

This questionnaire is to help you identify viable opportunities. You may find leads within your client base or from other professional connections. Please note, this is only a preliminary assessment tool to determine if a business qualifies as a potential End-User.

This questionnaire is organized to cover general system-related topics, as well as the three APS platform consoles that comprise the comprehensive solution: Payroll (core solution), Attendance (optional solution), and HR (optional solution).

Prospect Company

| | |
|-----------------------------|--|
| Contact Name | |
| Company Name | |
| Email | |
| Phone | |
| Website | |
| Number of Employees per EIN | |

Assessment of Overall Solution Usage and Needs

1. In which state(s) is your business located?
2. Does your company operate with multiple FEINs? Yes No
3. Which system(s) do you use today?: Payroll, HR, Applicant Tracking, Onboarding and Time Management?
4. Why are you considering changing at this point in time?
5. What are the three "must-have" features for your system?
6. What are the top three frustrations with your current solution?

Payroll

1. How do you synchronize your payroll, time and human resources systems? Describe any manual data entry required.
2. How do you manage tax filings and deposits?
3. What types of incomes, deductions, or special tax rules apply to your company?
4. Tell me about the process to update your accounting software after payroll is run. If there is no data integration, what reports do you use?
5. How do employees receive their wages? Direct Deposit Paycard Live Checks

6. Is it important for your workforce management system to accommodate any or all of the following: Guaranteed Tax Filings & Payments Tax Calculations for Employees That Live/Work in Multiple States Integration Capabilities Employee Portals Paperless Payroll Options Custom Fields

Time & Attendance

1. How do employees track time? (Do they use an online system, time cards, or another method?)
2. What forms of time tracking are you interested in? Desktop Mobile Biometric Integrating With Current System Facial Recognition Tablet App
3. Are you interested in Geofencing for mobile time tracking? Yes No
4. Briefly describe the manner in which your company approves or processes timesheets.
5. Do you have any special overtime rules or rounding rules? Yes No
6. Is it important for your workforce management solution to accommodate any or all of the following? If so, which one(s)? Accruals Job Costing Scheduling Shift Differential Time Zones Manager Approval

Human Resources

1. Which HR functionalities does your new system need to include? Applicant Tracking Electronic Onboarding Open Enrollment Performance Reviews Asset Management Document Storage Electronic Form Signing Training/Certifications ACA Reporting Event Tracking OSHA Tracking Goal Tracking EEO-1/Vets100 Data Capture FMLA / Leave Tracking Carrier Connections COBRA
2. What benefit providers and plans do you currently offer?
3. When is open enrollment and how is it currently managed today?
4. How do applicants find positions available within your organization?
5. How are you currently managing and reporting ACA?
6. What is the process for onboarding a new hire?
7. How are you currently tracking company property allocated to employees, performance reviews, employee work-related events, etc?

Sales Order Questionnaire

The answers and details provided for the questions listed below will assist in creating a sales quote along with the associated solutions and services package. Using the responses from the Prospective Customer Questionnaire, select the solutions best fit for the customer's needs.

Solutions/Services

Select the Consoles and additional features intended for use by the COMPANY/EIN.

| Attendance Console | Y | N |
|---------------------------|---|---|
| Time Off Manager | | |
| Scheduling | | |

| HR Console | Y | N |
|---------------------------|---|---|
| Core HR | | |
| Benefits Administration | | |
| Carrier Connections | | |
| APS Hire ATS & Onboarding | | |
| HR On Demand | | |
| COBRA | | |

| Additional/Misc. | Y | N |
|-------------------------------|---|---|
| APS Guaranteed Tax Compliance | | |
| Multi-State Tax Reporting | | |
| Direct Deposit/Paycards | | |