



## Comprehensive Solutions for Your Business

### HUMAN RESOURCES

### BENEFITS

### PAYROLL

### TIME & ATTENDANCE

### RECRUITING

### ONBOARDING

### SELF-SERVICE

### WORKFLOW

### REPORTING

### ANALYTICS

**Vista**® is the complete software solution for organizations with employees in the United States and/or Canada. All of the pieces – **human resources, benefits, payroll, time, recruiting, onboarding, analytics, self-service, workflow, and reporting** – come together to simplify your business practices and processes.

PDS serves a wide variety of organizations in many different industries, including professional services, finance, healthcare, retail, manufacturing, utilities, transportation, hospitality, education, government, and others.

Companies with both U.S. and Canadian employees are able to take advantage of the benefits of Vista's intelligent, cross-border, single database architecture. Although a single integrated HCM/Payroll solution, the individual components can be deployed in phases according to your particular needs.

Vista also includes EasyAsk®, a natural-language search, query and reporting tool that provides answers to your managers' HCM questions by asking in normal English language.

## KEY WAYS THAT VISTA MAKES YOUR JOB SIMPLER...

### HUMAN RESOURCES

- Complete HR Administration
- Employee and Manager Self-Service
- Training and Development
- Performance Reviews
- Salary and Wage Administration
- Compensation and Benefits
- Workplace Safety and Risk Management
- Employee Relations
- Organizational Reporting Hierarchies
- Extensive Historical Tracking
- Complete Electronic Document Management
- U.S. Compliance Reporting (e.g. EEO, OSHA, FMLA, ADA, IRCA, Vets-100, HIPAA)
- Canadian Compliance Reporting (e.g. ROE, AERS)

### BENEFITS

- Unlimited Plans and Coverage Levels
- Automated Benefit Eligibility based upon your predefined rules
- Auto-housekeeping of Valuations and Premiums
- Automated Payroll Deduction maintenance
- Dependent and Beneficiary maintenance
- Tax Deferred Matching
- Pension processing
- Future enrollment
- Track Leave Time and Leave Accrual
- Non-discrimination Testing
- Flexible Spending Account Administration
- Enrollment wizard simplifies employee elections
- Open enrollment processing

### PAYROLL

- Complete Payroll Administration
- Time Collection, Calendars and Auto-pay Generation
- Vista Time® (add-on component)
- On-demand Check Creation/Calculation
- Tax Maintenance Service
- Wage Attachment Processing
- Retroactive Pay
- Reciprocity
- Labor Distribution and General Ledger
- Extensive Historical Tracking
- *Go Green* with self-service e-checks, e-deposits, e-W-2s, and e-T4s
- Standard Reports and English-language Query tool
- U.S. Reporting (e.g. Federal, State, W-2)
- Canadian Reporting (e.g. Federal, Provincial, T4, T4a)
- Optional Tax Filing Service with one of our partners
- "Hidden paycheck" Benefit Statement

## RECRUITING

- Integrated HR & Recruiting platform where you manage from “recruit to hire”
- Requisition – tools to plan, approve, promote, post, recruit, match
- Promote openings – internally via Employee Job Center and externally via a recruiting portal
- Lead applicants to your personalized Recruiting portal from your corporate website
- Recruiting portal gives the applicant the means to record their information, attach documents, search for jobs, apply
- Using criteria that you define, (e.g. skills, education, licenses), recruiters easily whittle through applicants to rank qualified candidates
- Pre-screening through qualifying questions that you define
- Communicate with applicants easily using system mail messages (e.g. welcome and confirmation)
- Recruiters can “push” screened candidates to Hiring Managers with what they need to prepare for an interview
- Onboarding component allows you to configure the process to match your company’s needs

## SELF – SERVICE

- Easy-to-control content without IT intervention
- Smart phone mobile self-service
- Employee self-service with content that is useful and relevant to your population (e.g. personal data, leave requests, pay advices, W-2s or T-4s)
- Intuitive pages that don’t require training
- Benefits Enrollment wizard that steps employees through their election process, providing guidance each step of the way
- Manager self-service on activities that are useful and relevant to your line managers (e.g. reports, job openings, time entry approval)
- Define user roles with their level of access (inquiry, update, configure approval steps as needed to match your process workflow)

## ANALYTICS

- Pre-defined Analytics and KPIs are delivered
- Interactive, drill-down analyses
- Configurable launch pages with KPIs and Metrics
- Automatic calculation, storage and alerts
- Security by user and analytic

## MEET OUR e-ASSISTANT. IT'S YOUR NEWEST EMPLOYEE.

Vista’s *e-Assistant* is the middleware component of Vista that works so well, we think you’ll consider it another staff member. It provides an array of automated services for you, including task scheduling, system account and email directory management, and workflow processing, to extend Vista’s functionality.

As such, it becomes the link between Vista and the back-office, enabling your company to truly automate and integrate their administrative and workflow processes.

## ROBUST, SCALEABLE TECHNOLOGY AND DATA MANAGEMENT.

Based on state-of-the-art technologies such as SQLServer, Windows .Net Framework, and XML, Vista’s open architecture provides all of the power and ease of tomorrow’s systems – today.

Vista’s powerful data management tool set also allows you to easily extract data into spreadsheets (Excel, etc.), word processing (Microsoft Word, etc.), and other third-party software programs.

## HOW DO YOU WANT TO DEPLOY IT? SURE. WE CAN DO THAT.

We realize that every company has different purchasing requirements. So, we offer three ways to deploy Vista -- **on-premise**, have PDS **host** and manage it at our secure Class A data center, or pay a **monthly subscription (SaaS)** fee. Whichever method you select, you get to configure and personalize Vista to fit your business needs.

## FAST IMPLEMENTATIONS AND THOROUGH TRAINING.

At PDS, our proven methodologies for implementation and training have resulted in an industry-leading ratio between software and implementation pricing. There is no need to spend 2, 3, 4 or more times your software license price just to implement.

Vista’s application training is effective because it’s done at your site and customized to use *your* system. In addition, technical training is delivered using web technology. Your savings in staff time and travel and lodging from both of these delivery models are substantial.