GREEN LEAF
BUSINESS SOLUTIONS
PAYROLL · HR · TIMEKEEPING · BENEFITS

EXECUTIVE SUMMARY

Founded in 2015, Green Leaf Payroll and Business Solutions was designed and built with the cannabis industry at front of mind. All five founding partners of Green Leaf had a background working as executives for publicly held payroll and HR outsourcing organizations. Mostly based in Southern California, the founders sought to create an environment where cannabis companies could be fully transparent with their service provider. From HR conversations to the challenges that the lack of banking brought on. Green Leaf aims to solve these problems through a high direction and high support service model. We focus on becoming a partner to our clients not just a third-party payroll provider. Green Leaf services clients in over 30 states today, with clients ranging from one employee to over one thousand employees. In nearly six years of servicing the cannabis industry we have a 98% client retention rate across all service lines. Our phenomenal client retention statistics are due in large part to our wonderful staff and their commitment to excellence. At Green Leaf we say that 'There's no traffic on the extra mile". Our service expectations prove this: Every client is assigned a dedicated payroll specialist and an HR Generalist. Our clients can communicate with their team through telephone, text, e-mail or fax. Our internal commitment is to respond to all client inquiries withing two hours and to provide resolutions to more complex issues within the given business week. These things, among many other proprietary technology systems allow Green Leaf staff to effectively lead our clients through the ever-changing US cannabis industry.

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As our clients have grown and become more complex, so have their questions. Complex payroll reporting, HR documentation, threat of unionization, banking, financial compliance, and knowledge of the various (State by State) cannabis control regulations have all become a requirement to do business as a payroll processor and HR partner. Our clients have become accustomed to lean on us for information and guidance with respect to the cannabis control entities of their state and how those relate to employment and HR laws. We understand the importance of working hand in hand with our client's internal finance team or outsourced CPA team to build out API's for the various accounting software suites, helping many MSO's avoid layoffs with clear budget visibility and pay rate scheduling.

As banking has become more widely accepted, Green Leaf has taken the guess work out of the process; successfully helping over 100 cannabis companies secure transparent banking. When the covid-19 pandemic hit we were forced to pivot to PPP, EIDL and CDC best practices. Most recently Green Leaf has sought to educate our clients on the dangers of merchant processing and anti-money laundering laws...At times, we have been called upon to conduct massive layoffs for our clients (Building all necessary documentation and facilitating the in-person exchange of final payment and securing our clients assets). At other times, we have done just the opposite; with mergers and acquisitions always in play, it is not uncommon for our clients to acquire a large out of state facility and request we go on site and help transition and train staff. We hope to earn the opportunity to show case our wonderful technology and our even more impressive staff.

Sincerely,
Marc Rodriguez President/CEO

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WHO IS GREENLEAF?

Green Leaf Payroll & Business Solutions Inc. has a team of hard-working professionals dedicated to helping your business grow. Our founders have over 30 years of experience in the financial industry, including banking, human resources and payroll, particularly with Fortune 1000 companies.

We understand what our clients want and need and how to help them excel in their industry.

Although the team provides this expertise and knowledge for all types of businesses, its niche is the cannabis industry and making sure those businesses comply with all local, state and federal laws. We are essentially the guiding light for these high-risk businesses in navigating complicated laws to ensure that their businesses stay open.
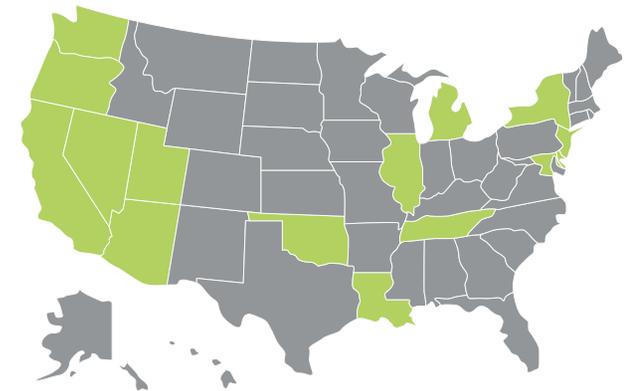
Ensuring payroll for

18,000+

Cannabis employees

Keeping clients compliant in

47

States

Trusted by

585

Cannabis Leaders

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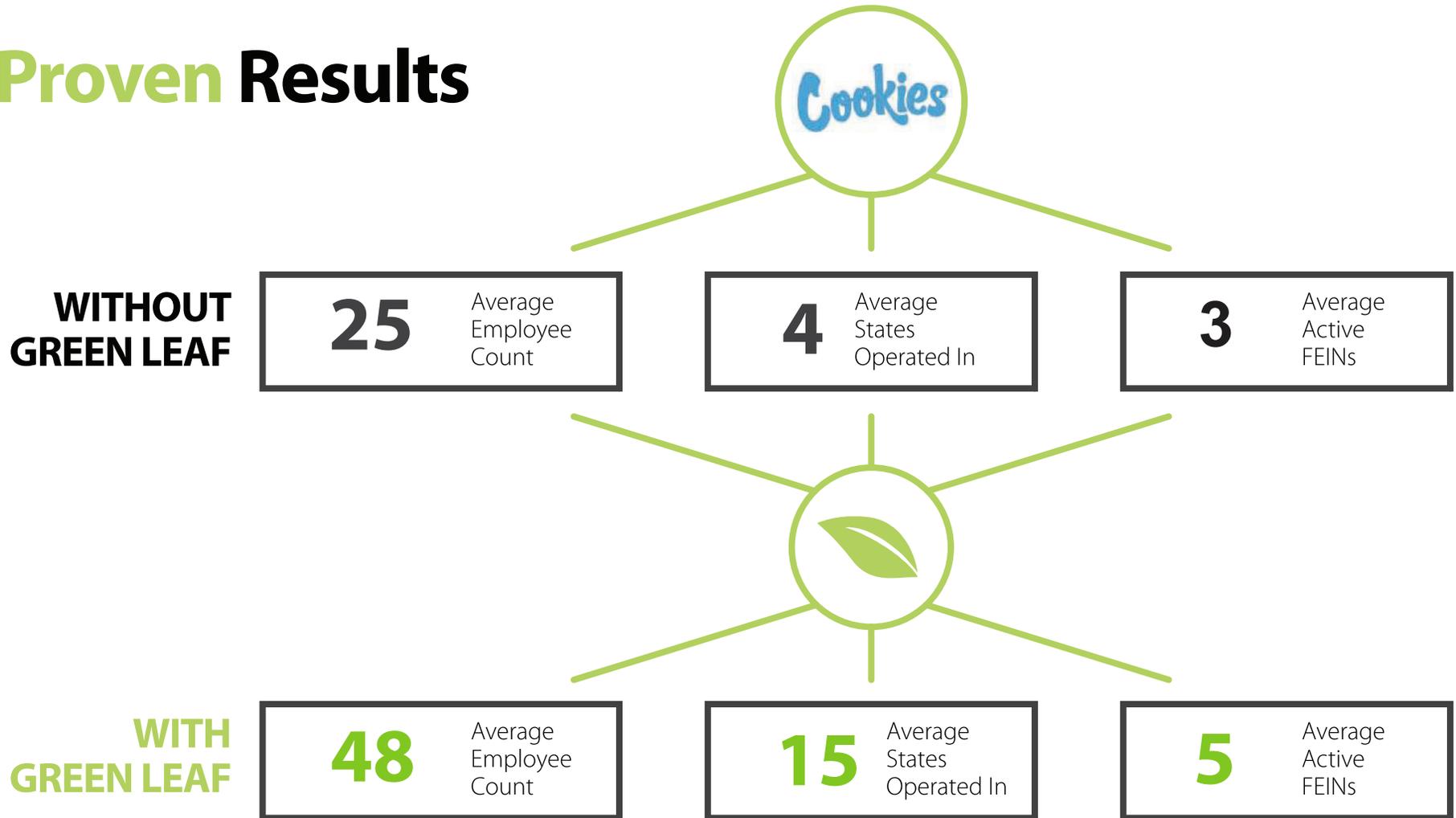
Trusted By The Cannabis Industry

We have supported cannabis businesses from day one. As a firm with a strong track record in providing cannabis-friendly HR, payroll, and banking services rolled into one, we are ready to help you rise to any challenge that could come your way. With a strong retention rate of 98%

Proven Results

	WITHOUT GREEN LEAF		
	25 Average Employee Count	**4** Average States Operated In	**3** Average Active FEINs

	WITH GREEN LEAF		
	48 Average Employee Count	**15** Average States Operated In	**5** Average Active FEINs

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HCM ELEVATED

Imagine a full suite of automated, scalable tools that integrates HR, time and attendance, payroll, and more so you can manage and nurture all of your people in ways that inspire them to succeed — from pre-hire to retire.

This is our HCM solution

Our human capital management (HCM) solution suite is designed to help you attract and retain top- quality talent for your diverse workforce, with the tools you need to not only make work easier and more productive, but also to deliver a great employee experience.

From employee engagement, leadership success, and talent development to flexible p erformance management and labor law compliance, our HCM solution helps you manage your people to today's emerging human capital management (HCM) trends — all while helping you stay competitive and fuel organizational growth.
Our solution at work.

Seamlessly integrated applications for recruiting, onboarding, time and attendance, scheduling, absence management, payroll, and more are easily accessed through an intuitive user interface. Time-consuming processes are streamlined — and visibility into employee data is enhanced to help you make smarter business decisions.
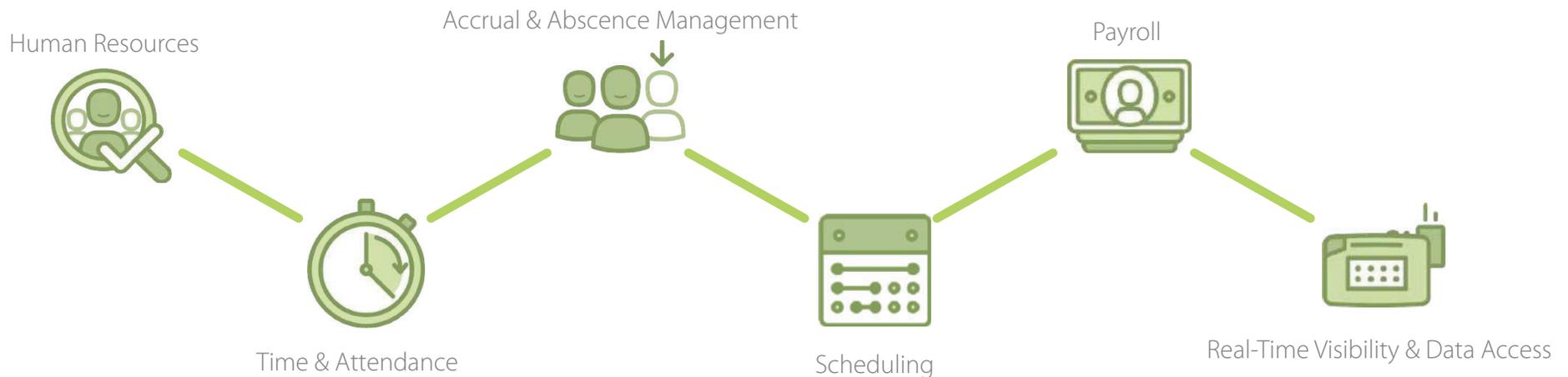
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Our Platform Offers:

A single employee record: You enter employee data just once in a single database and it's shared across all applications.

A single source of truth: With a common reporting function, there's no need to combine multiple sources of information. Decisions can be made based on accurate, real-time data.

A superior user experience: Your users work in the same interface across all applications, minimizing training and boosting efficiency. And employee self-service and mobile app allow easy anytime access.

Convenient cloud-based delivery: With the cloud, you avoid installation headaches, you're always on the latest software release — and you only pay for what you use.

Human Resources

Accrual & Abscence Management

Payroll

Time & Attendance

Scheduling

Real-Time Visibility & Data Access

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Human Capital Management Suite

Engaging your workforce from pre-hire to punch to payroll

HR Management

To find and keep the best people, HR professionals need a solution that blends talent acquisition functions of recruiting, hiring, and onboarding with talent management functions of benefits, compensation, and performance management. Our HR module lets you store and track employee information in one paperless system to make all of these processes faster and easier — while allowing you to focus on providing more strategic value to your organization.

Time & Attendance

When it comes to managing your workforce, disparate systems, manual or semi-automated processes, and limited data visibility can prevent you from developing a high-performing, motivated workforce. Our solution automates and simplifies time and absence management, accruals, leave, and scheduling functions with powerful applications that help you control labor costs and reduce compliance risk.
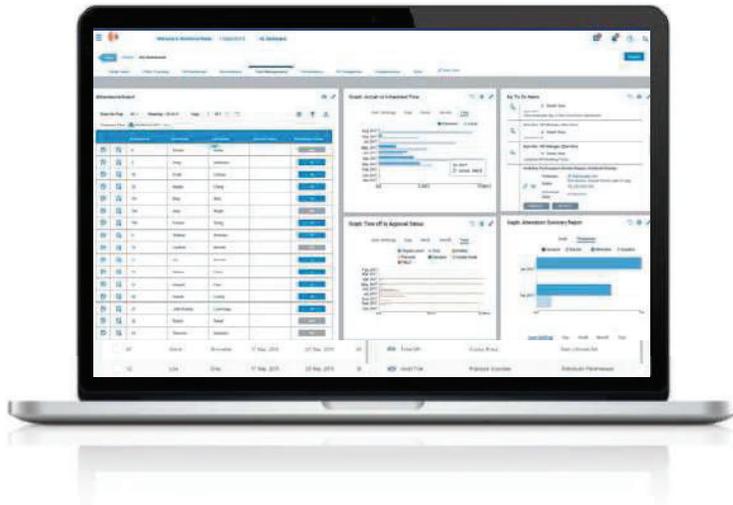
Payroll Management

Our solution streamlines payroll management by simplifying the entire process, greatly reducing processing time with configurable checklists and instant access to reports and data, as well as payroll services to manage tax filing, direct deposits, garnishments, and more. Starting with accurate time data, you can ensure the perfect paycheck.

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Human Resources

Finding and retaining the best talent

Our HCM Solution automates administrative HR Tasks

The key to business success starts with recruiting and retaining great people — because satisfied, engaged employees are more productive and invested in ensuring customer satisfaction. Our HR module can help you create this motivated, high-performing workforce.

Talent Acquisition

Our HR module lets recruiters and hiring managers source, track, and evaluate talent while providing a positive, consistent applicant experience. Candidates can easily search jobs and apply online, while managers can post job requisitions, screen and accept applications, and track applicants throughout the pre-hire process. And employees are engaged from the very start with configurable onboarding tools and social media integration.

Talent Acquisition

Our HR module provides agile performance management with custom-defined review forms, an automated review cycle, and alerts that can be linked to compensation management for making fairer and more equitable compensation decisions.

In addition, the system makes benefit plans easier for administrators to set up and manage — which is further aided by employee self-service.

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The Marketplace

Similar to a mobile app store, the Marketplace allows you to easily extend the features and functionality of our solution with pre-integrated, complementary applications and services such as eVerify integration and background screening.

Elevated HCM HR - Platform Features

Talent acquisition

Talent Acquisition*
Embeddable and customizable online careers portal
Internal and external job requisitions
Free and/or premium job board integration
Social media integration
Configurable online applications
HTML-based design/editing tool
Candidate self-service
Pre-screening questions
Knockout questions
Resume parsing
Applicant/interview notifications and tracking
Background screening
Work Opportunity Tax Credit (WOTC) service
Recruiting insights* (trends and visual metrics based on current workforce data)

Talent management

Compensation Management*
Job/position/cost center history
Salary history
Employee self-service: benefit statements
Pay grades/steps
Total compensation analysis
Comprehensive add-on module available:
• Compensation cycles with budget data
• Worksheets for managers to model increases
• Staff increases modeled and proposed by managers are routed and approved via configurable workflows
• Merit Matrix links performance ratings to compensation

Performance Management*
Performance development (continuous feedback and goals tracking)
Configurable performance appraisals
Definition and measurement of competencies, goals, core values
Prior and current performance reporting
Employee self-assessment
Multiple manager assessment
Workflow review

Succession Planning
Succession planning profiles
Configurable talent matrix dashboard
Succession plans reporting

Attendance Management
Requests and approvals for time off
Attendance tracking

Asset Management
Company property management
Vehicle management
Insurance and warranty-related contracts

Learning Management
Skills tracking
Certifications tracking
Course catalog creation/registration management
Manual and automatic learning plan assignment to individuals or groups
Compliance and mandatory training notification, tracking, and scheduling
Learning activities scheduling and tracking
Assessment management

Incident Tracking
Case tracking/reporting and workflow
Incident-based email notifications
Supporting document storage
Points tracking and escalation

Offboarding
Termination details/history/checklist
Exit interview
Notifications of termination
COBRA elections/refusals
COBRA administration

Human resources management

Onboarding
New hire checklist/welcome/workflow
Personal information
I-9 submission/signoff/E-Verify
W-4 election/submission
Employee self-service: benefits overview and enrollment
Property allocation
HR document and forms creator (custom forms)

Multi-currency   * Requires additional module(s)

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Elevated HCM HR - **Platform Features**

Benefits Administration

Employee self-service: benefits overview and enrollment/open enrollment/life event enrollment/auto-enrollment

Defined benefits eligibility

Benefits-driven payroll deductions

Carrier connections and forms

Effective date benefit plans

Evidence of insurability

Position Management

Position creation and / or import

Position budget setup

Position assignments

Position hierarchy chart

Integrated budget versus actual tracking

Position audit reports

Set defaults at the position or job level

Tie cost centers to positions

Training, certification, and credential tracking

Compliance and Reporting

New hire reporting

Notifications regarding date expirations

EEO reporting

Vets 100 reporting

Workers' compensation injuries/claims management

OSHA reporting

Affordable Care Act (ACA) management*

* Requires additional module(s)

HR Resources

Document storage

Document retrieval tracking

Employee directory

Employee self-service

Organizational charts

Company events and news

HR documents and forms creator (custom forms)

Mobile Application

Employee information

Benefits enrollment

Applicant portal*

Job requisition management*

HR actions

Checklists

Hire/rehire

Position assignments

Performance management*

Terminations

Learning management

Compensation management*

HR, performance*, recruitment*, and compensation* reporting/ visualizations

* Requires additional module(s)

Our HCM solution automates adminis-trative HR tasks:

- Expedites applicant tracking, screening, and hiring

- Simplifies benefit plan setup, enrollment, and changes

- Streamlines perfor-mance and compensa-tion management

- Automates all steps in the performance review process

Multi-currency   * Requires additional module(s)

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Time and Attendance

Streamlined to boost employee satisfaction and bottom-line results

Our HCM Solution Includes Powerful Capabilites

From timecard management and labor cost tracking to employee scheduling and absence management, Our solution's timekeeping module helps you better manage your diverse workforce while helping to control labor costs and lower compliance risk.

Efficient Time And Labor Cost Management

With our HCM solution, processes are significantly streamlined. For example, its automatic time and attendance data collection from a variety of sources makes it easier than ever to manage your labor data. In addition, flexible, user-defined pay rules help you track your true labor costs — while simplified timecard management facilitates compliance and improves payroll accuracy. And exceptions can be managed in real time to avoid payroll errors and costly rework.

Real-Time Dashboard Visibility

A configurable dashboard lets employees request time off and view schedules, timecards, and more, all from a single screen. The manager dashboard may be tailored to provide one-click access to their most frequent tasks and real-time visibility into sta schedules, overtime, exceptions, and other important workforce information.

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Elevated HCM Time Keeping - Platform Features

Labor Management

Employee/manager self-service

Timesheet approval workflow

Mass edit capabilities

Import/export utility

Exception handling

Document storage (receipts, company handbook, etc.)

Automated points tracking (attendance trends)

Temporary manager (backup) assignment

Itemized expense tracking

Employee self-service time off request tool and manager approval workflow

Time-off planning

Open absences/Bradford factor scores for absence tracking

Accruals*

Tracking of Eligibility, Tenure, Hours Worked

Synching with External HR or Payroll Systems

Scheduling

Daily, weekly, or configurable recurring patterns

On-the-fly entries/edits for day-to-day changes

Dynamic time off durations based on scheduled hours

Visibility into employee timesheet

Assign employees to schedules or schedules to employees

Assign two schedules per employee per day

View schedule, location, department, job, etc.

Pay Rules

Location

Cost center (nine cost centers with up to 10 levels each)

Shift differentials

Pay rule priority

Autopopulated holidays

Multiple pay periods (weekly, monthly, etc.)

Time zones

Non-standard pay periods

Employee contract-based pay rules

Automatic deductions (breaks, meals)

Paid meals

Annualization tracking

Flat pay

Extra time and guaranteed minimum time

Grace and rounding

Holiday pay

Overtime

Rate Tracking

Job costing

Pay categories (such as direct, indirect)

Multipliers, special rates

Effective dating

Counter value calculations

Piece rate quantity tracking (units, miles, etc.)

Pay rate per piece/piece rate requirements

* Elevated HCM Accruals is an add-on module.

Reports

Over 50 built-in standard reports

Custom/ad hoc reports

Data visualization and dashboarding capabilities

Ability to export to five formats (CSV, Excel, PDF, HTML, XML)

Daily email summary report

Saving and sharing reports with quick link access

In/out dot board

Exception reporting

Time off calendar and roster

Dynamic drill-down capabilities

Security profile settings for defining access

Points history

CMS submission

Mobile Application

Timesheet (completion, submission, correction, manager approvals)

Accruals (balances and history)*

Schedule

Time off requests (submission, balances, history, manager approvals)

Overtime requests

Time off calendar

Punch in/out

Offline punch

GPS punch tracking/geofencing

Job/cost center transfer

Contracts views

Piecework collection

Reports access and data visualization/dashboard access

Employee attendance tracking

Data Collection

Ethernet-based clocks

Mag stripe, proximity, and bar code badges

Biometric verification and identification

Remote hardware management

Remote punch via mobile app

Security

Permanent, detailed audit trail

IP address and/or punch restriction

Application manager/user access profiles

RSA login authentication

Single Sign-On (SSO)

User/manager configurable user interface

Virtual code authentication

Email Notifications (alerts, reminders, etc.)

Standard time off request, rejection, and approval

Standard timesheet request, rejection, and approval

Beginning and end of period manager/employee notifications

Accrual balance notifications*

Exception notifications

Point notifications

Companywide announcements

*Elevated HCM Accruals is an add-on module.

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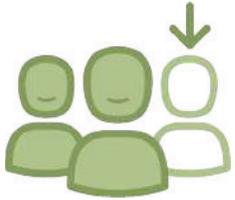
Accrual & Absence Management

Keep it fair and consistent for ongoing compliance

Absenteeism costs U.S. companies billions of dollars annually in lost productivity, wages, quality issues, and excess management time.[1] But it also impacts productivity and can lower employee morale. Our solution helps you manage employee absence for better cost control and higher productivity, and to ensure that your people are treated fairly.

Accruals

Managing accruals manually can be a painful process — especially since employees accrue time at dierent rates. Our accruals module automatically and accurately calculates and tracks accrual balances based on your organization's rules, giving managers immediate visibility into current status to help ensure impartial treatment of employees and minimize compliance risk.

Absence Management

Our solution's absence management module helps you handle leave cases accurately and consistently to avoid litigation and grievances. It integrates leave requests and documentation with employee timesheets and schedules and limits unauthorized time o and late returns with built-in notifications. It also automates enforcement of federal, state, and employer-specific leave policies, including the FMLA, as well as administration of leave eligibility and requirements.

Further empoyer your employees through attestation

Failure to comply with labor regulations and collective bargaining agreements can have disastrous results. But our solution's attestation features minimize compliance risk and improve enforcement of wage and hour policies by empowering employees to access, review, and approve or reject their timecards and designate whether they took their lunch break or not when they punch out.

[1] Investopedia, "The Causes and Costs of Absenteeism in the Workplace," Forbes.com, July 10, 2013. http://www.forbes.com/sites/ investopedia/2013/07/10/the-causes-and-costs-of-absenteeism-in-the-workplace/.

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Elevated HCM Accruals - Platform Features
Prerequisites: Requires Elevated HCM Time Keeping or Payroll

Accrual Settings

System-maintained values — accrual balances will be calculated automatically in system

User-maintained values — accrual balances will be manually updated by the system administrator

Imported values — accrual balances will be calculated externally and imported to the system on a regular basis

Tenure changes — will be shown if tenure changes in the middle of an accrual period

Maximum accrued amount (per accrual year) — maximum hours that can be accrued based on tenure

Maximum running balance — maximum balance that an employee can have at any given time

Balance move — move any excess accrued amounts to a specific bucket

Utilization — order in which different time-off buckets are used

Accrual day — first or last day of month

New-hire accruals — when and how much a new hire starts accruing his or her first month

Sick time compliance

Waiting period schedule — schedule on which an employee will accrue after the waiting period settings have been reached

Processing accruals — amount and frequency accruals are calculated (automatically, manually, individual users, multiple users, all users)

Accrual termination — allows for multiple options to pay out accrual balances upon termination of an employee

Benefit Accrual Profiles — determines the rate at which an employee accrues benefit time

Default — applied to all new employees added in system

Tenure

Hours worked

Points

Waiting period
Carryover settings

Accrual Management

Modify accrual balances

Zero out accrual balances

Import accrual balances

Modify employee hours taken

Test accruals

Notifications

Negative balances

End of a waiting period

Employee Self-Service

View accrual balances

Request time off — automatically updates accrual balances

Time-off balance report

Mobile

View accrual balances

Request time off

Approve time off

Accruals reports, visualizations, and dashboards

View time off history

View open absences

Payroll*

Calculate accruals in payroll based on hours worked

Display accrual balance on pay statement

Requires Elevated HCM Payroll

Elevated HCM Attestation - Platform Features
Prerequisite: Requires Elevated HCM Time Keeping

Device Support

Kronos InTouch ® time clock

Timesheet clock

Web clock

Workflows

Attestation questionnaire

Attestation manager change request

Cascading prompts when responses may trigger follow-up questions or requests

Generation of email to employees or manages notifying of to-do item

Employee Actions

Attestation approval

Attestation rejection

Cancel/postpone attestation

Cancellation/postponing of attestation — Note that can reject or approve

Reason code included

Employee Prompts

End of shift (daily)

Timesheet submission

Configurable questions

Configurable response choices

At every punch — requires custom configuration

Reports

Attestation audit report

Attestation summary report

Attestation summary dashboard widget

Data visualization and dashboarding capabilities

Notifications and To-Dos

Missed attestation to-do

Rejected attestation email notification

Approved attestation email notification

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Elevated HCM Leave Manager - Platform Features
Prerequisites: Requires Elevated HCM Time Keeping or HR

Request Management

Leave of absence requests

Approval of requests

Rejection of requests

Management of requests

Modify balances

Modification of balances — Employee self-service

Leave of absence workflow — customizable configuration

Qualifier questionnaire

Views

View history

View balances

Leave of absence calendar

Entitlement based on leave profile

Global entitlement report — employee entitlement amount, what has been taken, balance, type of leave, entitlement as of date, taken as of date

Ad hoc reports

Manager Tools

View leave requests for any employee

View leave cases for any employee

Add new case

Close existing case

Mobile

Request leave of absence

Approve requests

Reject requests

View leave of absence history

Access leave of absence forms

Compliance

Continuous leave tracking

Intermittent leave tracking

Automated tracking of leave eligibility, including the hours worked eligibility criteria rule, type, and duration

Automated notifications

Department of Labor forms

Leave Administration

Leave profile configuration

Populate timesheet from leave case*

Append HR documents directly to an employee's case record

Permissions — determine what functionality employees or managers have

Department of Labor forms

Need Elevated HCM Time Keeping

Our HCM solution delivers easy, single-source access to up-to-date information:

- Automatically enforces absence and leave policies to control labor costs

- Consistently applies absence and leave policies to minimize compliance risk

- Helps you gain visibility into absence trends and take action to improve productivity

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Scheduling

Always put the right person in the right place at the right time

In today's dynamic workplace, using spreadsheets and paper to create employee schedules is no longer an eective way to sta shifts with the right employees to optimize productivity and control labor costs. With our solution, time-consuming, error-prone processes are a thing of the past.

Streamlined, Accurate Scheduling

Develop schedules that help you meet performance goals without exceeding budget with the tools and high-quality information you need to schedule the right people in the right place at the right time. Users can build, fill, manage, and measure best-fit sched-ules that align output and service-level goals with budget and demand. And auto-mated scheduling rules and policies enforcement helps improve em-ployee morale while reduc-ing the potential for grievances, litigation, and fines.

Improved Visibility

Gain on-demand visibility into schedules — from a desktop or mobile device — to improve your responsiveness. Robust reporting allows you to measure schedule effectiveness and apply lessons learned so your managers can spend less time creating and managing schedules and more time focusing on strategic priorities.

Employees can readily view their weekly schedules — from a desktop or mobile device — via self-service.

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Elevated HCM Scheduler - Platform Features

Build

Workload planning* — automatically generate shifts based on imported business data

Optimized schedule generation — take a step beyond simply meeting constraints and achieve business goals such as lowering cost, reducing overtime, meeting employee preferences and much more,

Budget and workload definition

Shift and schedule definition

Schedule rule and constraints definition

Manual schedule planning and editing

Schedule pattern templates

Fill

Schedule groups or individuals

Schedule to skill and proficiency

Open-shift visibility

Automatic shift assignment — have the system automatically assign shifts based on several important factors such as availabil - ity, skills, location, and much more

Split shifts

Color-coded availability

Drag-and-drop fill

Mobile Application

View schedule

Swap shifts (peer approvals available)

Coverage requests

Open shift requests

Scheduling reports, visualizations, and dashboards

Manage

Schedule change alerts and notifications

Skill tracking

Credential and certification tracking*

Staff management drag-and-drop shift transfer

Call list

Schedule day view — consolidated picture of 24 hour period for easy analysis and management

Employee availability and preferences

Fatigue management

Open-shift management — automatically displays the available employees who meet shift criteria, allowing the shift to be offered and accepted by those employees within a predefined time frame

Employee self-service: request coverage

Employee self-service: shift swap

Employee self-service: request open shift

Timesheet sync** — ensure schedules are posted to employees' timesheets

Employee self-service — approve schedule changes (where secure scheduling ordinances apply)

Measure

Reporting

Coverage graph and metrics

Data visualization and dashboarding capabilities

Detailed audit trails

Planned-to-actual schedule metrics

Notifications

Schedule changes

Shift swap requests

Coverage requests

Open shifts posted

Open shifts requested

*Add-on functionality required
**Applicable only if the Time Keeping module is being licensed

Our HCM solution provides the tools and visibility you need to:

- Build schedules based on available budget and business demand

- Fill schedules with best-fit employees to maximize performance while minimizing compliance risk

- Manage schedules to maintain accurate coverage and avoid budget overspend

- Measure schedule effectiveness to drive continuous improvement

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Payroll

*Deliver the perfect paycheck - every time*

Our payroll module puts you in complete control of your payroll and greatly reduces processing time with configurable checklists to keep you on track and automated scheduled reports to ensure accuracy. Starting with employee benefit deductions updated in payroll and accurate time data, our unified platform helps your organization deliver the perfect paycheck and reduce compliance risk.

Automated Accurate Payroll

With continuous processing, payroll data is available whenever you need it. Real-time calculations let you know exactly what your people are doing and what you're paying them to do it. And employee /manager self-service options such as submitting direct deposits and viewing pay statement history empower employees and further streamline processes.

Payroll Features

Tax data is built into our payroll module to support multiple regional requirements and tax structures. Automatic tax table updates help ensure the accuracy of employee withhold-ings. The system offers options for tax deposits and filing, garnishment processing, and check printing/direct deposit.

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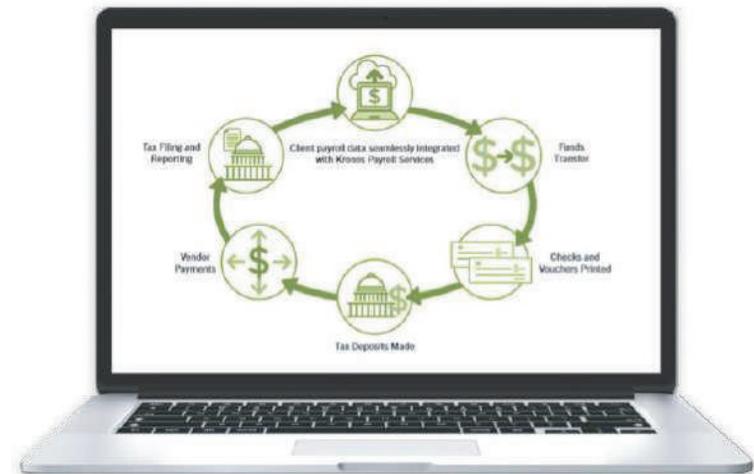
Elevated HCM Payroll - Platform Features

Payroll Process

Built-in test environments

Calculations as you go

Payroll prep checklist and quick links

Correction delta process for easy recalculation of payroll edits

Custom batch payroll entry screen

Direct deposits

Gross to net

Pay stub printing/distribution

Payroll alerts

Payroll batches by pay frequency

Real-time payroll processing

Reconciliation pay statement

Vendor validation

Multiple payroll processing

Garnishment deduction wizard

Payroll Reporting

Change history reporting

Consolidated reporting across tax IDs

Cross-year reporting

Date-driven reporting across all years

Excel* native reports

Integrated report writer

Data visualization and dashboarding capabilities

Reports sent by email

Standard report library

401(k)/retirement plan 180° integrations

Payroll Setup

Geospatial tax identification

Labor distribution and cost center tracking

Multi-EIN support

General Ledger/Year End

Automated reciprocity tax withholding

General ledger processing

Year-end processing

Payroll Services

Check printing/distribution

Employee direct deposit

Tax filing/deposits

Tax filing/payment

Garnishment disbursement

Benefits Administration

Benefits and insurance management*

COBRA administration

Leave request management*

Total compensation statement

Workers' compensation

Affordable Care Act Form 1094-C*

Platform and Security

Profile-based functionality security

Unlimited users with security

Automated event notifications

Third-party software interfaces

Unlimited data storage

Mobile Application

Direct deposit/electronic consent

View pay statements, W-2s, W-4s, I-9s, and 1099s

* Requires additional module

Our HCM solution drives payroll accuracy by providing:

Continuous payroll processing

Real-time calculations

Versatile pay rules engine

Notifications and alerts that flag issues

Automated tax table updates

A Perfect Paycheck Analysis report

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Real-Time Visibility & Data Access

Use dashboards, reports, and self-service tools to drive results

Our HCM Solution Delivers The Real-Time Data You Need

Take the guesswork out of people management once and for all. Information-rich dashboards, reports, and decision-support tools provide organization-wide visibility and insights. Intuitive navigation features let you find critical information quickly and easily. And with instant access to timesheets, schedules, payroll, employee records, and more, you can take immediate action and drive results.

Versatile Tools And Reports

Easily tailor system tools and reports to reflect the way you do business. Configure more than 150 standard reports to meet your content and formatting needs. Give your managers visibility into important employee information through self-service. And take the load off HR by empowering employees to access their information through convenient self-service and mobile tools.

Configurable Workflows

Our solution provides workflows that you can configure to your unique work specifications. You never need to change your processes to accommodate the system. Using its graphic display that shows workflow step direction and actions, you simply drag and drop steps to organize a workflow that aligns with your established processes.

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Elevated HCM Cross-Platform Features

Elevated HCM Marketplace

- Self-service apps from partners expanding the platform'sfunctionality, such as G Suite for Google Cloud and Certify

  *For additional Marketplace partnership info, see the Workforce Ready HR feature list.

Employee Perspectives

- Delivers an at-a-glance view of employee data that canserve as a predictive scorecard of key employee metrics

Elevated HCM Mobile App

- Compatible with Apple and Android devices
- Download free from your device's app store
-

Integration Hub

  Supports integration of your Workforce Ready solutionwith any combination of cloud, Software-as-a-Service(SaaS),
- or on-premise applications

-
Elevated HCM People Analytics
-
  Gather: Gain detailed workforce and process insightsacross your organization with real-time reports

- Visualize: Focus on the facts that matter to make quickdecisions using charts and dashboards

  Predict: Use people data to proactively manage workforcetrends through Employee Perspectives, Workforce ReadyScheduler, and Succession Planning

  Grow: Drive business outcomes by connecting to curatedviews of your workforce data delivered by a dedicated analytics services team

TECHNOLOGY & USER EXPERIENCE

Best-in-Class System

Within the solution that all reside on one single platform – making it easy to manage the entire employee lifecycle.

We provide a single platform to manage your entire employee lifecycle.

Why is this important?

With the platform, you get a single employee record from which all applications in the product suite pull information. Rather than entering data multiple times across differing applications, you enter an employee's data once, and the system automatically populates.
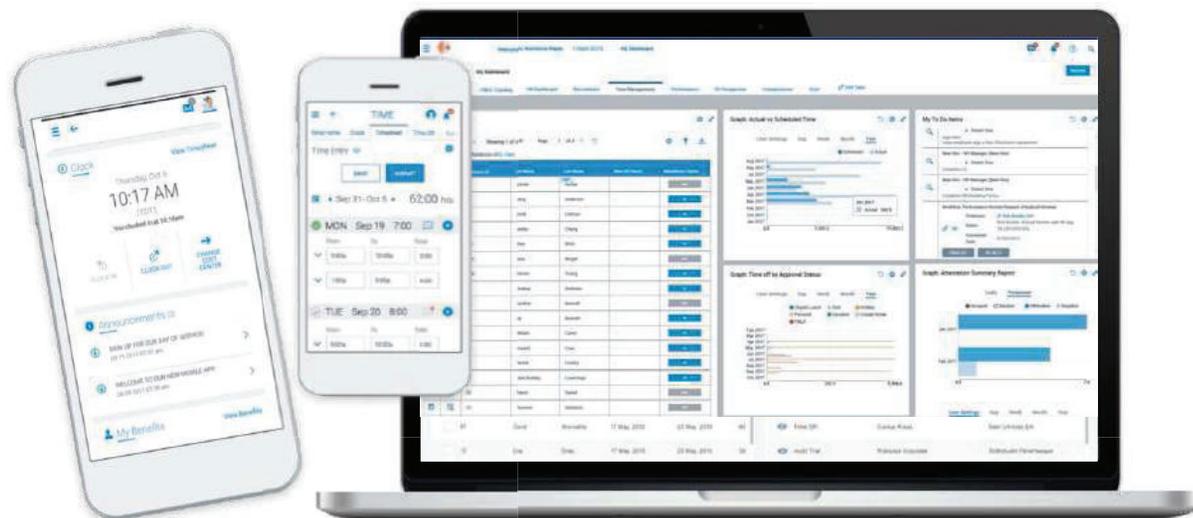
Best-in-Class System

The single employee record reduces reporting complexities. By using a common reporting engine across all the applications, you draw from a single source of truth instead of trying to combine multiple sources of employee information. And data is updated in real time, so you're making decisions based on accurate information versus legacy-latent data that can easily lead to the wrong conclusions.

A single platform means a single user interface across all applications, which helps minimize user training and boost efficiency. Even security profiles can be customized by users with varying levels of data-access privileges based on permissions you specify and that are then applied once for all data sources.

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Brief Sample of Green Leaf's Hands On Approach
Payroll Timeline (Customized Based Upon Client Needs)

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| Payroll Timeline	Projected Date	Owner
Introduction Call		
Introduce teams: Discuss Roles and Responsibilities	6/15/2021	TBD
Confirm Client Products and Ask Product Questions	6/15/2021	TBD
Confirm First Check Date and Process Date	6/15/2021	TBD
Review Implementation Roadmap	6/15/2021	TBD
Schedule Weekly Touch Point Call	6/15/2021	TBD/Client
Schedule Test Payroll Call	6/15/2021	TBD/Client
Schedule Employee Demographic Data Extraction or Data Collection	6/15/2021	TBD/Client
Discuss Dual Maintenance	6/15/2021	TBD
Discuss Training Options and Schedule	6/15/2021	TBD/Client
Discuss GL process, request COA and sample journal entry if not yet received	6/15/2021	TBD/Client
IS sends recap email for outstanding items, upcoming appointments, and timeline	6/15/2021	TBD
IS sends meeting invites to client team for upcoming appointments	6/15/2021	TBD
IS initiates ancillary products and gathers necessary data	6/15/2021	TBD
Employee Data Extraction/Data Collection		
Gather all Employee Demographic Information	7/6/2021	IS/Client
Confirm employer medical was collected in data extraction (request if not)	7/6/2021	TBD
Alignment Call		
Review extracted/collected data and confirm company settings	7/20/2021	TBD
Discuss banking/prenote setup, tax IDs, delivery, earning codes, deduction codes, cost center structure, accrual policies	7/20/2021	TBD
Discuss main admin security role assignments after Payroll IS sends over security role document and relay security choices to Payroll IS	7/20/2021	TBD
Payroll IS sends recap email for outstanding items, upcoming appointments, and updated timeline	7/20/2021	TBD

Critical Data Collection				
Assigned To	Item	Notes	Due Date	Status
Client	Void Check			Open
Client	GL Chart of Accounts and Sample Journal			Open
Client	Accruals Policy			Open
Client	State proof			Open
Client	Department setup			Open
Client	Employee Data			Open
Client	Employee Deductions			Open
Client	Child Support / Garnishments	Add Child Support and/or Wage Garnishments, teaching the client the process	7/22/21	Open
Client	Supervisor Assignments by Employee		10/5/21	Open

Weekly Touch Point #1- After Database Delivery	10/5/21			
Assigned To	Item	Notes	Due Date	Status
	Review Project Status and Timeline		10/5/21	Open
	Discuss Open Items		10/5/21	Open
	Discuss Training Progress		10/5/21	Open
	Review Additional Reports/Data Needed		10/5/21	Open
	Discuss Notifications and Supervisor rights		10/5/21	Open
	Dual Maintenance	Hire/Term Employees	10/5/21	Open
	GL Follow Up		10/5/21	Open
	Database Walkthrough		1/0/00	Open

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Documentation

Cloud Infrastructure Documentation Bullet Points

- Custom designed Restful APIs created to suit our customers needs
- Multi-region, auto-scaling infrastructure
- Geographically separate disaster recovery site and plan

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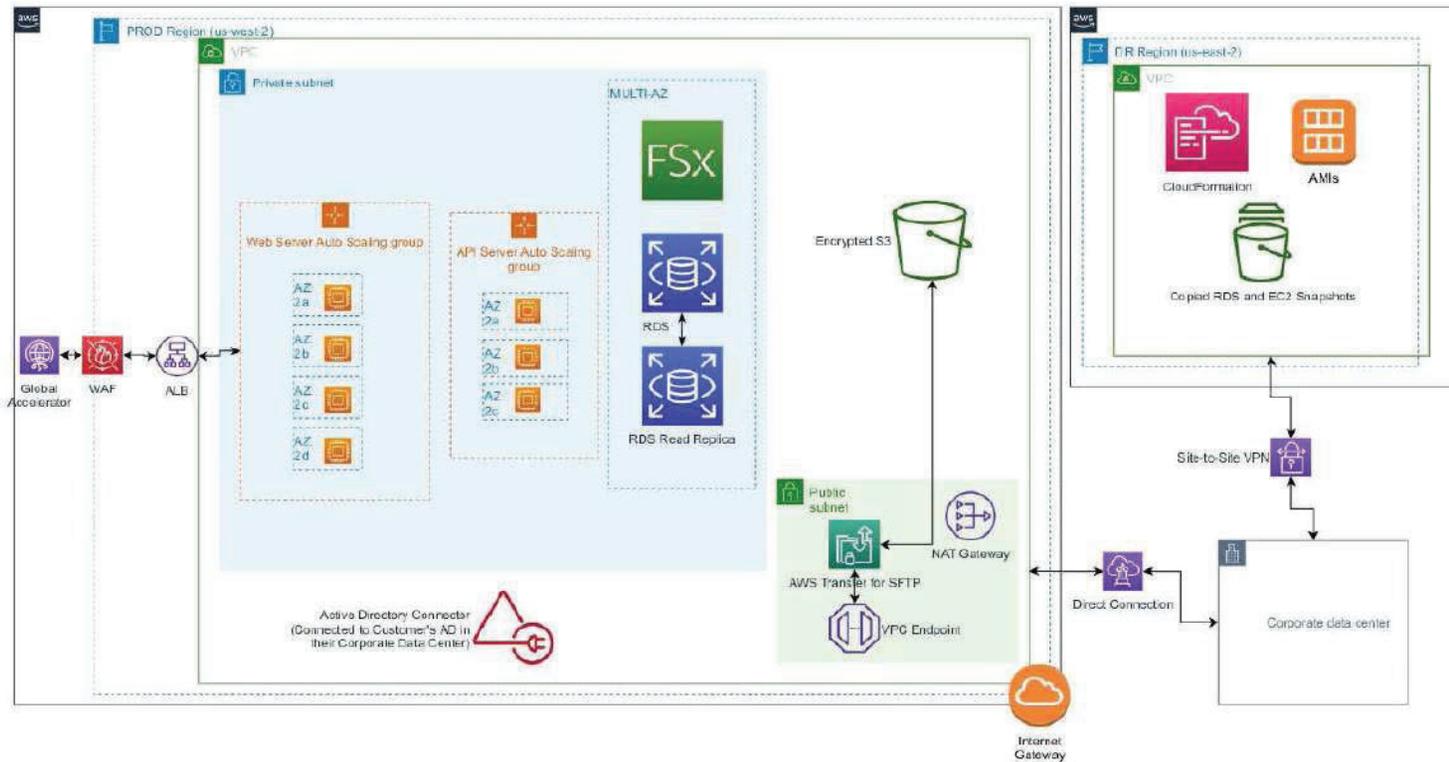
Make the Most of **Multi-Employer 401k Plan**

Try our newly launched, fully integrated payroll and administration service.

As a provider of premier cannabis industry business solutions and an official 401k plan sponsor, we have a responsibility to offer our clients a unique service that combines payroll with 401k plan administration. Greenleaf Business Solutions will handle plan implementation, overseeing, enrollment, as well as any related aspects. Taking part in a multi-employer 401k plan can help you streamline your business processes and workflow. Additionally, the State of California requires cannabis business owners to offer a dependable long-term retirement solution to their employees and we can help you meet that requirement effortlessly.

SIMPLIFY DATA COLLECTION

Collecting data necessary for compliance, including information on termination dates, salaries, and more.

REDUCE WORKLOAD

Minimized chances of errors and duplicative data thanks to our streamlined electronic data transfer.

MAINTAIN COMPLIANCE

Ensuring legal and fiduciary compliance, protection against liability, and minimum risk of error effortlessly.

DISCOVER FULL INTEGRATION

Offering a fully integrated and seamless two-in-one solution, from the hiring process to retirement.

IMPROVE EFFICIENCY

Make your business more efficient with our prompt service to save time and cut costs in the long term.

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Our Proposed Service Model- Administrative Service Organization

Our Administrative Service Organization (ASO) provides your company with a dedicated HR Business Partner to be your single point of contact for HR issues and to proactively help you business establish effective HR practices and policies. Because of our dedicated support model, we view our company as an HR and Payroll service organization enabled by best-in-class technology rather than a technology company that offers support.

When you become a client, your dedicated HR Business Partner will have a solid background in human resources and team management. They will lead a team of service professional including your own dedicated payroll specialist, compliance specialists, and technology consultants to support your business. We will be your single resource for payroll, benefits integration, labor law compliance, personnel management, worksite safety, and employee HR training ... allowing you to focus on growing your business.

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