to make intelligent staffing decisions on the fly and build schedules that meet the needs of your people and your business.



Minimize compliance risks

Inova HCM automatically identifies your people based on predefined criteria so you can assign the right person to each shift. You're automatically notified if scheduling actions violate established rules so you can make changes and maintain compliance.



Empower your people

Self-service tools empower your people to be more autonomous while making the scheduling process more transparent. With Inova HCM, they can pick up open shifts based on their qualifications and get notified whenever a new schedule is posted — from any device.

Key benefits

For managers

Automatically generate best-fit schedules based on a set of predefined criteria

Make changes on the fly to meet scheduling needs in the moment

Adhere to scheduling rules and policies that will help avoid grievances, litigation, fatigue, and fines

Gain real-time visibility into accurate employee data, payroll costs, and staffing demand

Get visibility into employee skills, certifications, and experience in order to make the best staffing decisions

Manage schedules anytime, anywhere, on any device

For employees

Easily access daily, weekly, and monthly views of your schedule from any device

Set your scheduling preferences so managers can take them into account when building schedules

Manage availability in real time to give coworkers and managers the insight they need to stay informed

Balance life and work by syncing your personal and professional schedule in one place

Stay up-to-date on the latest scheduling changes, open shifts, and swap requests

Key features of Scheduler

- Skill, credential, and certification tracking
- Automated employee-to-shift matching algorithms
- Business data-import tool
- Pattern template scheduling
- Budget and workload management
- Rule and constraints library
- Drag-and-drop schedule builder
- Unassigned shift management
- Mass editing capabilities
- Change alerts and notifications
- Call list
- Employee self-service such as coverage requests, open shift request, and swaps
- Automatic schedule sync for timecards, time off, and leave of absence
- Two-way texting for employee and manager self-service functionality
- Standard report library, including employee availability and preferences, open shifts, requests for coverage, roll call, scheduled vs. actual, shift-swap requests, and