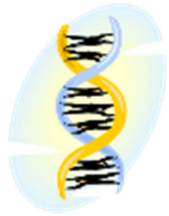


1. General Features



The more you work in HR and Payroll, the more you realize they are not as simple as they appear. They are full of subtleties, nuances, and exceptions. Umana is designed to handle real life complexities.

Here are some of the features our users love most:

A consistent unified system



Umana is a single complete system with shared data for HR, Time-and-attendance, and Payroll. Inconsistencies are eliminated as data is entered once.

You can control who sees and who has the ability to update what data.

Everything works together, as it should:

- You never need to enter anything twice. Enter it once and It automatically applies everywhere. For example, when HR terminates an employee, they can't get paid by mistake.
- You learn Umana faster because the same concepts apply throughout. The same codes, the same ways of extracting and analyzing information.
- A single report or extraction or Email to a manager can pull data from the whole system. For example, the pay stub can show the different jobs performed on which days days and at the rate paid for each.

- When viewing HR data, you can drill down to payroll info, and the other way around. All the parts are connected and work together. You don't have to think about it.
- Access and update ability is controlled module by module. Umana promotes cooperation between teams while maintaining separation of responsibility. HR can do their job and Payroll theirs, together maintaining your shared corporate data.
- Benefits can be HR-driven or payroll-driven. Time banks too.

Bilingual



Designed for the Canadian market where both English and French are official languages. With Umana you can work in English while another user works in French, and switch dynamically.

Everything available simultaneously in both languages

- All codes (Pay codes, job codes, etc.) can have an English description and a French description. Pick a code and the corresponding description is shown for the language you are working in.
- Reports and screen all have English and French versions as well. You can be working in one language and print a report in the other.

Highly Configurable & Extensible



We designed Umana to be configurable and extensible from the ground up. Whatever you need, there is always a way to do it in Umana.

Ask us!

- If the feature you need is not standard in Umana, there is a good chance we have implemented it somewhere. Just ask us; we can do it for you too!

There are best practices, labour standards, and YOUR practices. If it is in your collective agreement you don't have a choice. No matter what, Umana can do it your way.

Umana adapts to YOUR needs – not the other way around.

- Use your own codes everywhere: pay codes, movement codes, job codes, schedules, and so on. And everywhere you can extend Umana with custom fields and custom tables.
- Create your own codes. Add custom tables. Add custom fields with their own help and validation.
- Add custom rules, custom alarms and custom calculations and formulas.
- Add custom reports, imports and exports. Assign the selection, help and security that is standard in Umana.

The Umana Extensibility Framework protects your system from obsolescence.

- The Extensibility Framework isolates your customizations from the vanilla Umana. Customization doesn't lock you into old versions.
- You can install new versions of Umana, and take advantage of their new features without losing your investment.

Your Rules and your Exceptions



In HR every rule has an exception. Umana handles both your rules and your exceptions.

Umana lets you set up your rules, and then override them when necessary. Here are some examples.

- Set up remuneration rules and rate, yet track red-circle (exception) employees
- Set up benefit rates, but override them for specific individuals
- Set up bank entitlement rules, but Joe negotiated an exception
- Define reporting rules, with exceptions for specific people and modules
- Define a schedule's repeating pattern, override it for Wednesday and Thursday for a specific employee and changes it again in the summer.

Date-in-time



Umana tracks the work life of every employee with full detail and history.

Like a Facebook time-line but with much more detail.

- Dated Employment history with all changes.

- Detailed day-by-day (or hour-by-hour) hours worked, job performed, project (optional), pay rate, location worked, etc.
- You can report on employees as of a specific date, their status, their manager, where they worked, etc.
- Umana keeps benefit history by employee, including options and premiums. You can even keep rule and formula history.
- Tax formulas and brackets are also available for past years. You can even be working on two different years simultaneously for different employees and Umana uses the right formulas for the right dates.
- Track bank entitlement and absences for years back

We can load your existing data into Umana as far back as you want.

Easy integration with other systems



Umana works well with your other systems, from accounting to scheduling to your in-house applications.

Your employees are key to your business. So, employee data is too.

- Umana data can be easily shared with your other systems
- You can import from timeclock, from schedules, from other systems
- With imports, export, and web-services Umana becomes part of the family of key applications
- Export to your GL, to your invoicing, to government agencies
- Send files to your insurance carrier, Centraide, etc.

Automation, Alarms, Counters, Watches



Tracking coming events (probation periods, automatic grade advances, reviews, etc.) and planning (vacation and maternity leave) is key to managing HR. Umana has all the tools to make it easy.

Umana automation lets you automate the processes you want to

- You can trigger them automatically or manually.
- Processes can typically be run in “simulation” mode to review calculations without updating the data base

Alarms let you specify “When this happens, do the following”

- Umana comes with many sample alarms to you can copy or modify and activate
- You can trigger an alarm on an employee-specific date, or when an employee reaches a specific number of hours. You can combine both hours-worked and elapsed time conditions for the same employee.
- The alarm action can be basically anything: Updating data, importing or exporting, sending emails. Sending an alarm to managers when one of their employees nears the end of their probation period.
- Alarms can be triggered on daily, weekly, or on any cycle you want.

Counters let you select pay codes and count hours worked

- Alarms and other actions which trigger after a certain number of hours use a counter
- Time banks and benefits like pension plans use a counter to select transactions.

“Put a watch” on important dates or hours-worked thresholds.

- For example, you can view employees approaching the end of probation, or the end of a waiting period to enroll in certain benefits, or upcoming anniversary dates.
- You can define the fields you want to put a watch on and for which employee categories. Lots of examples are provided.

Powerful reporting & data extraction



Umana lets you extract and combine data from all parts of the system. Print it, export it, analyse it, email it.

Umana has over 300 built-in reports

- Each report has selection criteria so you can print the selection you choose.
- Save the reports with your pre-set selection to make new reports. For example, from an EMPLOYEE LIST you can create a TEMP EMPLOYEE LIST and save it.
- Run them as often as you want at no cost.

Any report can be printed to PDF or to exported to Excel

- You can email them directly from Umana
- Many reports can be mass-mailed to employees or managers

The built-in reporting engine lets you build your own reports inside Umana. You don't need a third-party tool.

- Even advanced features such as groupings, totals, and graphs can be included

Import and Export options let you connect with Excel or other in-house systems

- Automatically create pivot tables from your data within Umana

Tools & wizards



Umana is replete with tools in every module: Easy-to-use wizards to step you through mass changes, payroll calculations or the creation of a record of employee. Even create a retroactive pay.

Attach Documents



Umana lets you attach documents to employee records with a simple drag-and-drop.

Just drag and drop a document onto the Umana record

- Only employees with access to the record have access to the document.

Email and Calendar integration



Umana can send Email reminders and calendar invitations to employees, managers, and administration staff.

Umana empowers your managers and your employees.

- Email keeps your them informed and reminds them of things they have to do.
- Email calendar invitations makes it easy simple for them