



MOULTON & HARDIN, INC.

# M&H ONESOURCE MARKETPLACE

Our Marketplace offers pre-integrated, best-in-class solutions that extend the features and functionality of your human capital management (HCM) solution.

## OFFERINGS INCLUDE:

- Cloud-based productivity tools >
- Travel and expense report management >
- Background checks >
- Employment eligibility verification >
- Job board integration >
- HR and payroll knowledge base >
- Benefits carrier integration\* >
- Telephony data collection systems\* >



## EXTEND THE FUNCTIONALITY OF YOUR HUMAN CAPITAL MANAGEMENT SOLUTION

The Marketplace is a portal that allows you to leverage pre-integrated solutions — right from our solution’s user interface. Similar to a mobile app store, the Marketplace is your one-stop shop for applications and services, including expense report management, background checks, employment eligibility verification, and more, that extend the power and functionality of our solution to help you achieve even more effective human capital management.

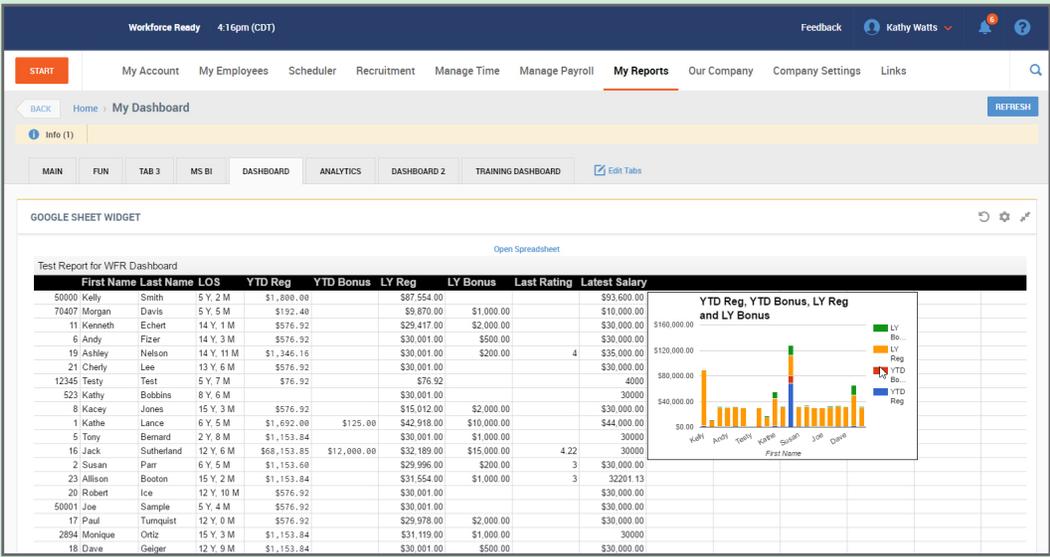
The Marketplace is designed for convenience and ease of use. There’s no need to download software, deal with configuration and integration, or execute sales contracts. Simply browse through the Marketplace, add solutions to your account, and activate them directly from within the application. It’s the fast, simple, and hassle-free way to extend your human capital management capabilities with complementary solutions.

\*Services are purchased directly from vendor, not through the Marketplace. Vendor works directly with customers for pricing, orders, and invoicing.

# G SUITE BY GOOGLE CLOUD

The G Suite by Google Cloud is a cloud-based set of productivity tools designed to provide organizations of all sizes with easily accessible options for word processing, spreadsheet creation, scheduling, file sharing, and many other important daily tasks. Our solution is seamlessly integrated with Google Cloud, allowing improved HR, recruiting, talent management, compliance, and workforce management processes within familiar G Suite apps and mobile devices. For example, employee work schedules created in our solution are automatically and instantly synced to employees' individual Google calendars. Managers can combine report data from Sheets and display the information as a chart or graph on the solution's dashboard. Administrators can use Forms to easily capture data updates from employees and import that data directly into our solution as well.

With more than 2 million paying organizations actively using G Suite, Google research suggests that **organizations using the cloud, regardless of size, grow 26% faster and are 21% more profitable** than organizations that do not.<sup>1</sup>



<sup>1</sup> Lafargue, Veronique, *Your Journey to the Cloud: Making Change Easy with G Suite* (accessed April 28, 2017), found at [https://gsuite.google.com/intl/en\\_ie/learn-more/white-paper-cloud-best-practices.html](https://gsuite.google.com/intl/en_ie/learn-more/white-paper-cloud-best-practices.html).

# CERTIFY

Certify provides everything your organization needs for effective travel and expense management in one simple, scalable, cloud-based solution. It automates expense report creation and submission for the employee, provides an online review and approval process for managers, and streamlines the processing and reimbursement process for finance professionals. Auto-generated reports and mobile expense management eliminate the need for paper receipts and spreadsheets. On-demand reporting and analytics provide valuable insight into your travel and expense spending. And automatic notifications and robust accounting controls help you to consistently enforce your travel and expense policies for increased compliance.

According to a 2017 Certify study, 70% of companies **recouped their investment costs in one year or less** after switching to an automated expense reporting system.<sup>2</sup>

**Approve Expense Report**

**Status** Pending Approval  
**Current Approver** Nick Fisher  
**Department** General & Admin. (01)  
**Summary** Jennifer Smith  
 July Expense Report  
 7/1/2013 - 7/31/2013  
 Allocations

**Actions**  
[Submit for Reimbursement](#)  
[Disapprove Expense Report](#)  
[Print](#)

**Approval History**

8/1/2013	Submitted	<a href="#">Jennifer Smith</a>
	Pending	<a href="#">Nick Fisher</a>

[Send E-mail to All](#)  
[Full Approval History](#)

**Receipt Image**

Product Description	Sale Qty	Unit Price	Final Price
Mailing Carton 12" x 10" x 9"	1	\$2.19	\$2.19
Clear Package Tape 1.88" x 80'	1	\$3.49	\$3.49
Canada - First-Class Pkg Int'l Svc 1 lb. 10.90 oz.			\$14.75
Customs Form #: LC00924939SUS			
Issue PVI:			\$14.75
<b>Total:</b>			<b>\$20.43</b>
Paid by: AMEX			\$20.43

<sup>2</sup> Certify, Inc., 2017 Travel & Expense Management Outlook (accessed April 28, 2017), found at <http://www.certify.com/2017-Expense-Trends-Report-Download-General.aspx>.

# easyBACKGROUNDS

easyBackgrounds can help you get qualified, honest employees onboard quickly and easily with an intuitive background check system. Using the latest technology to search nationwide and beyond, easyBackgrounds delivers the information — employment and education verification, identification and criminal record searches, license and certification confirmation, driving history, professional reference checks, and more — you need to make smart hiring decisions. Tight integration between easyBackgrounds and our solution makes employee record keeping simple and seamless. Background check reports are automatically saved within our solution’s employee records for easy access and reference.

According to easyBackgrounds, the average cost of a single employee fraud case is \$145,000, and the retail sector alone lost \$32 billion in 2014 due to employee theft. All this can be prevented with a background check costing less than 1% of an employee’s annual salary.<sup>3</sup>

<b>File Date</b>	6/1/2000
<b>Disposition Date</b>	8/15/2000
<b>Offense Date</b>	5/30/2000
<b>Records Searched</b>	7 year Felony and Mis
<b>Charge 1</b>	Possession of Cont
<b>Disposition</b>	Found Guilty
<b>Type of Crime</b>	Felony
<b>Fines</b>	\$2,000.00
<b>Court Cost</b>	\$100.00
<b>Probation</b>	60 Months
<b>Prison Time</b>	18 Months
<b>Comments</b>	Possession of a class "A" substance (heroin) with
<b>Employment Verification</b>	
<b>Name Searched</b>	Joe Applicant
<b>DOB</b>	01/01/****
<b>SSN</b>	999-99-****
<b>Search ID</b>	4253
<b>Date Ordered</b>	01/02/2003
<b>Date Completed</b>	03/09/2009

The image shows two overlapping background check reports. The top report is a 'Driving History' report for Joe Applicant, California, license C1234567. It shows a conviction for 'Possession of Controlled Substance' on 05/30/2000. The bottom report is a 'Criminal History Report' for the same individual, showing a conviction for 'Possession of a Class "A" Substance (Heroin) with Intent to Sell' on 05/30/2000. Both reports include personal information like name, date of birth, and SSN, and a disclaimer at the bottom stating that the report does not guarantee the accuracy of the information.

<sup>3</sup> easyBackgrounds, [Infographic] *The Cost of Skipping the Employee Background Check* (accessed April 28, 2017), found at <https://easybackgrounds.com/infographic-the-cost-of-skipping-the-employee-background-check/>.

# ◀ E-VERIFY CONNECTOR

United States law requires companies to employ only individuals who may legally work in the U.S. — either U.S. citizens or foreign citizens who have the necessary authorization. E-Verify is a fast, accurate online service that compares information from an employee's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The E-Verify Connector provides tight integration between E-Verify and our solution, making employee record keeping a seamless process. With E-Verify Connector, employment eligibility reports are automatically saved within our solution's employee records, where they can be easily accessed and referenced for compliance purposes.

Monetary penalties for knowingly hiring and continuing to **employ unauthorized workers** under the Immigration and Nationality Act range from **\$375 to \$16,000 per violation**, with repeat offenders receiving penalties at the higher end.<sup>4</sup>

ENTER FORM I-9 INFORMATION <input type="checkbox"/>	VERIFICATION RESULTS <input type="checkbox"/>	CASE CLOSED <input type="checkbox"/>
Employee Information		
First Name*	Josh	Last Name* Bronson MI
Maiden Name		
Social Security Number*	123-45-6789	
Date of Birth*	05/14/1978	
Hire Date*	03/07/2013	
Citizenship		
Status*	A citizen of the United States	
Documents		
Document Type*	Unexpired U.S. Passport or U.S. Passport Card	
U.S. Passport # or Passport Card #*	A12345	Expiration Date* 01/01/2014

<sup>4</sup>U.S. Immigration and Customs Enforcement, *Fact Sheet: Form I-9 Inspection Overview* (June 26, 2013), found at <http://www.ice.gov/news/library/factsheets/i9-inspection.htm>.

# ◀ eQUEST ADVANTAGE NETWORK

The eQuest Advantage Network is a cloud-based service that can be used to post job requisitions to a network that includes over 8,000 free career sites. The Network is comprised of major job board aggregators and national outreach career sites. Each job is reviewed by eQuest to make sure that it is sent to the best corresponding career sites. This is done by reviewing the listed job title, skills, and location and sending your job to the best applicable network locations including internet search engines like Google, Yahoo, and Bing. There is no cost to post a job to the Advantage Network. The post will include your tracking link and URL so when candidates apply for the job they will be automatically redirected to your applicant login portal.

75% of employers said **they've hired the wrong person** for a position, and one bad hire **cost nearly \$17,000 on average** when negatively affecting business.<sup>5</sup>

VIEW SELECTED JOBS		ADD NEW JOB REQUISITION		GOOGLE MAP INSTRUCTIONS		POST ON EQUEST	
Full Screen		[ Default ]		Settings		Filter	
Select Columns		Export					
WORKFLOW STATUS	VISIBILITY TYPE	E-QUEST REQUESTED	E-QUEST ELIGIBLE				
=	=	All	All				
Approved by Ashley	↻	External					
		Internal	Y	Y			

<sup>5</sup>CareerBuilder, *More than 1 in 4 Employers Do Not Conduct Background Checks of All New Employees* (November 2016), found at <http://www.careerbuilder.com/share/aboutus/pressreleasesdetail.aspx?ed=12/31/2016&id=pr975&sd=11/17/2016>.

## ◀ eQUEST PREMIUM JOB BOARDS

In today's candidate-driven job market, you want to get as much exposure as possible for your job openings and attract candidates that fit your job criteria. eQuest is the world's largest job delivery company, providing global job-posting distribution and recruitment services. The eQuest premium job board integration reduces the administrative effort associated with sourcing top candidates by automating and streamlining the job-posting process.

By seamlessly integrating eQuest within our solution's HR module, recruiters now have a single source to build job requisitions and post listings to premium job boards (such as Monster, Indeed, and CareerBuilder) to attract and hire top talent. Instead of manually posting jobs to individual job boards, you can now build and post requisitions to specific boards from a single screen.

**Nearly half (48%)** of U.S. hiring decision makers report they **don't see enough qualified candidates.**<sup>6</sup>

**POST ON PREMIUM JOB BOARDS**

**Directly post, unpost and view the status of eQuest postings.**  
 Note: Charges will apply for posting job requisitions to premium job boards.

**EQUEST SPECIFIC FIELDS REQUIRED FOR POSTING**

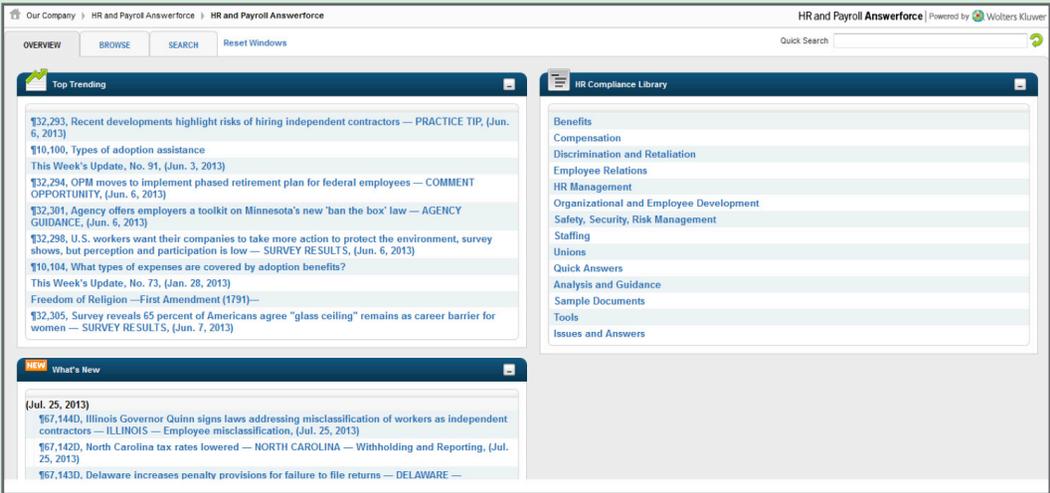
Classification Type\*  Function\*  Industry\*

<sup>6</sup>Glassdoor, Inc., *Talent Shortage Is Hiring Managers' Biggest Challenge, Glassdoor Recruiting Survey Reveals* (February 23, 2015), found at <https://www.glassdoor.com/press/talent-shortage-hiring-managers-biggest-challenge-glassdoor-recruiting-survey-reveals>.

# HR AND PAYROLL ANSWERFORCE

HR and payroll professionals need accurate, up-to-the-minute information to effectively navigate a fast-changing, complex regulatory environment. Kronos HR and Payroll Answerforce™ is a rich knowledge base that helps you stay on top of the latest information regarding compensation, benefits, employment law, and federal, state, and local regulations. Powered by Wolters Kluwer, a leading provider of intelligent information and digital solutions for legal and business professionals, HR and Payroll Answerforce provides instant access to current industry news, regulatory updates, pay calculators, and more. It's a valuable online resource center that can help you work smarter and stay informed about what's happening in your field.

HR and Payroll Answerforce includes more than **15,000 documents**, with eight to 20 new articles added every day. It also provides access to over **900 helpful HR tools**, including sample policies, forms, agreements, and checklists.



# EVERYTHINGBENEFITS

EverythingBenefits enables you to streamline benefits processes, reduce noncompliance risk, and lower benefits administration costs through a single Marketplace solution.

**Carrier Connection/Feeds:** Quickly and accurately deliver benefit enrollments, changes, and terminations directly to insurance carriers without any paper forms or manual data entry.

**COBRA Administration:** Monitor for COBRA-qualifying events, maintain communications with qualified beneficiaries, and collect/remit insurance premium payments, reducing your risk of noncompliance.

**401(k)/Retirement Plan Integrations:** Automatically reformat and securely deliver employee contributions/deductions to financial institutions with 180° integrations. Add automatic change updates from the retirement plan vendor with 360° integrations, allowing information to appear in our solution as new payroll deductions.

8 in 10 employers say **lowering benefits administration costs is a top priority**, but only half feel they have had much success.<sup>7</sup>

The screenshot shows a web interface for 'Company Settings' with a sub-menu 'EDI Export'. Below the navigation, there are buttons for 'DOWNLOAD FILE' and 'DELIVER FILE'. The main content area is titled 'EXPORT HISTORY' and contains a table with the following data:

	CREATED	SIZE	STATUS	DELIVERED	FILE	INFO
	04/06/2017 11:35a	46092	Done		APSelect_20170406.txt	
	04/06/2017 11:21a	46092	Error	Apr 06, 2017 02:22 pm	APSelect_20170406.txt	
	02/13/2017 12:29p	46092	Error		APSelect_20170213.txt	
	02/13/2017 12:26p	46092	Error		APSelect_20170213.txt	

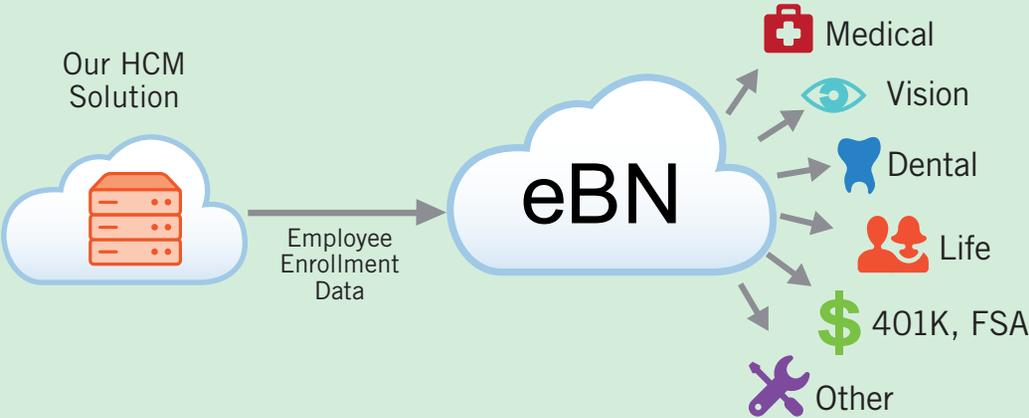
<sup>7</sup>Guardian Life Insurance Company of America, *The Guardian Workplace Benefits Study: Third Annual (2015)*, found at <https://www.guardiananytime.com/gafd/wps/wcm/connect/594db45d-ab63-483e-9ed6-3f3e23dd5a2c/guardian-workplace-benefits-study-third-annual.pdf?MOD=AJPERES&CVID=lt8NPD4>.

# < eBENEFITS NETWORK\*

The eBenefits Network (eBN) is a cloud-based service that automates electronic benefit enrollment data management through seamless, secure, and compliant integrations between our solution and all of your benefit insurance carriers and providers. eBN simplifies benefits administration, reduces error-related premium costs, and improves employee service by automatically extracting the enrollment data already in our solution and sending it to your carriers on your behalf. It also reduces HR's administrative burden by eliminating the need to prepare and update enrollment reports for carriers or perform duplicate data entry into carrier web portals. And because eBN supports over 300 insurance carriers, including health, dental, vision, life, disability, COBRA, and other types of plan providers, you can trust the service to meet your evolving benefit carrier integration needs.

Organizations spend an average of **19% of an employee's annual salary** on voluntary benefits.<sup>8</sup>

### eBenefits Network Service



Cloud-Based • Automated • Employee Enrollment Data Exchange

\* Services are purchased directly from vendor, not through the Marketplace. Vendor works directly with customers for pricing, orders, and invoicing.

<sup>8</sup>Society for Human Resource Management (SHRM), *2012 Employee Benefits Landscape in a Recovering Economy* (June 2012), at 8.

## ◀ ASHER GROUP\*

The Asher Group has created a seamlessly integrated telephony data collection solution for our customers. The Asher system allows your employees to enter time and attendance information and communicate labor information using the keypad on a touch tone or mobile phone. Employees can clock in by phone, and their punches will automatically appear on your control panel. Specified access and a voice-recording option help to prevent fraudulent punches, while PIN-based security eliminates the need for badges. Customizable call menus allow you to provide high-performance access — even at peak usage times. Whether you need simple data collection or more comprehensive employee self-service, Asher Group can quickly deploy a telephony system that is fully integrated with your applications.

With the Asher telephony solution, employees can **automatically clock in** to a specific cost center based on the number from which they are calling.



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