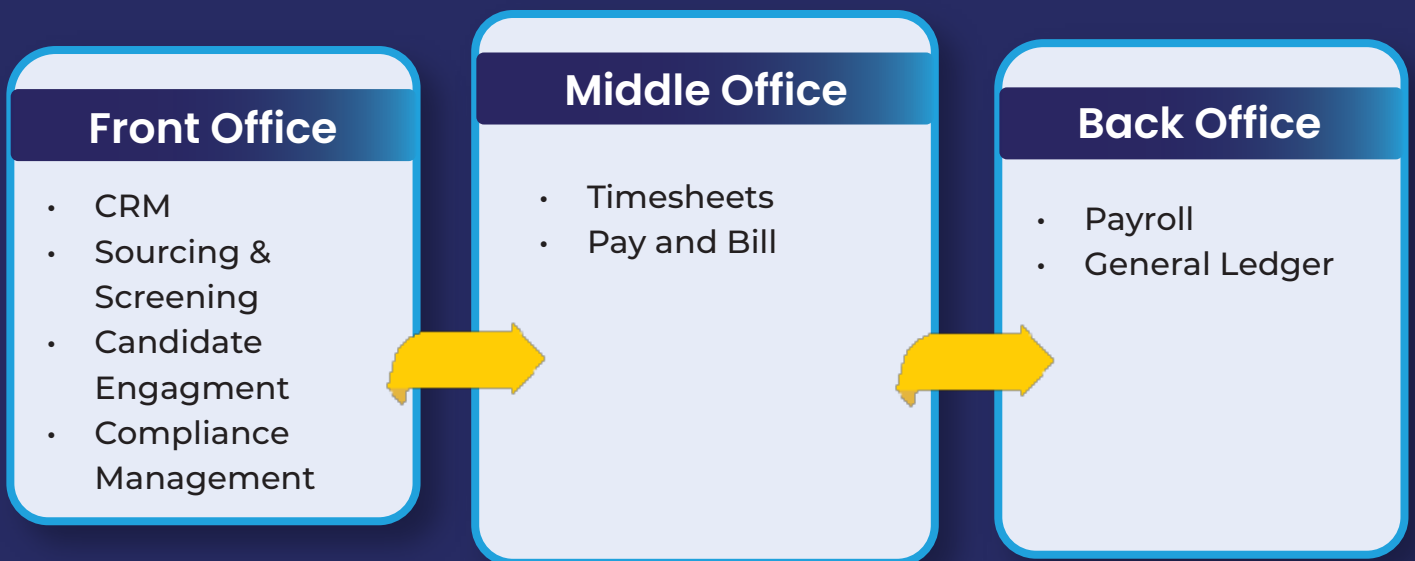


Middle Office

The TargetRecruit middle office is the command center for timesheets, pay and bill. It bridges the gap between the front office and the back office payroll and accounting systems, and offers a single source of truth.

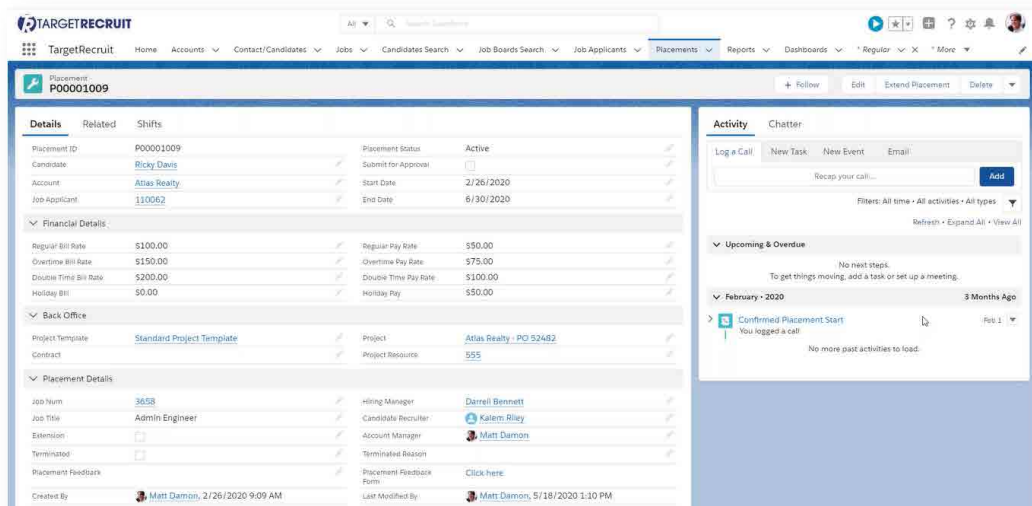


Project Templates

Our Middle Office uses Projects and Project Templates to manage all variations of pay and bill rules. A Project is a job where a candidate is placed and a Project Template is a set of predefined tasks that can be assigned to the candidate once he is assigned to a Project. There can be multiple candidates against a project.

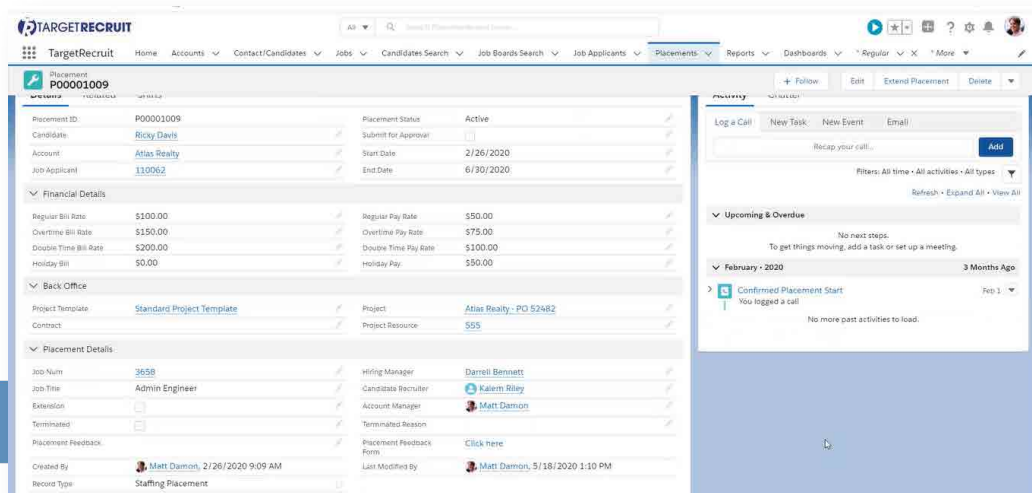
Building Project Templates

Templates are setup just once and can be for specific clients, position type, state rules and other criteria. Within each task type, you can define what you are going to bill for and pay for. You can configure regular and overtime hours, holiday hours, and create rounding rules.



Assigning Projects and Templates

Once you have made a placement, you simply assign a project template. Project Templates drive the pay and bill rules for Middle Office and can be assigned manually by a user or automated through workflows.



Timesheets

Timesheets allow contractors to record their work hours. A Timesheet is always tagged to a Project and together they allow you to calculate profits/ losses, overtime, rates and more using reports and dashboards in TargetRecruit.

Timesheet Entry

Entering time and expenses is easy and can be done from a mobile phone or computer. For timesheet entry, a contractor can enter their time and add attachments. Completed timesheets are submitted to an approver and TargetRecruit can support up to two approvers. Time can be entered as hours worked or start/end time with breaks – all relevant calculations are performed automatically. Contractors can submit expenses, including attachments, for reimbursement and client billing.

Timesheet Approvals

Hiring managers receive an email every time a contractor has submitted a timesheet for approval. This link navigates directly to the client portal and the manager has the option of approving or rejecting the timesheets for that specific time period.

Status	Project	Task	Employee	M 02/24	T 02/25	W 02/26	T 02/27	F 02/28	S 02/29	S 03/01	Total
<input type="radio"/> Submitted	Atlas Realty - PO 52482	Regular Hour	Charles Cassin	2.00	8.00	10.00	10.00	10.00	10.00		50.00
<input type="radio"/> Submitted	Atlas Realty - Admin-Engineer-4th	Regular Hour	Charles Cassin	3.00	7.00						10.00
<input type="radio"/> Submitted	Atlas Realty - Atlas Realty - PG 52	Overtime	Ricky Davis		2.00			2.00	7.00		11.00
<input checked="" type="radio"/> Submitted	Atlas Realty - Atlas Realty - PG 52	Regular	Ricky Davis	9.00	8.00	7.00	6.00	6.00	9.00		45.00
		Total Billable Hours:		13.00	25.00	17.00	16.00	28.00	26.00	0.00	115.00
		Total Non Billable Hours:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total Hours:		13.00	25.00	17.00	16.00	28.00	26.00	0.00	115.00

Fill Timesheet

You also have the ability to enter time on behalf of your consultants.

TargetRecruit interface showing the 'Fill Timesheet' screen. The screen displays a table of timesheets with columns: EDIT TIMESHEET, RESOURCE, PROJECT, PROJECT ACCOUNT, START DATE, END DATE, TIMESHEET ID, and TIMESHEET STATUS. The table lists several timesheets, including those for Bobbie Orr, Charlene Johnson, Francis Shuttles, Gwendolyn Nymail, Henry Sandy, Julia Figg, Kevin Thomas, Richard C. Ford, Susan Lawson, Tom Brady, and Zachary Hill.

EDIT TIMESHEET	RESOURCE	PROJECT	PROJECT ACCOUNT	START DATE	END DATE	TIMESHEET ID	TIMESHEET STATUS
Edit Timesheet	Bobbie Orr	P00000006	Global Resources	02/11/2019		81	Created
Edit Timesheet	Charlene Johnson	P00000007	Personnel Companies	04/01/2019			
Edit Timesheet	Francis Shuttles	P00000023	Southern New Hampshire Health	02/17/2020	12/31/2020	86	Created
Edit Timesheet	Gwendolyn Nymail	P00000012	TB Test Hospital	12/28/2018			
Edit Timesheet	Henry Sandy	P00000003	TB Test Hospital	12/28/2018			
Edit Timesheet	Julia Figg	P00000019	Southern New Hampshire Health	12/02/2019		82	Approved
Edit Timesheet	Kevin Thomas	P00000002	TB Test Hospital	12/27/2018			
Edit Timesheet	Richard C. Ford	P00000005	Global Resources	02/04/2019			
Edit Timesheet	Susan Lawson	P00000011	Personnel Companies	04/01/2019			
Edit Timesheet	Tom Brady	P00000008	Global Resources	04/01/2019			
Edit Timesheet	Zachary Hill	P00000014	Global Media	02/18/2019			

Manage Missing Timesheets

Missing timesheets can be easily tracked and chased. You can send out individual or mass reminder emails to contractors.

TargetRecruit interface showing the 'Manage Missing Timesheets' screen. The screen displays a table of missing timesheets with columns: Timesheet ID, Candidate, Time Status, and Created Date. The table lists several missing timesheets, including those for Jennifer Turner, Andrew Barry, Regina Marshall, Michael Rogers, Shyam Nema, Paul Campbell, Henry Tate, Henry Tate, Cong Wilho, Anne Chag, Julie Figg, Francis Shuttles, Bobbie Orr, Anne Davis, and Janet Bensen.

Timesheet ID	Candidate	Time Status	Created Date
81	Jennifer Turner	Open	2/17/2020 1:08 PM
79	Andrew Barry	Open	2/17/2020 2:00 PM
78	Regina Marshall	Open	2/17/2020 2:08 PM
76	Michael Rogers	Open	2/17/2020 2:15 PM
77	Shyam Nema	Open	2/17/2020 2:13 PM
67	Paul Campbell	Approved	2/17/2020 12:29 PM
70	Henry Tate	Approved	2/17/2020 1:07 PM
75	Henry Tate	Approved	2/17/2020 2:07 PM
79	Cong Wilho	Approved	2/17/2020 2:15 PM
79	Anne Chag	Approved	2/17/2020 2:15 PM
82	Julie Figg	Approved	2/18/2020 9:48 AM
86	Francis Shuttles	Created	2/17/2020 3:00 PM
81	Bobbie Orr	Created	2/18/2020 9:41 AM
83	Anne Davis	Created	2/18/2020 9:47 AM
85	Janet Bensen	Created	4/2/2020 9:05 PM

TargetRecruit interface showing the 'Timesheet Corrections' screen. The screen displays a detailed view of a timesheet for Timesheet ID 82, Candidate Julia Figg, Project Resource 15, and Timesheet Hours 32.00. The timesheet is in 'Approved' status. The screen also shows a 'Details' section with fields for Created By, Last Modified By, and a 'New Task' section with buttons for 'New Task', 'New Event', 'Log a Call', and 'Email'.

Field	Value
Timesheet ID	82
Candidate	Julia Figg
Project Resource	15
Timesheet Hours	32.00
Time Status	Approved
Created By	CandidatePortal Site Guest User 3/28/2020 5:45 AM
Last Modified By	CandidatePortal Site Guest User 4/15/2020 12:11 PM

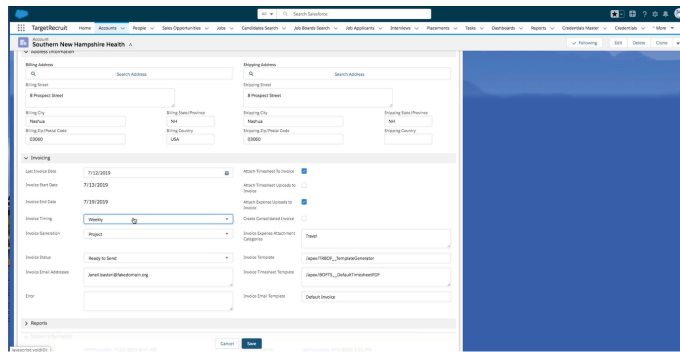
Timesheet Corrections

Correcting timesheets is a breeze in TargetRecruit. Simply find the timesheet and make the necessary corrections. A full audit trail is maintained. If you have already processed payroll, the system will automatically adjust the next payroll run to include the corrected timesheet. It will also update future client invoices to include the corrected amount.



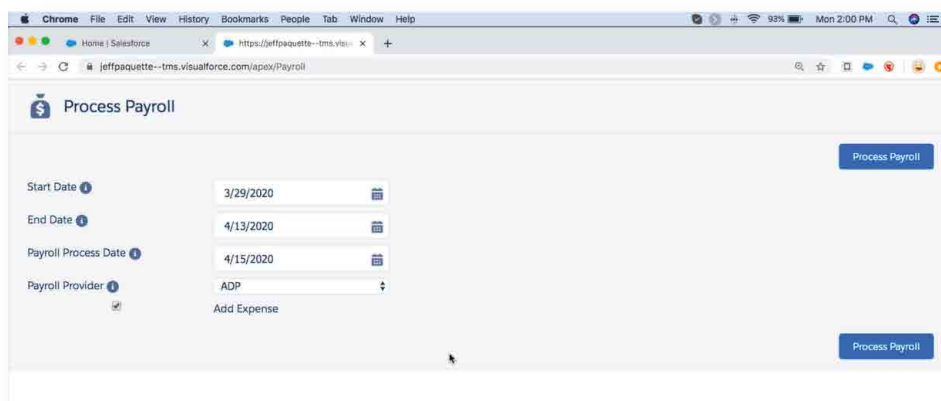
Invoice Automation

Invoice automation is a powerful tool that allows you to automatically create and send invoices, improving your cashflow and reducing accounts receivables. You can configure invoice frequency as well as invoice generation types. You can select who is to receive invoices as well as how to manage bounced emails. You can also attach timesheets, receipts and expenses to reduce queries and disputes. And of course, you can create your own custom invoice templates with complete flexibility to match your clients' preferred invoice format.



Payroll with expenses

For payroll, TargetRecruit will take your approved timesheets that have not been processed and create a file that can be imported into your payroll provider. We can also offer this integration real-time.



GL and Payroll Integrations

Files can be created in any format for integration with third party GL or payroll solutions via export or data exchange. Hours worked can also be imported from time and attendance solutions and processed in the same way as other methods.

