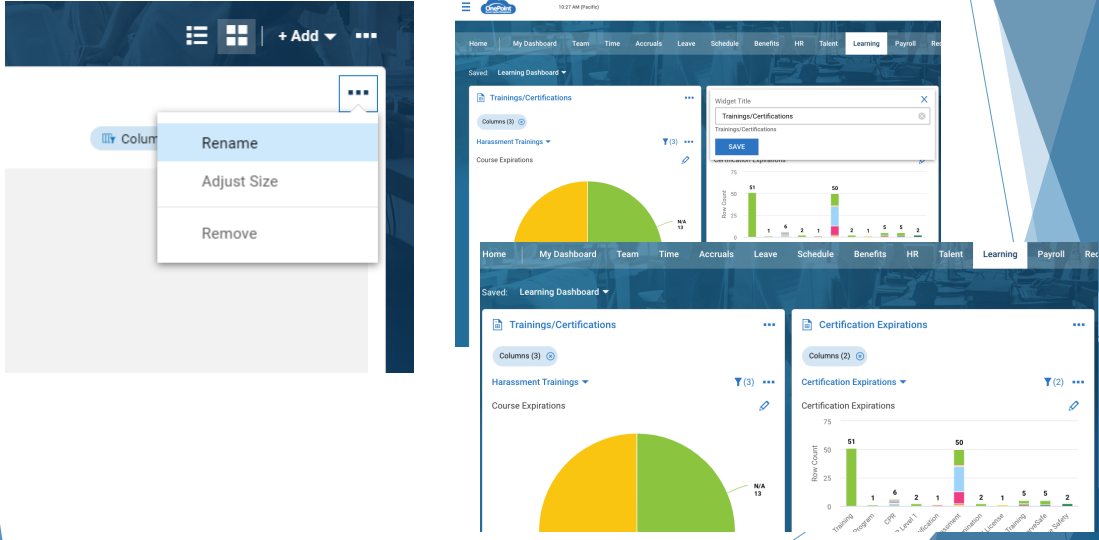


1



2

# New "Rename" Functionality



3

R72 - TLM

5

## New Timesheet Experience

Overview Demo: Access it [HERE](#)

### Manage Exceptions as Manager

The screenshot shows the 'Timesheet Edit' interface for user Lym Davis, covering the period from January 04, 2021, to January 10, 2021. The main table displays time entries for 'MON Jan 4' and 'TUE Jan 5'. The 'MON Jan 4' row shows a total of 8.98 hours. Below the table, there are input fields for 'From' (05:31 am) and 'To' (02:30 pm) times, with a 'Break' field set to 0.00. A blue arrow points to the 'MEAL PENALTY' exception icon in the table.

6

## New Timesheet Experience Overview

### Allocation of Hours

The screenshot illustrates the 'Allocation of Hours' process. On the left, a table lists schedules: '6am - 2:30pm' and '1:00p - 8:30p'. A blue arrow points from a menu option 'Split Time Allocation' to a 'Split Time Allocation' dialog box. The dialog box contains fields for Location (Port Allen), Department (Mechanic), Job, and time ranges (From: 05:31 am, To: 02:30 pm, Split At: 10:30 am). There are 'CANCEL' and 'OK' buttons at the bottom.

7

# Supporting Documentation for T/O Request process

**Time Off Request Profile**

- Scheduled
- Standard Total Hours
- Employee Standard Work Day
- Fill To 8.00 (HH.00)  
Note: If More Than One Option Above Is Selected, First Non Zero Value Would Be Used.
- LIMIT REQUESTS
- DEFAULT SETTINGS**
  - None Request Increment 0.00 Min 0.00 Hours Max
  - Employee Can Request Blocked Days
  - Employee Can Enter Comment
  - Requests Require Comment
  - Employee Can Attach Document
  - Past Dates Can Be Requested
  - Employee Can Cancel Approved Time Off (Needs Approval)
  - Employee Can Submit Time Off If Timesheet Approval State Is Below Submitted
  - Default Time Off Request Category (Use Company Default)

**Time Off Request**

Time Off Type: FTO

Accrued Balances Details:

Sick	Sick	Sick	Sick	Sick
Accrued	Used	Current Balance	Approved	Pending Approval
0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Calendar view for DEC 2020:

SUN	MON	TUE
29	30	1
6	7	8

Supporting Documents dialog: A maximum of 5 files are allowed to be selected. Upload Document: Choose No file chosen. CLOSE

8

# InTouch Update - Up to 7 of the 10 CCs

**Edit Terminal**

Time AM/PM

Magstripe Use Track 1

Parsing Format Recognition Format

Badge Proximity Settings

Override Proximity Default

Barcode Symbolology  code3of9  i2of5  code128  upc\_A  upc\_E  ean\_8  ean\_13  codabar

**COST CENTERS**

Data Collection

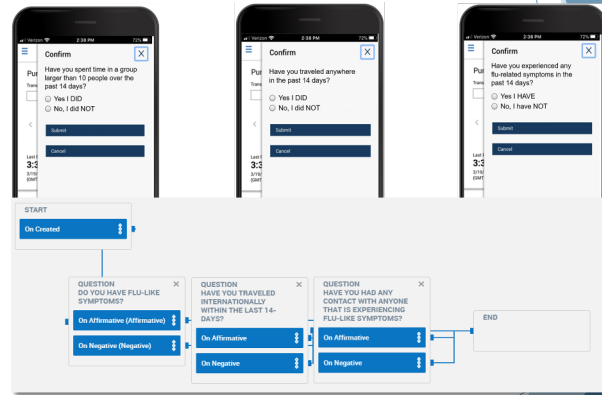
- Cost Center 1
- Cost Center 2
- Cost Center 3
- Cost Center 4
- Special Functions
- Cost Center 6
- Cost Center 7
- Cost Center 8
- Job Split
- Jobs (HR)

9



## Punch-In Attestation - COVID Updates

- Prompts for employees to attest on punch in
- Workflow process to ask health related questions
- Email/notification
- Can be used with OneTouch and mobile
- Employees can Attest to Hours Worked



10

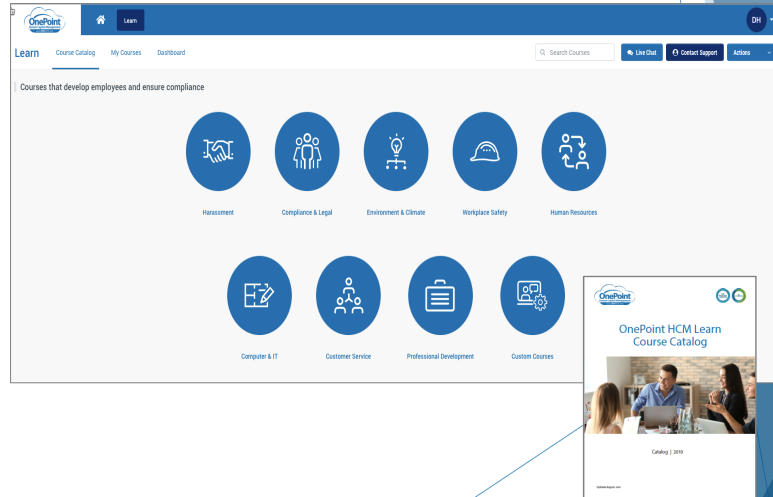
# R72 - HR & ATS

12

# OnePoint Learning Management

## Comprehensive LMS with 300+ Courses

- Workplace Safety
- Anti-Harassment
- HR Management
- Leadership
- Workplace Skills
- Wellness
- People Skills

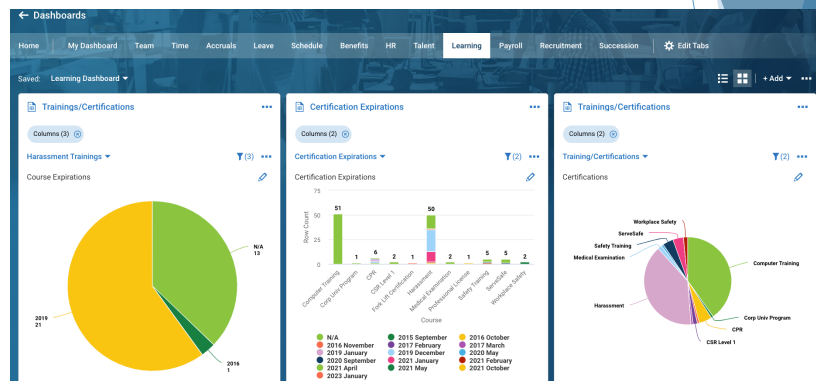


13

# OnePoint Learning Tracking

## Dashboard Views of Trainings

Don't miss expiration dates of certifications or upcoming trainings



14

## Managed Cost Centers in Recruitment

Step Properties: Approve/Reject

Name

Description

Auto Approve

To Be Completed By

Step Backup

- Employee
- Manager 1
- Manager 2

WORKFLOW STEP A

- Specific Account (No Actions Configured)
- Specific Group
- Request Creator
- Direct Managerial Position
- Specific Position
- Default CC Manager
- Based on Job Attribute

15

## VISA Expiration Notification

← Notification

Notification Description

System

Event

Name\*

Description

Active

Recipients

- Employee
- User
- Group:
- Email
- Account's Manager 1 (Manager 1)
- Account's Manager 2 (Manager 2)

16

## Automatic Pay Grade Imports

**AUTOMATIC PAY GRADE STEPS**

**CONFIGURATION**

Change Rates On Effective Date

Use Length In\*

Calculate From\*

Pay Change Effective Date Type\*  On  Of Following Month After Assign Date

**SCHEDULE**

Name*	Duration*	Rate S*	12/31/1900
A50-1		15.0000	<input type="text" value="12/31/1900"/>
A50-2	1	16.0000	
A50-3	2	18.5000	

17

## R72 - Payroll

18

## New 1099-NEC & 1099-MISC

VOID  CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. Rosario Training Company 2020 2nd Street Selma CA 93662 559-555-8992		OMB No. 1545-0116 <b>2020</b> Form <b>1099-NEC</b>	<b>Nonemployee Compensation</b>  <b>Copy C</b> <b>For Payer</b>  For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns.
PAYER'S TIN 00-5735198		1 Nonemployee compensation \$ 52000.00	
RECIPIENT'S TIN 99-1234567	2		For Privacy Act and Paperwork Reduction Act Notice, see the 2020 General Instructions for Certain Information Returns.
RECIPIENT'S name John's Garage		3	
Street address (including apt. no.) 1234 Business Street		4 Federal income tax withheld \$	
City or town, state or province, country, and ZIP or foreign postal code Selma CA 93662		5 State tax withheld \$	
Account number (see instructions)	2nd TIN not <input type="checkbox"/>	6 State/Payer's state no. CA 12345678	7 State income \$ 52000.00

Form **1099-NEC** [www.irs.gov/Form1099NEC](http://www.irs.gov/Form1099NEC) Department of the Treasury-Internal Revenue Service

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## Deliver To... now available for Reports

Export X

[Export Settings](#)

Export File
 File Format:

Deliver To...
 Delivery Destination: 
# Copies:

Display Header/Footer
  Use Unicode

20

# R72 - What's Next

21



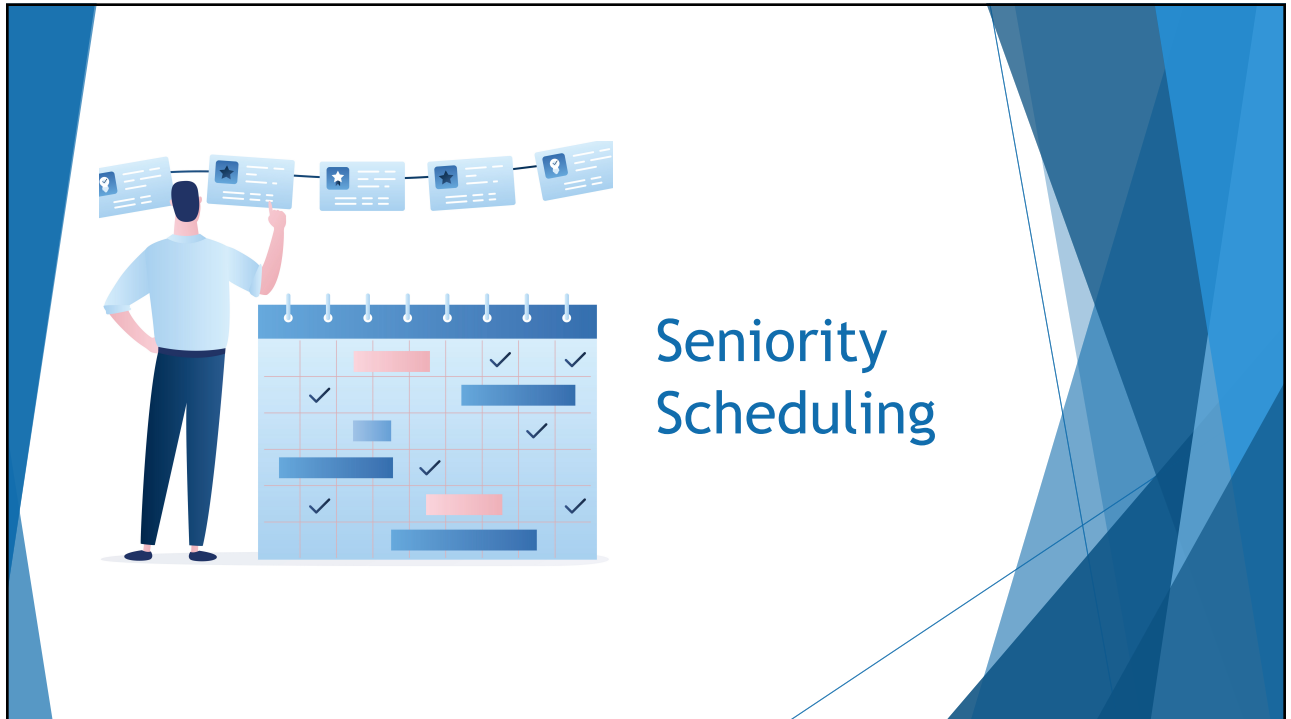
LABOR LAW POSTER

ATTORNEY APPROVED  
UP-TO-DATE

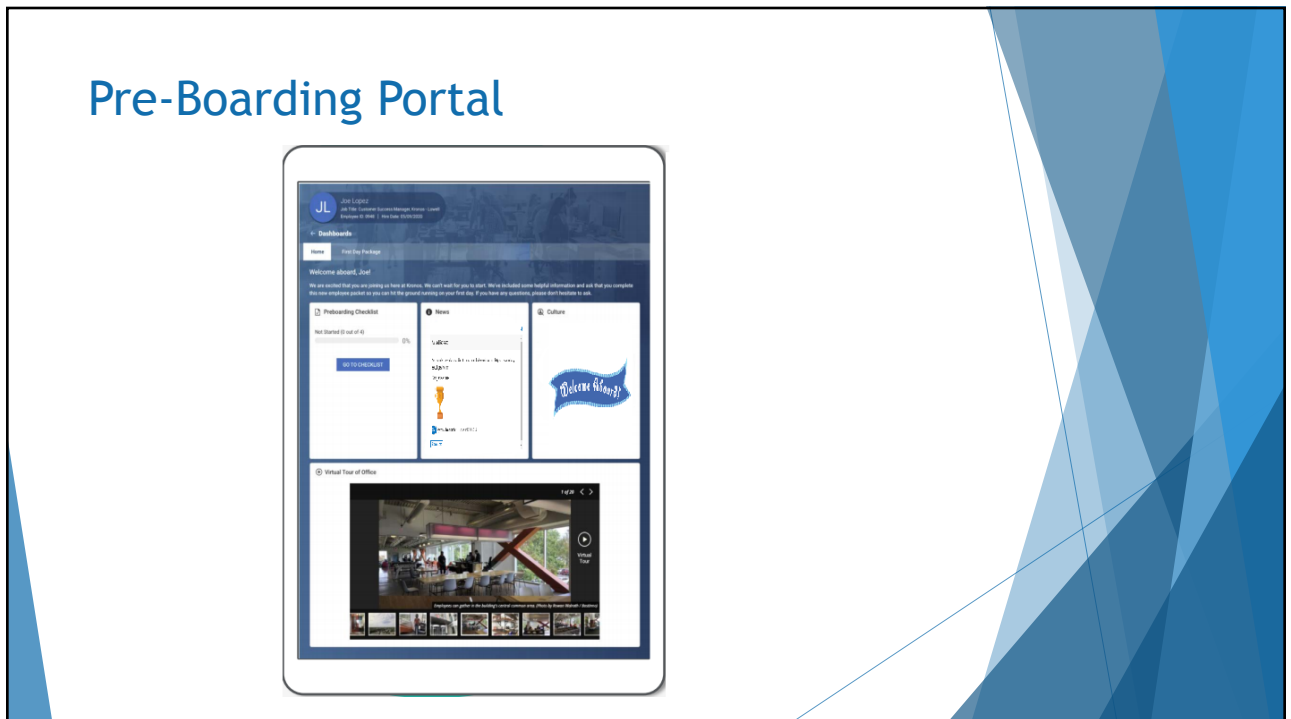
Poster  
Service

The image shows a vertical poster titled "LABOR LAW POSTER" with a grid of text and graphics. Below the poster, the text "ATTORNEY APPROVED" and "UP-TO-DATE" is displayed in white on a blue and grey background. To the right, the words "Poster" and "Service" are written in teal, underlined.

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23



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Contact OnePoint HCM to discuss the new offerings  
for your organization.

866.938.5835 or [ONEHCM.com/request-demo](https://www.onehcm.com/request-demo)



The logo for OnePoint Human Capital Management features the word "OnePoint" in a bold, blue, sans-serif font, with "Human Capital Management" in a smaller, lighter blue font below it. The text is set against a white, cloud-like graphic element.