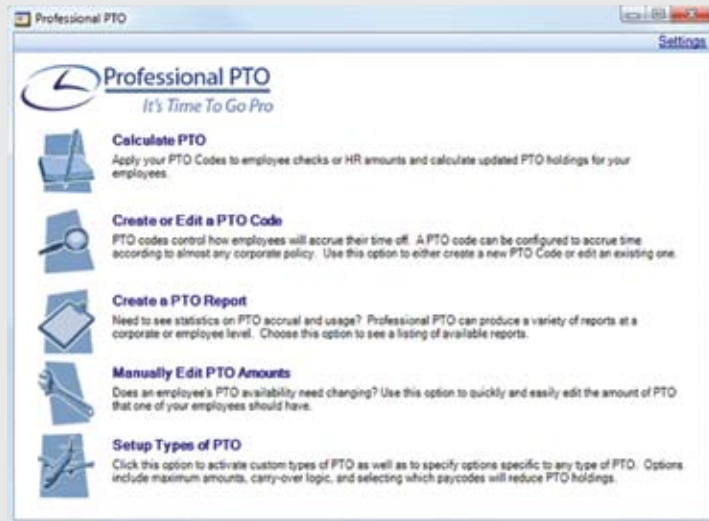


PROFESSIONAL PTO

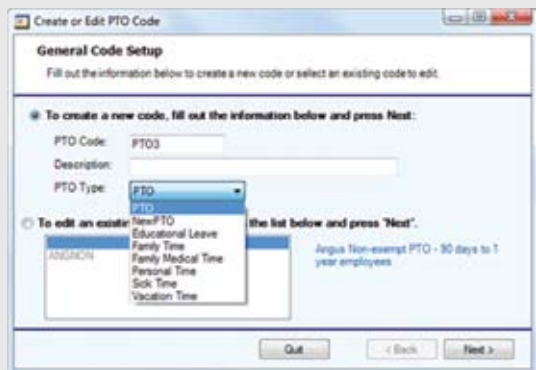
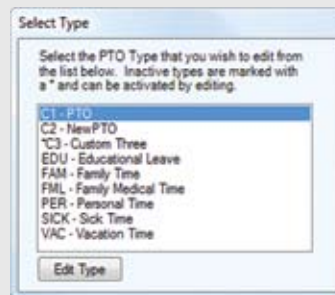
Professional PTO is a product by Greenshades Software that is intended to enhance the functionality of Microsoft Dynamics GP Payroll or HR modules to accommodate even the most difficult benefit packages.



Professional PTO automatically and accurately accrues, tracks and reduces employee paid and unpaid time off according to your corporate policy. Almost any corporate policy is supported, well beyond the limitations imposed in Dynamics GP.

Additional Types of Time Off

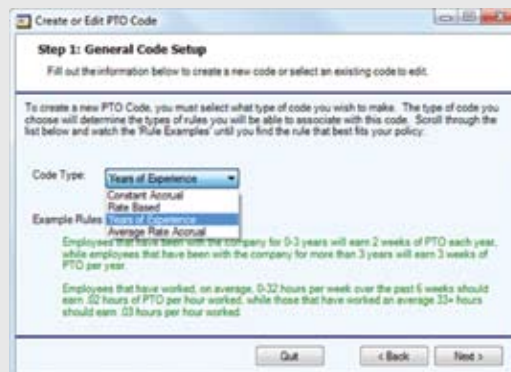
Out of the box, Professional PTO supports Sick Time, Vacation Time, Personal Time, Family Time, Educational Leave and FMLA Leave.

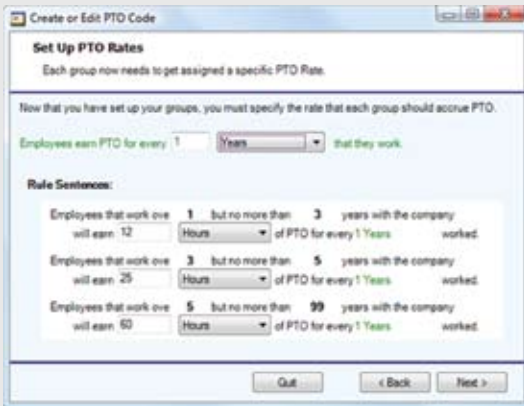


Professional PTO treats each of these categories exactly the same, giving you one module that will handle all of your time off needs. If your company requires additional or alternate types of time-off, Professional PTO will allow you to create and use up to three custom PTO types.

Powerful, Rules-Based Technology

Professional PTO's rules-based system allows you to set up a PTO Accrual Code based on a variety of factors. For instance, you could set up a code that accrued PTO for employees that worked a certain amount of hours in a week or had been with the company for a certain number of years.





You can also give time off based on an average number of hours an employee worked. This means that you can simply create one rule for every line you have in your employee handbook and let us do all the heavy lifting. Additionally, Professional PTO allows you to specify waiting periods, maximum limits and carry-over rules.

Full Suite of Reports

Professional PTO comes with a wide variety of employee, administrative and breakout reports which can be filtered by employee class, department and as other common employee fields. All of Professional PTO's reports can be printed or exported to Microsoft Excel. Additionally, as part of your enhancement our technical support department will be pleased to create custom reports to handle any of your reporting needs.



The Employee Web Portal is an add-on to Professional PTO that allows employees to connect to a secure website to view their current time-off holdings. Employees can view reports on when they earned and

used their PTO and can also check their balances without the inconvenience of calling the benefits department.

Employees can even use the portal to request time off and receive notification of whether their requests have been approved or denied by their supervisor.

