



ecotime  
***By HBS***



## About HBS

Huntington Business Systems, Inc. has been in business for over 30 years. It was founded in 1976 as a financial consulting firm under the name Innovated Management Solutions (IMS). The company became Huntington Business Systems (HBS) in 1992. IMS/HBS has been providing solutions for the automation of payroll time and attendance since 1988. When at the request of a client, IMS/HBS developed its original software product to automate payroll processing. Since that time, HBS has been developing and marketing new products each year.

Recognizing the enormous growth potential, HBS has committed considerable resources to the enhancement of its products. HBS is recognized by the American Payroll Association as being the first company to offer and have a WEB product in production. Our web solution was introduced in 1996. HBS continuously develops new applications while evaluating the latest technologies available. On April 22, 2009 HBS released ecotime® the first eco-friendly time and attendance system.

Today, 95 % of its operations are in the area of providing software solutions for automating Payroll and HR departments. HBS has over 1,000 clients using a variety of products and over 150 clients using our Web solutions. Our products utilize the latest technology available and support: Internet/Intranet, Electronic Time Clocks, OMR and ICR, FAX, and IVR technologies

In the continuing effort to maintain client satisfaction HBS meets annually with the Client Advisory Committee. During these meeting HBS and its clients discuss ways to improve our software as well as implementation and the customer service experience.

HBS has clients in 47 states within the US and is in the process of installing our software in Europe and Canada for two of our large international clients. We have clients in every major industry ranging in size from 100 employees to over 175,000 employees.

There are no significant changes in the company planned for the near future. There has been no litigation against HBS within the last ten years.



## ecotime®

HBS designed the ecotime® to be the most powerful and flexible workforce management system available. ecotime® utilizes industry wide best practices and the most advanced technologies available. ecotime® is fully scalable and is currently implemented in over 1,000 companies. The same applications are used to process time and attendance information for companies as small as 125 employees and as large as 175,000 employees.

In a study done by the American Payroll Association the total error rate paid by employers from “traditional timecards” averaged between 1-8% of total payroll. This does not include all the errors that may need to be corrected each pay cycle by their payroll department. ecotime® can be set up to inform both the employee and the manager that they have entered incorrect data. This will ensure only the most accurate data is received by payroll.

ecotime® empowers the employee and managers alike. Employees use the most appropriate time entry method for their situation. Advanced features such as requesting future time off, viewing leave balances, and searching history can be available to them. Managers can have the ability to do all these functions for themselves as well as any employees assigned to them. Additional functions available to managers include the managing of requested time off, reviewing, correcting and approving employees time sheets, delegating their authority to another employee, controlling employee schedules and running reports.

ecotime® has both an internal messaging system and the ability to integrate with corporate E-mail systems. The applications can also integrate with existing LDAP and other third party single sign-on systems.

ecotime® runs on either Oracle or Microsoft SQL Server databases. The system is fully web based and table driven and allows users to easily adjust and create new rules. ecotime® can be integrated with all payroll and HR applications, as well as many other systems.

## ecotime SAAS®

ecotime SAAS® is the first and only time and attendance service of its kind. Many companies select hosted applications because of the low up front costs, quick start up times and little to no maintenance required of them. However you are required to fit your policies into the constraints of the system. With many other hosted applications it wouldn't matter, but this is payroll and you can't modify your rules because your system can't handle them.

To solve this problem HBS released a fully customizable hosted service in 2003. ecotime SAAS® uses the same ecotime® software that companies have been using "in-house" for almost 20 years.

ecotime SAAS® uses a table format to configure rules allowing the system to meet most clients needs without customizations. But isn't it nice to know its available when needed? Payroll rules and policies can change often, sometimes even mandated by federal or local laws. Unlike others systems ecotime SAAS® can easily be reconfigured to meet these new rules. Every aspect of the ecotime SAAS® can be configured or customized to meet your needs. You can even customize all the screens if you require. You can get all this done with little up front costs and low monthly charges. HBS also never charges additional fees for uses or space required. Clients can keep detailed history on all employees, even terminated employees for the life of the service at no extra charge.

The ecotime SAAS® service receives all updates and upgrades for the ecotime® application and software on the servers without any interaction from the client. All this with a guaranteed uptime of 99.5%.

All ecotime SAAS® customers can elect to bring the application "in-house" at the end of the initial contract or roll-over to a new contract.

### Benefits over our Competitors

- Industry Leading Features and Security –SSL Keys and Cisco Firewalls Protect your data
- Fully customizable to meet 100% of your needs.
- Includes a test environment at no extra charge.
- Include unlimited History at no charge, even for terminated employees.
- Trusted company has been in business since 1976.
- Guaranteed response and up times.
- No hidden Charges – all fees are defined in this proposal and HBS will not raise rates for the life of the service.

## How HBS, ecotime® and ecotime SAAS® are Environmentally Friendly

Did you know that most time and attendance systems contribute at least 8 tons of carbon to our environment each year. This doesn't include all the carbon and pollutants associated with the productions of the products.

HBS believes there is more to doing business than just making a profit. One of our goals is to remain committed to the improvement of the lives of our employees and our clients. HBS believes that part of our commitment should be to the environment. HBS is seeking alternative ways of conducting business, ways that will not add to the further destruction of the world. HBS is proud to have started our Go Green Initiative with the launch of ecotime.

- Launched a Recycling Program – HBS has always been a staunch believer in recycling. As part of our new program HBS has taken the slogan Reduce, Reuse and Recycle to heart.
  - Reduce – HBS has eliminated any un-necessary use of paper products and replace it with a digital version. Any essential printing is to be done in a duplex format reducing the amount of paper used. This will include the newsletter, marketing materials and training materials.
  - Reuse – When possible HBS will reuse all products possible. This will include refilling printer toners and other similar products.
  - Recycle – When HBS can't eliminate the use or reuse of a product we will attempt to recycle it. This will include all paper, toners, computers and other products.
- Use Recycled Products – Although not always available, HBS goals is to use 100% post consumer recycled products. When not available HBS will use the most recycled product we can find.
- Use Energy Star Equipment – As part of the Go Green Initiative HBS is attempting to reuse computer products until they are no longer a viable option. But we all know how fast the computer world changes and computers quickly become obsolete. When new computer equipment is needed HBS only purchases equipment with Energy Star Efficiency ratings.
- Launch Carbon Offset Program – The slogan of our partner the Carbonfund.org Reduce what you can, Offset what you can't says it perfectly. HBS and the Carbonfund.org are working together to eliminate the footprint HBS and its products have on the world.

ecotime® and ecotime SAAS® are now 100% carbon free, the first and only time and attendance solution to reach this certification. HBS continues to insure that each clients system is offset through its entire lifecycle. Each year as a client renews its license agreement HBS will contribute the appropriate amount to the Carbonfund.org program to offset its use.

For more information please call (631) 361-6820 or visit [www.hbscorp.com](http://www.hbscorp.com)

## The Implementation Process

HBS utilizes a project implementation approach developed by Microsoft called Microsoft® Solutions Framework (MSF). Although tailored to meet our specific business culture and processes, the core eight foundational principles are stressed throughout each project's life cycle. The eight foundation principles are:

- Foster open communications
- Work toward a shared vision
- Empower team members
- Establish clear accountability and shared responsibility
- Focus on delivering business value
- Stay agile, expect change
- Invest in quality
- Learn from all experiences

Together, these principles help us to maintain a coherent approach to organizing people and processes that ultimately will deliver a successful technology solution for our clients.

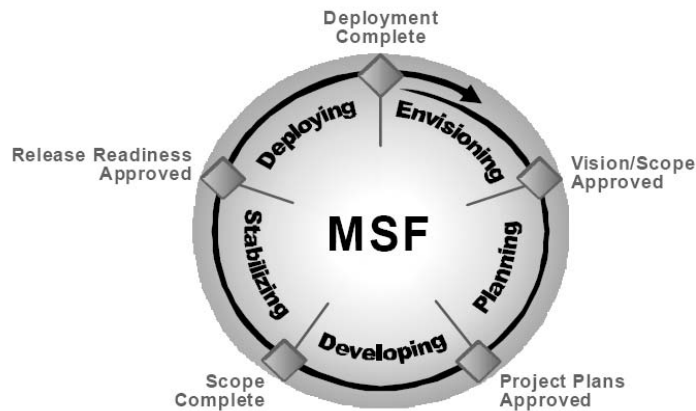
The following team model is utilized by HBS. Each role within the team is tasked with a specific quality goal that must be achieved in order to be successful.



| Key Quality Goal                         | Team Role          |
|--|--------------------|
| Delivery within project constraints      | Program Management |
| Delivery to product specifications       | Development        |
| Release after addressing all issues      | Test               |
| Smooth deployment and ongoing management | Release Management |
| Enhanced user performance                | User Experience    |
| Satisfied customers                      | Product Management |

HBS follows a project life cycle process that utilizes concepts from the traditional waterfall and spiral models to capitalize on the strengths of each. The Process Model combines the benefits of milestone-based planning from the waterfall model with the incrementally iterating project deliverables from the spiral model.

A simple view of the Process Model life cycle is shown below.



The envisioning phase addresses one of the most fundamental requirements for project success—unification of the project team behind a common vision.

The planning phase is when the bulk of the planning for the project is completed.

During this phase the team prepares the functional specifications, specification approvals, works through the design process, and prepares work plans, cost estimates, and schedules for the various deliverables. All specifications and enhancements must be signed off by the client business sponsor prior to moving to the next phase.

During the developing phase the team accomplishes most of the building of solution components (documentation as well as code). However, some development work may continue into the stabilization phase in response to testing.

The stabilizing phase conducts testing on a solution whose features are complete. Testing during this phase emphasizes usage and operation under realistic environmental conditions. The team focuses on resolving and triaging (prioritizing) bugs and preparing the solution for release.

During this phase, the team deploys the core technology and site components, stabilizes the deployment, transitions the project to operations and support, and obtains final customer approval of the project.

## Training

HBS believes effective training is an integral part of any successful implementation. Our goal is to ensure the appropriate personnel are adequately trained in systems operation and administration. Our team utilizes various training methods available including classroom training, train-the-trainer. For most of the attendees, the training can take place primarily at the client's site.

Training is always tailored to meet the exact needs of the clients. This training is customized based on the specific screens, functionality and edits designed to meet the specific requirements of each client. The training options available are as follows:

On-Site Training – Classroom or one-on-one training is available with manuals. This can apply to everyone from the payroll department staff all the way to the end users. Some clients utilize other methods for end user training.

Train the trainers – HBS trainers can train the client trainer how to train the Manager and Employees Users.

Training via WEB Training classes – HBS trainers will train employee via web conferencing.

## Support

The HBS Customer Support Center operates 24 by 7 and is located in NY. The center does not utilize voice mail, so there is no waiting for someone to call back. Clients are assured that any questions or issues will be addressed. In order to provide the highest level of on-going support, the CSC maintains a duplicate test environment on our servers. This allows our customer service professionals to address any issues and simulate any problems as well as test patches, updates and upgrades prior to release. We have found this approach to be very successful in providing the level of service our clients have become accustomed to.

Each client is assigned to a customer service team based on the complexity of the installation, data collection technologies used, and the database platform. The team includes personnel with backgrounds in the areas of Development, Consulting Technical Services and Customer Support departments. These individuals can answer questions and resolve problems normally within an hour depending on the issue.