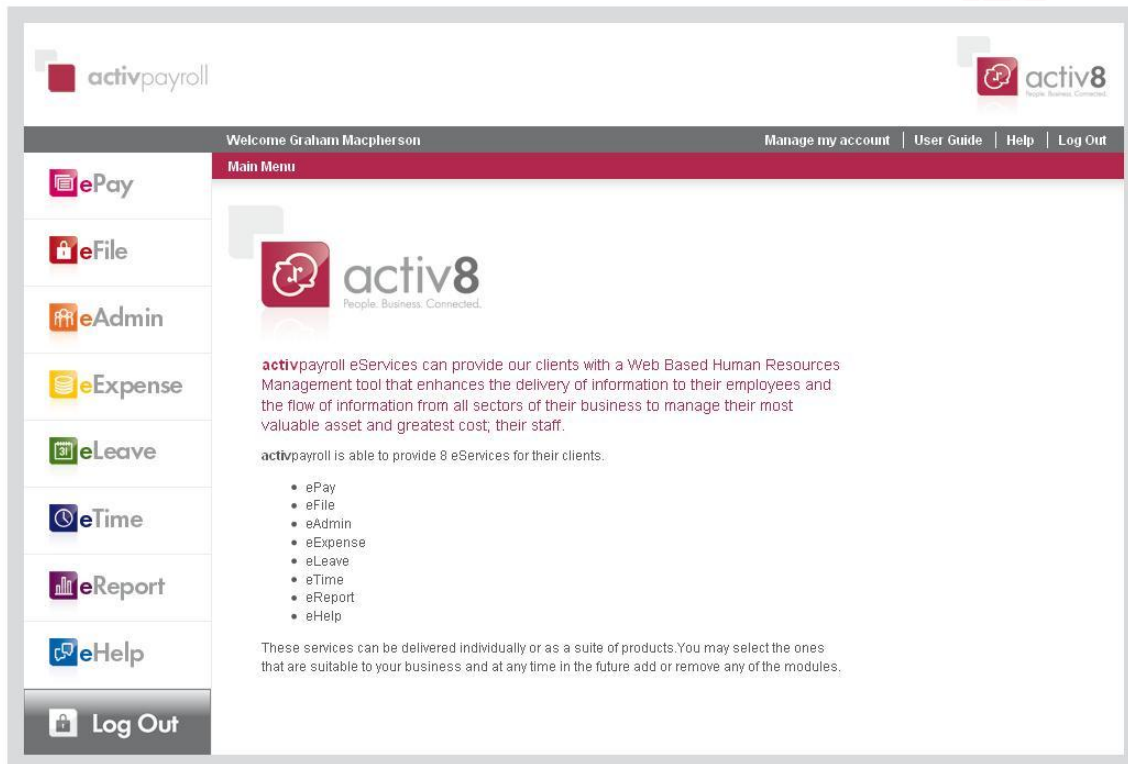




## An overview of activ8

## An overview of activ8



activ8 is a revolutionary set of web based people management tools that enhance the efficiency of your organisation's flow and delivery of information to your employees. Based on eight core values, the activ8 tools are designed to be intuitive to use, accessible online 24 hours a day and to flexibly integrate with your existing business systems. This document provides an overview of activ8.



### Advantages to YOUR business:

- Flexible, easy to use and integrate into your business systems
- Low cost and a reduction in operating overheads
- 24/7 global access - wherever you are, whenever you need it
- Secure access - transfer sensitive data safely and securely through a fully encrypted transmission process
- Fully bespoke - allows you to choose any or all of the activ8 tools to suit your organisations people management needs

## An overview of activ8



activ8 is a revolutionary set of web based people management tools that enhance the efficiency of your organisation's flow and delivery of information to your employees. Based on eight core values the activ8 tools are designed to be intuitive to use, accessible online 24 hours a day and to flexibly integrate with your existing business systems.

activ8 is a set of eight tools, each focussing on a specific area of HR people management, designed to reduce administrative burden and provide process efficiencies. The tools can be provided as a complete set, or as a custom selection of tools to suit your specific organisational needs.

The activ8 tools comprehensively track and audit information held within your personalised activ8 website. The tools are fully encrypted, meeting the highest security requirements for data protection.

activ8 has undergone rigorous penetration testing by a leading global IT security company, and has been SAS Type II audited to give you the independent assurance that activ8 is robust, secure and fully supported.

Please read on to learn about the activ8 tools.

It's time  
to **activ8**  
your business...

**Bespoke** – choose which activ8 tools suit your organisation's people management needs

**Innovative** – flexible, easy to integrate into your specific business systems

**Online access 24/7** – wherever you are, whenever you need it

**Professional** – powerful interactive tool allowing you to focus on your core business

**Intuitive** – carefully designed to be easy to learn and use

**Secure** – transfer sensitive data safely and securely through a fully encrypted transmission process

**Efficient** – interactive design reduces administration processes and cost

**Fully supported** – integrated technical support and training delivery

## An overview of activ8



eAdmin is a web based central storage system, designed to efficiently retain and manage your organisations employees and contractor employment information securely. eAdmin is a web based human resource information system, focussing on the following core HR information, critical for all organisations:

- Basic employee information such as forename, surname, addresses, phone numbers, email addresses, marital status, employment and termination dates, etc.
- Job details such as job codes, positions and titles.
- Demographics.
- Emergency information such as next of kin, names, addresses, phone numbers etc.
- Managers and reporting lines.
- Payroll and banking information paying specific attention to salary details and bank account details.
- Benefits to ensure that records and plans are recorded accurately.
- Security – to secure employee data and to manage what data an employee has access to.
- Documents that relate to employees – Passport info, Certifications, etc.
- Education.
- Appraisals.

In addition to the extensive functionality outlined above, eAdmin is also capable of capturing your training requirements and monitoring your compliance figures. The range of standard training reports available include:

- Training Matrix.
- Compliance Report.
- Deficiency Report.
- Course Bookings Report.
- Course History Report.
- Expired Certificate Report.
- CV Report.

We can tailor the data fields to meet your individual requirements and format. We can also provide country specific information tabs that will help you focus on your employees in a certain geographic area, improving the user friendliness of the tool.

Benefit: Accessible twenty four hours a day, eAdmin allows all global employee records to be seamlessly managed and accessed from multiple locations throughout the World, with ease and security.

Welcome
Manage my account | User Guide | Help | Log Out

**eAdmin**  
 ↳ Employees  
 ↳ Reports  


---

Log Out

**Employees**

Employee
Job Details
Demographics
Emergency
Next Of Kin
Managers
Payroll
Bank
Benefits
Security

Documents
Training
Prior Employment
Education

Drivers Licence
Passport Details
Work Permit
FTL
OS

\* denotes a required field

Employee Code Generator

**Employee Codes**

Last Modified

Employee Code	<input type="text" value="0000110"/>	*	7 Digit Code	<input type="text" value="0000110"/>
Organisation Code 1	<input type="text"/>		Global ID/HR ID	<input type="text" value="110"/>
Employee Payroll Number	<input type="text" value="110"/>		Organisation Code 4	<input type="text"/>
National Insurance Number	<input type="text" value="JT345678T"/>		Organisation Code 6	<input type="text"/>
Organisation Code 7	<input type="text"/>		Organisation Code 8	<input type="text"/>
Organisation Code 9	<input type="text"/>		Organisation Code 10	<input type="text"/>

**Employee Name**

Last Modified

Employee Title	<input type="text" value="Mr"/>		Employee Forename	<input type="text" value="Kenneth"/>
Employee MiddleName	<input type="text" value="William"/>		Employee Surname	<input type="text" value="Adams"/>
Known As	<input type="text" value="Ken"/>			

**Employee Address**

Last Modified

Address Line 1	<input type="text" value="15"/>
Address Line 2	<input type="text" value="Main Street"/>
Address Line 3	<input type="text" value="Old Town"/>
Address Line 4 / City	<input type="text" value="Aberdeen"/>
Country	<input type="text" value="United Kingdom (Great Britain)"/>
State	<input type="text" value="Aberdeenshire"/>
Postcode	<input type="text" value="AB34 4RT"/>

**Employee Contact**

Last Modified

Home Phone Number	<input type="text" value="01224 675435"/>		Email Address	<input type="text" value="Ken.Adams@activpayroll.com"/>
Work Phone Number	<input type="text" value="01224 745777"/>		Mobile Phone Number	<input type="text" value="07791 256321"/>

Save Changes

Cancel Changes

It's time to **activ8** your business

Page 5 of 15  
www.activpayroll.com

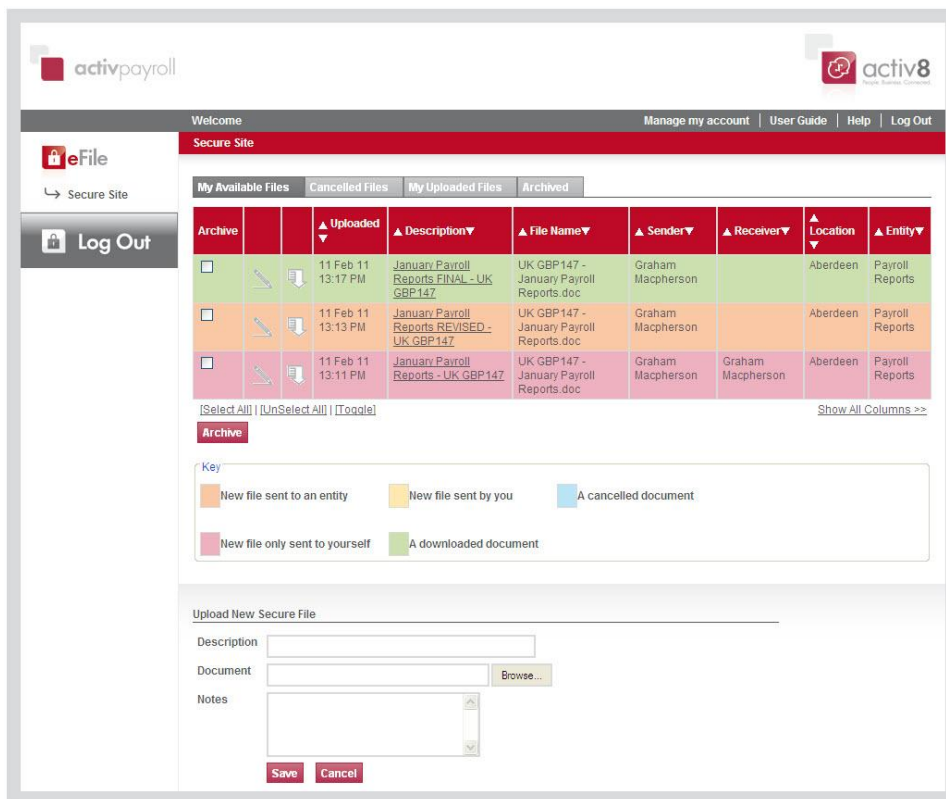
# An overview of activ8



eFile is designed to provide your organisation with a highly secure method of storing, transferring and sharing electronic files.

Security demands that sensitive data shared within your organisation and with your external partner organisations is protected and secured during transmission and storage, eFile is a robust secure method of ensuring your data is safe at all times. eFile allows the transfer of data to the eFile Vault via a secure SSL encrypted transmission. Once a file has been loaded into the eFile Vault you can add security attributes to identify the people, departments, or levels in your organisation that will be able to access the file. In addition to authorising who will have access, you will be able to grade the level of 'Read and Write' based sensitivity to each document. This ensures that the people who have access to this document, have the correct levels of authority, to be able to see, download, access and edit the document as desired.

eFile incorporates an automatic audit function that records all system use, including file loading, access and file amendments for reference. This archived information can be accessed to relate to a single event or process (such as a payroll), or project based work, providing you with the information you specifically wish to drill down to.



Benefit: eFile allows you to transfer sensitive data securely through a fully encrypted transmission process. A system that we now consider a requirement in the secure transfer of payroll data and processing.

# An overview of activ8



The activ8 eExpense tool is designed to track, record, manage, and pay employee based expenses. This tool has a multi level authority system that can be tailored to suit your business processes. eExpense can be customised to manage, pay and record all authorised employee expenses. It allows for prepayment amounts for travel expenses and can support multi currency for both expense and payment. The multi currency function can support either preset exchange rates that can be set to expire at a predetermined date or live rates automatically noted on the day of the expense claim being lodged as you wish.

eExpense can interface directly to payroll or into your finance system and has the ability to map all expenses to your cost centres and general ledger accounts. Being web based, eExpense is accessible 24 hours a day and at any location your employees travel to. eExpense has the functionality to allow the receipts for claims to be scanned and attached as an electronic document, to either each line item or the entire claim. Expense claims can be authorised down to a line item so that portions of claims can be repaid while items that are queried do not hold up the payment process. eExpense has been proven to reduce your administration overhead, increase the accuracy of claims, streamline the allocation of costs to the correct cost centre and if necessary, on-charge to clients, while giving visibility to the claim process to the employee and your finance department.

The screenshot shows the 'Claim Items' page in the eExpense system. It includes a navigation menu on the left with 'My Claims', 'Team Claims', 'Reports', and 'Log Out'. The main content area displays a 'Claim Summary' for Claim ID 100, Recipient Graham Macpherson, and Description 'Client Meeting - January 10th 2011'. Below the summary are buttons for 'Back', 'Submit Claim', 'Cancel Claim', and 'Print'. A table lists the claim items with columns for Type, Date, Description, Total, Currency, Personal, Company, Claimed, and Status.

Type	Date	Description	Total	Currency	Personal	Company	Claimed	Status		
Mileage	10-Jan-2011	Client Meeting - Petrol Expense	52.50	GBP	0.00	0.00	52.50	New		
Activity	10-Jan-2011	Client Meeting - Meal	500.00	GBP	0.00	0.00	500.00	New		
Entertainment	10-Jan-2011	Client Meeting - Drinks	350.00	GBP	0.00	0.00	350.00	New		
Other	10-Jan-2011	Client Meeting - Taxi	96.00	GBP	0.00	0.00	96.00	New		
Totals:							998.50			

Benefit: This system allows your global sales team to access and input all expense claims made

## An overview of activ8



from anywhere in the globe, with ease. It allows you to manage expense and payments with minimal administrative burden and time delay with maximum employee transparency.



eHelp is an effective and efficient web-based service desk. This flexible tool can be configured for any service desk, task request, event management, action item or process within the organisation. This can be used to manage IT Service desk requests, internal queries within an organisation or from external parties into your organisation. It is the conduit and tool that activpayroll uses to manage all client based requests/queries from our clients to our service divisions and deployed to manage our internal services such as IT support, activ8 development, payroll queries, HR requests, and many more business activities and tasks.

**New Issue**

**Employee Details**

Date: 11-Feb-2011 15:11  
Name: Graham Macpherson  
Employee ID: 0104  
Organization: activpayroll

**Preferred Contact**

Phone + 44 ( 1224 ) 860800 ext 123  
 Email graham.macpherson@activpayroll.com

**Priority**

**High Priority**  
An issue that requires immediate attention  
Response Time: 0.5 Days

**Normal Priority**  
An issue that requires prompt attention  
Response Time: 1 Days

**Low Priority**  
An issue that is not urgent  
Response Time: 1 Days

**Issue Details**

Issue Title: ePay & eLeave Module Request  
Date Occurred: 12-Apr-2011 [calendar icon] [check icon] [close icon]

**Description**  
Please can you grant me access to ePay and eLeave now that these additional modules have been rolled out across the company?  
Thanks

**Impact**  
I am unable to view my payslip and/or request leave.

**Next >>**

eHelp can be used to manage business processes, from acceptance or delegation of task, through to resolution and closing of a task. All events, notes, changes, attached files and status are visible to the requester as well as those working on the task. The underlying activ8 security system only allows access to those personnel who belong to the correct element of the organisation and have the correct level of security allowing them access and the ability to participate in the task. This gives you direct control of who can access your project data. The resolution and final closing of a

## An overview of activ8



task can be multi layered and include the sign off of the requester if necessary, bespoke to your requirements.

Benefit: eHelp will allow your employees to access and log queries from anywhere in the World relating to payroll, tax, activ8 or any other need that activpayroll play a part in. This system will allow your employees to track all movements of their query from start to finish, providing answers to their questions in a personal and timely fashion.



eTime is a bespoke web-based application to record, manage and approve employee timesheets. Employees can submit timesheets electronically online, automatic email notifications inform the relevant nominated eTime approver that a timesheet entry has been submitted for approval. The approver can approve, edit or reject the timesheet online using the intuitive eTime tool. Employees then receive an automated email notification to inform them that their timesheet has been approved or amended as appropriate.

The data stored in eTime can be reviewed in report formats to allow management to analyse employee time management as desired. eTime is fully customised to your organisations specific data requirements.

The screenshot shows the eTime interface for user Graham Macpherson. It includes a navigation menu, a login button, and a 'Sign Off Timesheet' button with a green checkmark. The main content area displays a table of timesheet records for the week ending 30th January 2011.

Project	Employer	Location	Description	MON 24/1	TUE 25/1	WED 26/1	THU 27/1	FRI 28/1	SAT 29/1	SUN 30/1	Total
(uERD) Land Rig	BP	North Slope, Alaska	Engineering	1.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00
Yastreb	Exxon Nefegas Ltd.	Sakhalin Island, Russia	Installation	0.00	0.00	1.00	1.00	0.00	0.00	0.00	2.00
Arkutun Dagi	Exxon Nefegas Ltd.	Sakhalin Island, Russia	Construction Support	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
QA/HIS Programs	Kuwait Drilling Co.	Kuwait	Project Management	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.50
<b>Totals:</b>				1.00	1.00	1.00	1.00	1.00	0.00	0.00	5.00

Below the table is a section for 'Add New Timesheet Record...' with a grid of dropdown menus for Project, Employer, Location, and Description, and empty cells for the days of the week.

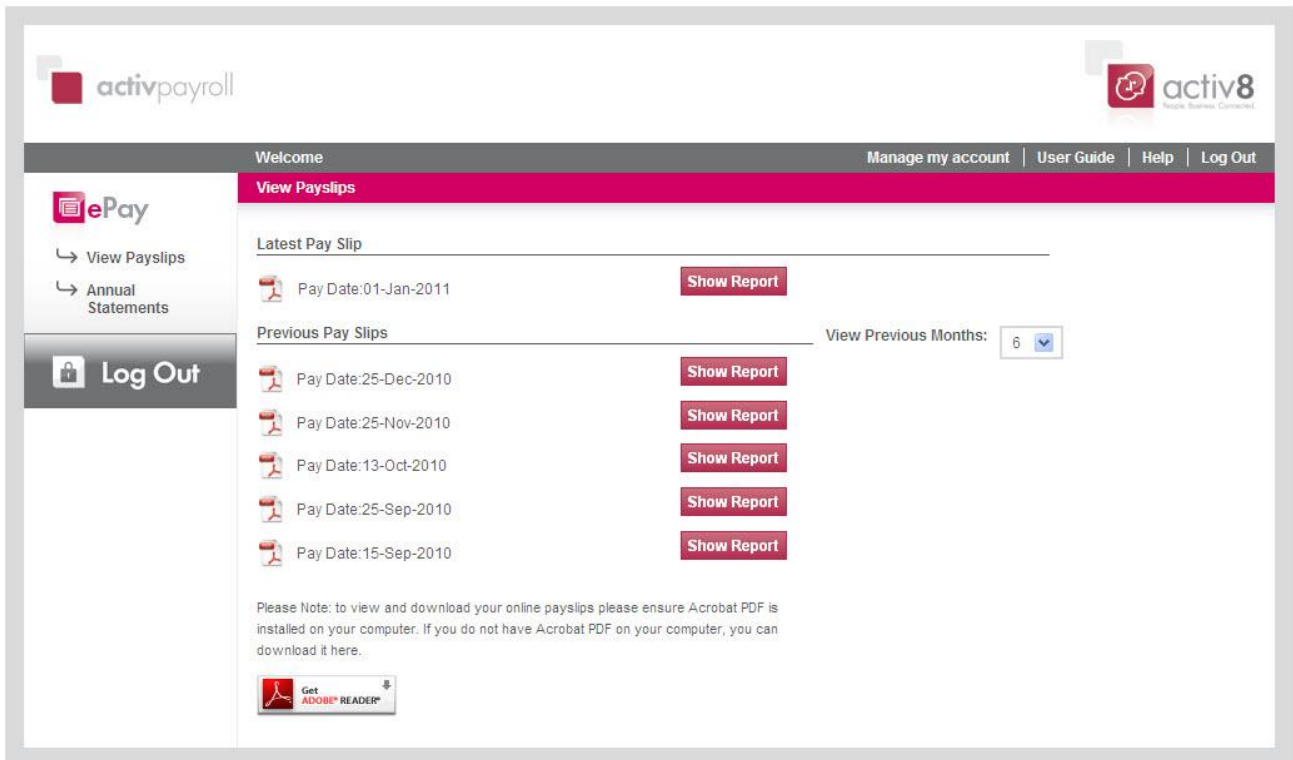
Benefit: Employees can submit their time records 24/7, anywhere and anytime. The system relies on automated notifications to minimise administrative burdens and improve the flow of communications. eTime will vastly improve your global timesheet approval and administrative processes.

# An overview of activ8



ePay allows the secure loading and storing of electronic documents for employees. Employees can quickly access their payslips and employee annual documents; such as P11D, P60, Tax Payment Summaries, etc. Any document that needs to be accessed by an employee can be loaded and allocated to an employee for them to access and download. Historic files can be held for defined times, and depending on your company policy, can be made accessible to the employee for the life of their employment, archived once they leave, or archived at a specified life cycle.

ePay revolutionises your information flow with your employees. Employees are empowered to access their documents online, whenever they want. Reducing administrative burden for the organisation, and providing the employee with an organised and safe way of storing their pertinent records.



Benefit: ePay not only provides your employees with access to their payslips online, but exceeds this basic requirement and takes the concept to the next level by capturing year end statements and other pertinent documents in a secure store for as long as you wish.

eLeave provides a solution to one of the most time consuming and contentious areas of people management, leave management. eLeave has been designed to allow for all global jurisdictions. Any leave type can be created, accrued, removed, and managed via this truly flexible tool. For the ever increasing globally mobile workforce, multi-country leave for employees depending on where they work as opposed to where they are domicile is allowed for. The eLeave system also incorporates the multi level authority system and functions necessary to thoroughly manage the leave of your employees, departments, and organisations. eLeave approvers can swiftly overview their teams leave applications and coordinate leave between team members, utilising simple graphical displays, carefully designed to make your decision making simple. eLeave has been designed as a global model, to allow for transient employees and approvers that may not be located in the same city or country as the employee whose leave they manage.

The screenshot shows the eLeave interface within the activ8 payroll system. It displays a 'Summary' page for a leave request. The request details include: Request ID: 67, Requester: Darren Barclay, Status: New, Request Date: 11-Feb-2011 2:58:33 PM, Approver: Graham Macpherson, Approved Date: 16-May-2011 AM, Start Date: 16-May-2011 AM, End Date: 19-May-2011 PM, Days Requested: 4 (WD:4, WE:0, PH:0, BH:0), Leave Type: Annual Leave, Description: Vacation, Notes: Vacation request prior to booking holiday, and Approver Comment: Leave request granted - Enjoy! The interface also shows a 'Leave Balances for Darren Barclay' table and a calendar view for the week of 16-May-2011 to 22-May-2011.

Current Period from 01-Jan-2011	
Balance	28.00
Approved Balance:	0.00
New Requests Balance:	4.00
Forecasted Balance:	24.00
Approved Lieu Days	0.00
This balance should be used as a guide only. Actual days available will vary	
<a href="#">Detail Balance</a>	<a href="#">Leave History</a>

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
16-May-2011	17-May-2011	18-May-2011	19-May-2011	20-May-2011	21-May-2011	22-May-2011
		Krissy Smith	Krissy Smith David Graham	Krissy Smith David Graham		

Key:  Weekday  Weekend  Public Holiday (For you)  Business Holiday

**Benefit:** eLeave records, tracks and manages employee leave with minimal administration and maximum efficiency. eLeave is highly configurable and can facilitate multiple leave types. Like all other activ8 tools, eLeave can be accessed online 24/7, wherever you are, whenever you need it.

# An overview of activ8



Welcome
Manage my account | User Guide | Help | Log Out

eLeave

- ↳ View Leave
- ↳ My Calendar
- ↳ Team Leave
- ↳ Team Calendar
- ↳ Reports

Log Out

Start Date:    
End Date:     Show

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
05-Dec-2011	06-Dec-2011	07-Dec-2011	08-Dec-2011	09-Dec-2011	10-Dec-2011	11-Dec-2011
12-Dec-2011	13-Dec-2011	14-Dec-2011	15-Dec-2011	16-Dec-2011	17-Dec-2011	18-Dec-2011
19-Dec-2011	20-Dec-2011 David Graham	21-Dec-2011 David Graham Graham Macpherson	22-Dec-2011 David Graham Graham Macpherson Krissey Smith	23-Dec-2011 12.30 closure (PM Only) David Graham Graham Macpherson Krissey Smith	24-Dec-2011 Christmas Eve	25-Dec-2011 Christmas Day
26-Dec-2011 National Holiday	27-Dec-2011 National Holiday	28-Dec-2011	29-Dec-2011	30-Dec-2011	31-Dec-2011	01-Jan-2012

Key:  Weekday   
  Weekend   
  Public Holiday (For you)   
  Business Holiday

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Page 12 of 15  
www.activpayroll.com

# An overview of activ8



eReport is an interactive web-based secure portal that allows a user to interact with the data that is generated within the activ8 tools and payroll applications of activpayroll and its partners. The user can manipulate the data to produce customised reports, enquire against custom data sets and display all of the information using charts, dashboards, and many other easy to interpret visual aids. eReport will also allow you to upload your own subset of data for inclusion in the analytical reporting eReport allows you to:

- Filter and sort
- Keep/exclude values
- View underlying data
- Zoom, pan and grab
- Open hyperlinks to other report views
- Customise and save view preferences
- Highlight data series via legend
- Open hyperlinks to external systems
- Comment and tag
- Export view-level data, Images and crosstabs
- Navigate data hierarchies
- Print and create PDF's
- Refresh/pause data updates

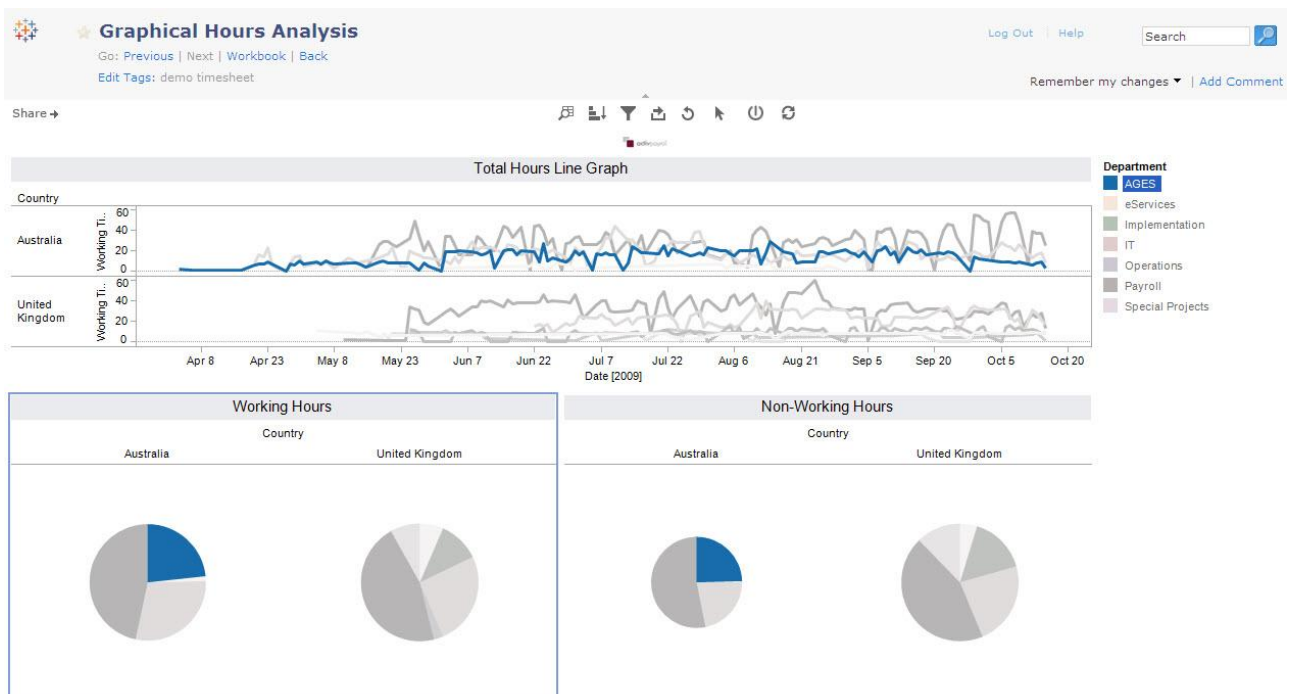


# An overview of activ8



eReport allows the user to access the secure web portal to view customised reports that have already been created, to view, highlight data series via legend, open hyperlinks to external systems, comment and tag, export view-level data, images and crosstabs; navigate data hierarchies, print and create PDF's, and refresh/pause data updates. activpayroll can create customised reports for you that will then feed into the eReport viewer for your analysis.

Benefit: eReport allows the user to create fully customised reports and interpret data numerically or, increasingly popularly, visually through a wide array of dash board and graphical interpretations. Like all other activ8 tools, eReport can be accessed 24/7 from anywhere in the globe and is intuitive to use, eReport enhances your company wide analytic and reporting capabilities.





Now is the time to  
**activ8** your business.

New from activpayroll, **activ8** is a revolutionary set of web based people management tools that enhance the efficiency of your organisation's flow and delivery of information to your employees.

For further information, or to learn how activ8 can benefit your organisation please contact our dedicated activ8 team at [www.activpayroll.com](http://www.activpayroll.com), we look forward to hearing from you.

