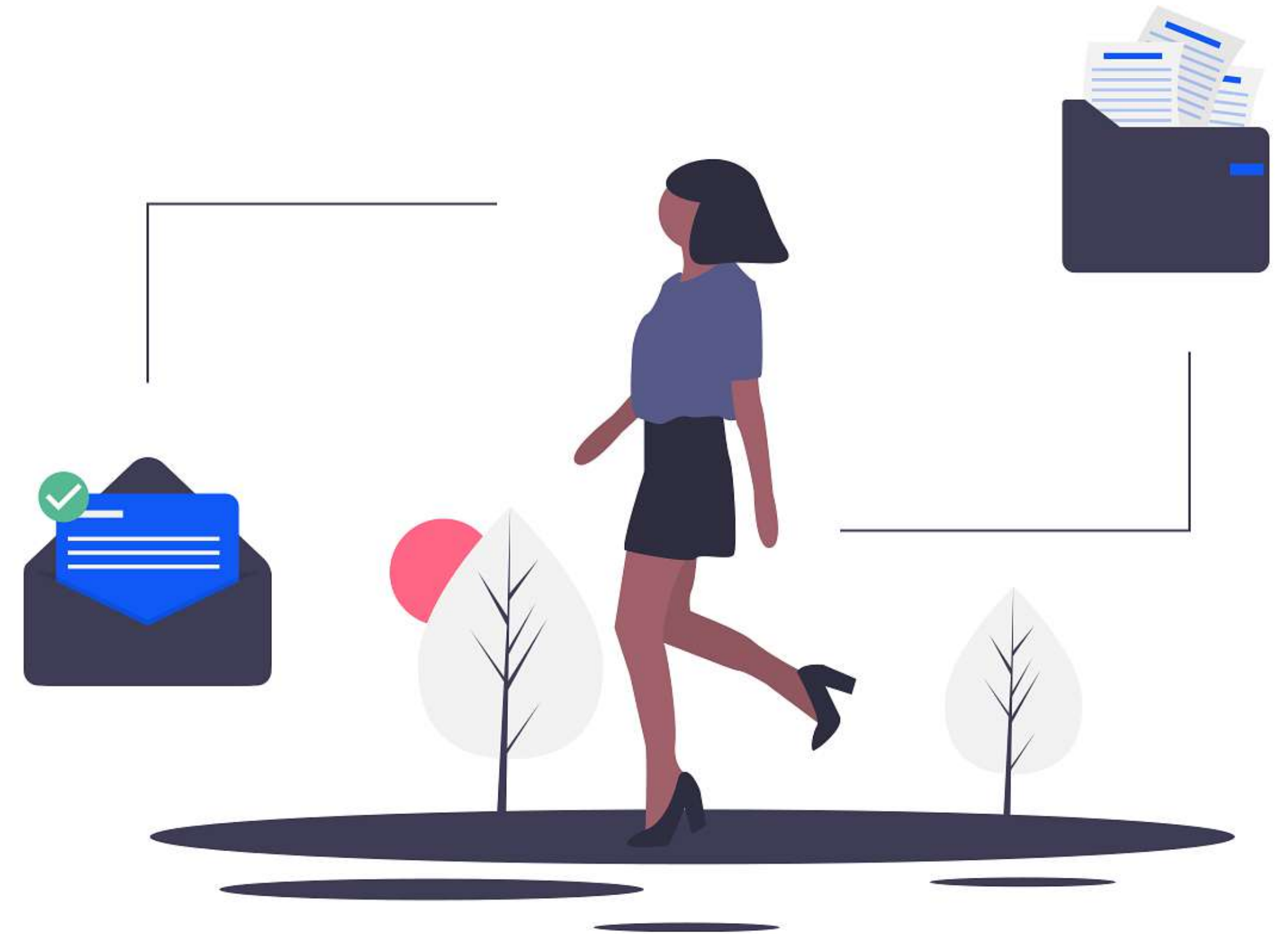




Let's make HR easy

Modern HR, payroll and benefits technology for your business



Collage HR is

Canada's leading HR, benefits and payroll solution

Canada's top SMB employers use Collage HR to manage HR, payroll and benefits in their business.

This document contains a summary of Collage's product features:

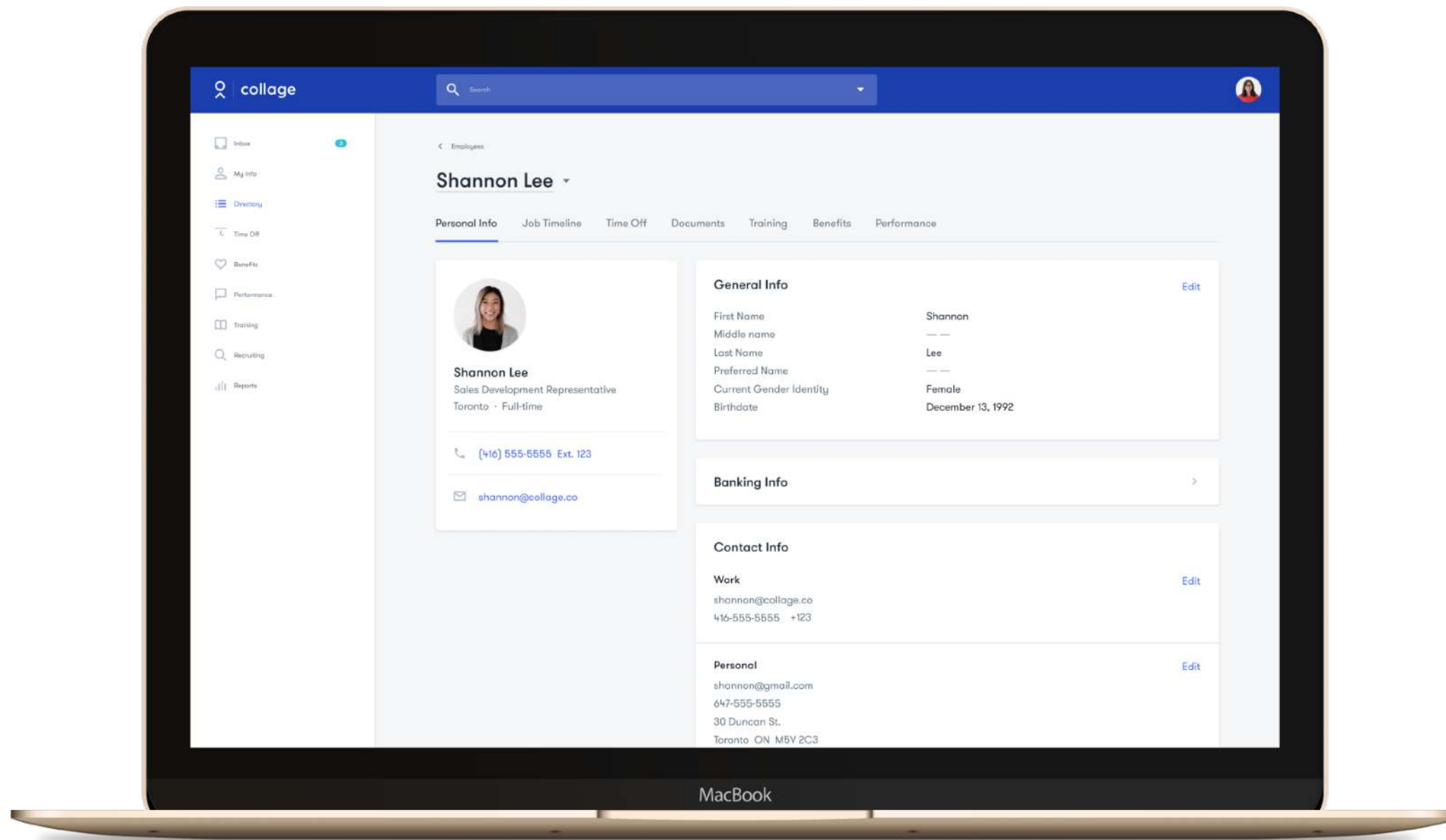
- I. Digital employee records
- II. Onboarding and offboarding
- III. Time off / absence management
- IV. Digital benefits management
- V. Applicant tracking system
- VI. Performance management
- VII. Training
- VIII. HR reporting
- IX. Managed Payroll



Digital employee records

By using Collage to collect and maintain employee data, employers can save time, reduce risk and unlock new HR possibilities for their business.

Plus, Collage syncs employee data updates to your benefits and payroll systems!



Employment Record-Keeping

Self-serve employee info

- Collect and store employee personal info like address, birthdate and emergency contacts

Role & Compensation

- Track changes to employee role and compensation information over time
- Schedule changes in the future

Employee documents

- Unlimited employee document storage
- Create custom document folders
- Create and share company-wide documents

Manage payroll and tax data

- Collect banking information on onboarding for direct deposit
- Digital TD1 and TD1x forms

Instant Org Charts

- Admins and employees can access a detailed and printable org chart

Customization and Permissions

Custom Fields & Reminders

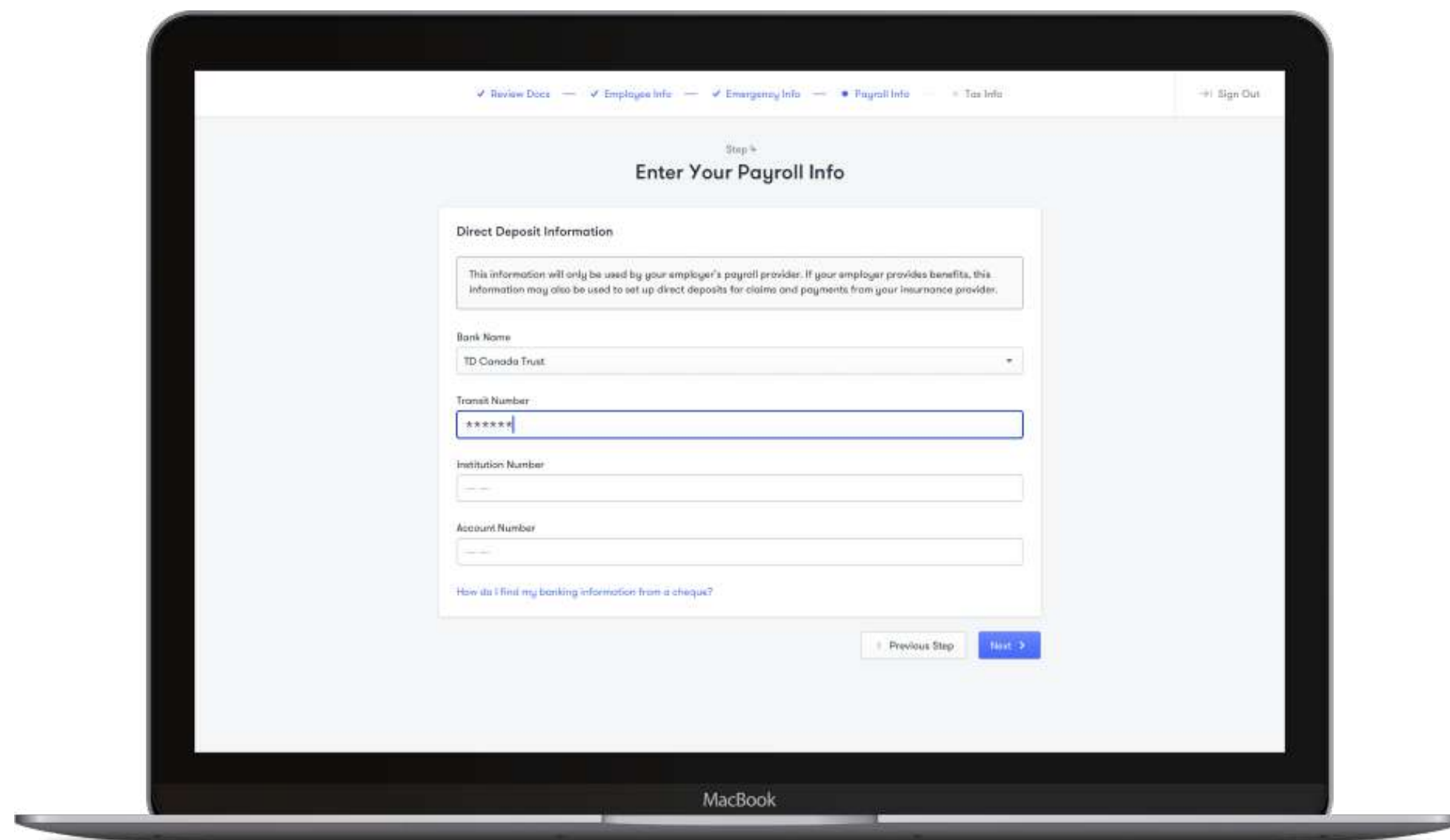
- Create unlimited custom fields
- Collect at onboarding and exportable in reports
- Set reminders or expiry dates on custom fields to stay on top of compliance

Granular user access permissions

- Invite external users like accountants or consultants
- Create custom user types to control which people can access & edit which data
- Control what documents are visible or private to employees

New hire onboarding & offboarding

Collage turns employee onboarding from a full-day affair into a matter of a few clicks. Never touch paper contracts, benefits forms or void cheques again.



New hire onboarding

Collect employee data before first day

- Collect and store employee personal info like address, birthdate and emergency contacts

Custom documents & e-signatures

- Create re-usable document templates for new hires, or annotate a PDF for e-signature
- Employees e-sign documents, which then get synced to employee document folder

Integrated benefits enrolment

- Employees complete benefits enrolment within Collage onboarding
- Data synced to insurer, so no more forms and no more double-entry

Built-in tax forms

- Digital TD1 and TD1x forms for each province built into the onboarding app

Task management

- Create re-usable task bank to coordinate onboarding activities across your team

Track Progress

- Track new hire progress through onboarding and send reminders

Offboarding for departing employees

Employee leave

- Set employee status as 'on leave' for easy reactivation

Termination records

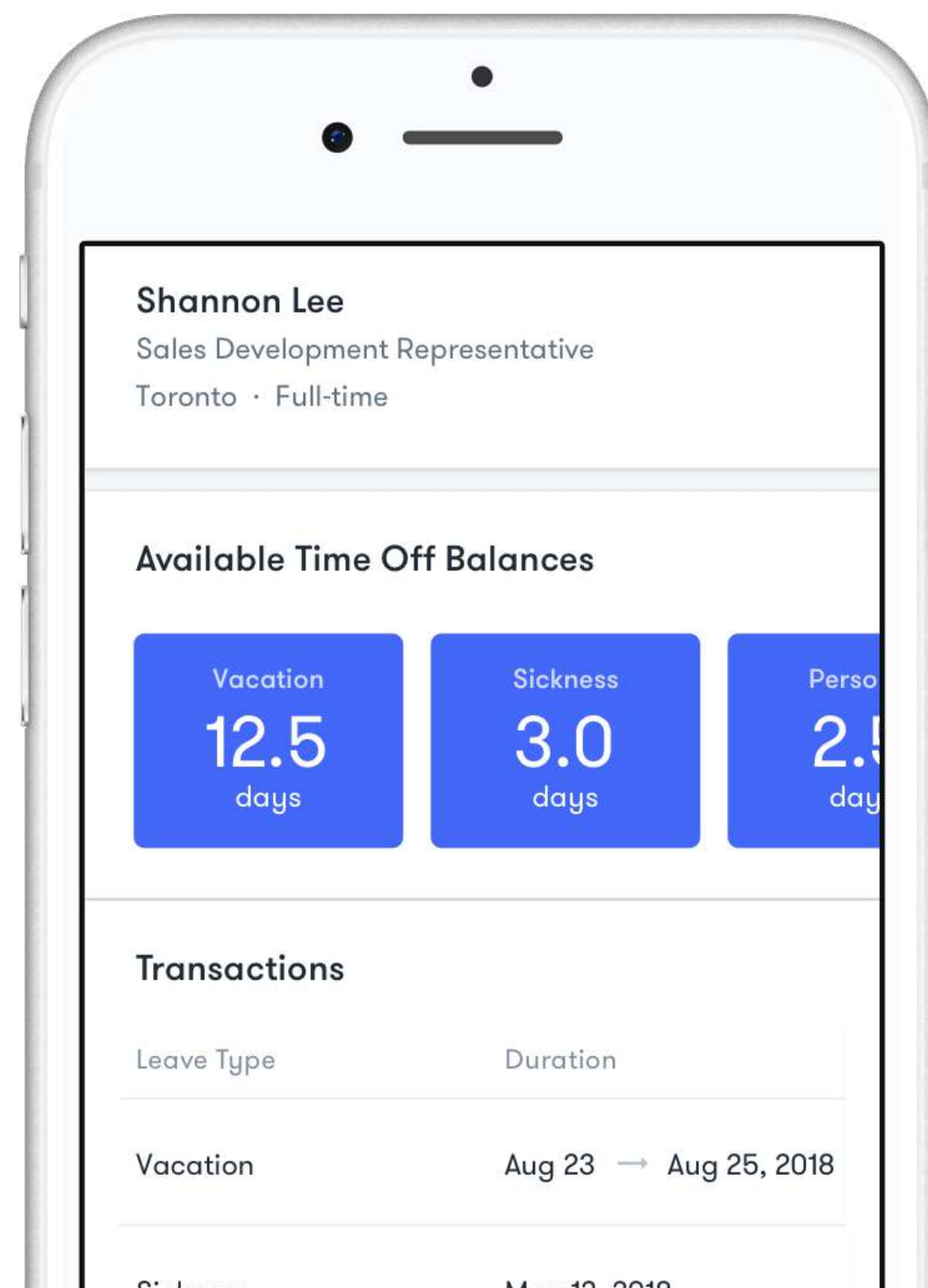
- Track reasons for termination, termination dates and reassign manager

Auto remove from benefits

- Select last day of benefits coverage for departing employees, and Collage will ensure they are removed from your benefits plan

Time Off & Absence Management

Collage streamlines the process of requesting time off and automatically ensures everyone's time off balances are always correct and readily available.



Set up and track Paid Time Off balances

Custom employee groups / classes

- Create separate time off rules for different groups of employees, like executives vs standard employees

Custom time off types

- Create and track any type of paid leave your company offers — vacation, sick leave, flex days, work from home and more

Custom accrual rules

- Collage HR's time off rules are highly customizable. Whatever you track, our system can handle it!
- Accrual rate, accrual period, manual adjustments, tenure bonuses, reset dates, carryover rules and more

Time off reports

- Out-of-the-box reports for time off transactions, time off balances and payroll reconciliation

Calendar sync

- Sync time off dates with Google, Apple or Microsoft Outlook calendars to help coordinate leave across teams

Custom holidays

- Collage comes pre-loaded with all the provincial statutory holidays, plus you can add custom holidays that your office enjoys

Streamlined request & approvals

Request time off

- Employees can easily enter in time off requests — down to the hour — from their computer or mobile device

Approve time off

- Managers get e-mail notifications to approve employee requests, can access full visibility into the employees' time off balances and approve or deny with one click

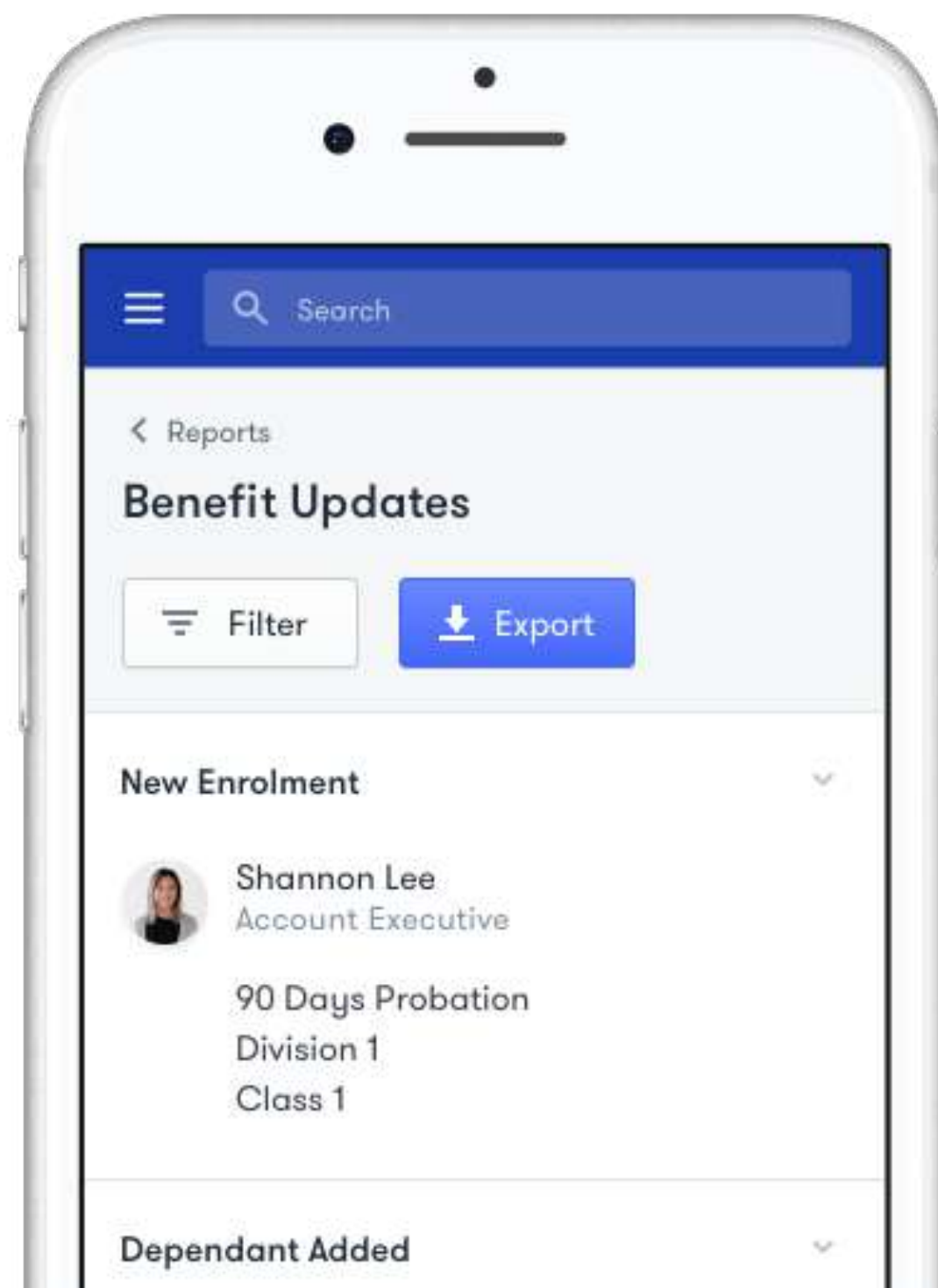
Two-step and auto-approvals

- Set up two-step approvals for time off requests, or auto-approve requests for each employee

Integrated Benefits Plan Management

Put your benefits plan management on autopilot.

Collage eliminates paper forms for good and it syncs your HR data with your benefits provider(s) so you never have to worry about double-entry again.



Integrated benefits enrolment and data sync

Digital benefits enrolment

- Employees complete their benefits enrolment during onboarding, eliminating the need for enrolment forms and manual entry into your provider's portal

Sync data updates to benefits provider

- Any time data changes in Collage that affects your benefits plan, it gets synced to your insurance provider
- We support enrolment for multiple insurers covering one plan as well as complicated division and class structures

Enrolment status reporting

- Gain visibility into who is enrolled in which plan, which helps you ensure that there are no coverage errors

Automated benefits administration

Automated employee lifecycles

- Full suite of notifications for over-age dependent eligibility, termination of benefits coverage and more
- Keeps plan admins and employees in full compliance of their benefits plan and responsibilities

Optional Coverage

- Collage automatically notifies employees when they are eligible to apply for or purchase additional coverage under the designs of their benefits program

Benefits dashboard and reporting

Employee portals

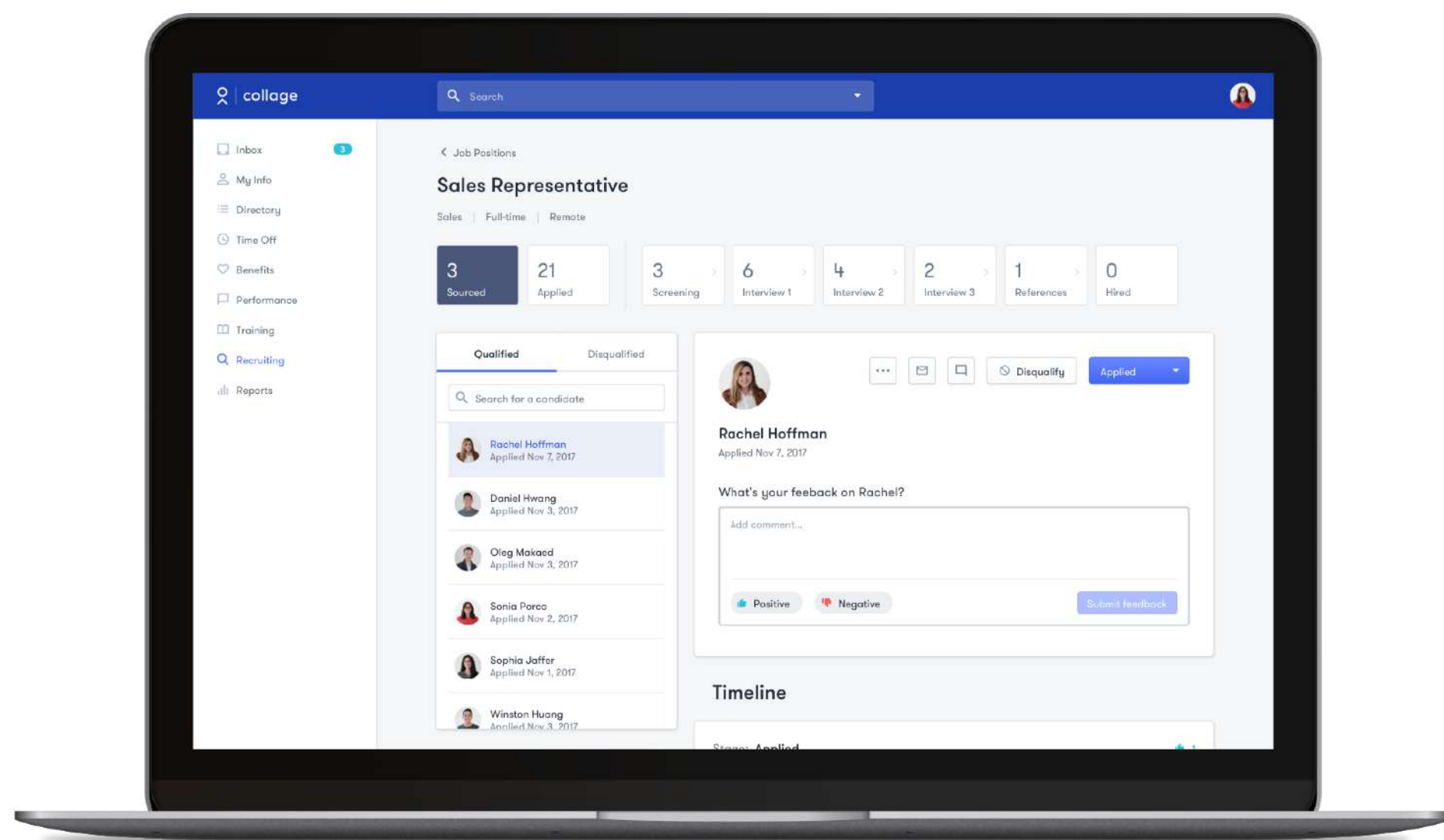
- Employees get a benefits dashboard where they can access all of their benefits information in one place and click through links to provider portals

Customizable reports

- Plan administrators can create customizable reports for any data field related to benefits
- Out-of-the-box reporting for benefits transactions, dependent eligibility and employee enrolment status

Recruiting/ Applicant Tracking System

Collage streamlines the process of recruiting and hiring new team members so that businesses can look more professional, spend less time recruiting and make better hiring decisions.



Create a Custom Job Board

One-click job board

- Generate a shareable public URL where all of your company's open jobs will be automatically posted
- Customized to your company's brand

API Integration

- Option to integrate your custom company career page to the Collage ATS via API integration

Manage Candidates and Interviews

Unlimited Job Postings

- Post unlimited jobs to your company job board at no extra cost

Hiring collaboration tools

- Add hiring managers to each position who receive updates and access to data
- Make better decisions by posting collaborative updates to candidate profiles

Custom Interview Pipelines

- Create custom interview stages unique to each job
- Easily sort candidates through stages and track movement/disqualification at each stage

Automated Email Templates

- Send automated candidate response templates via email with one click to help scale your candidate communication

Reportable candidate database

- Keep a record of all the candidates and their applications over time so you can easily re-evaluate for future positions
- Generate exportable candidate reports via excel

Integrations

Job Board



- All Collage job postings are automatically posted to Indeed, which helps you get more visibility to your job postings

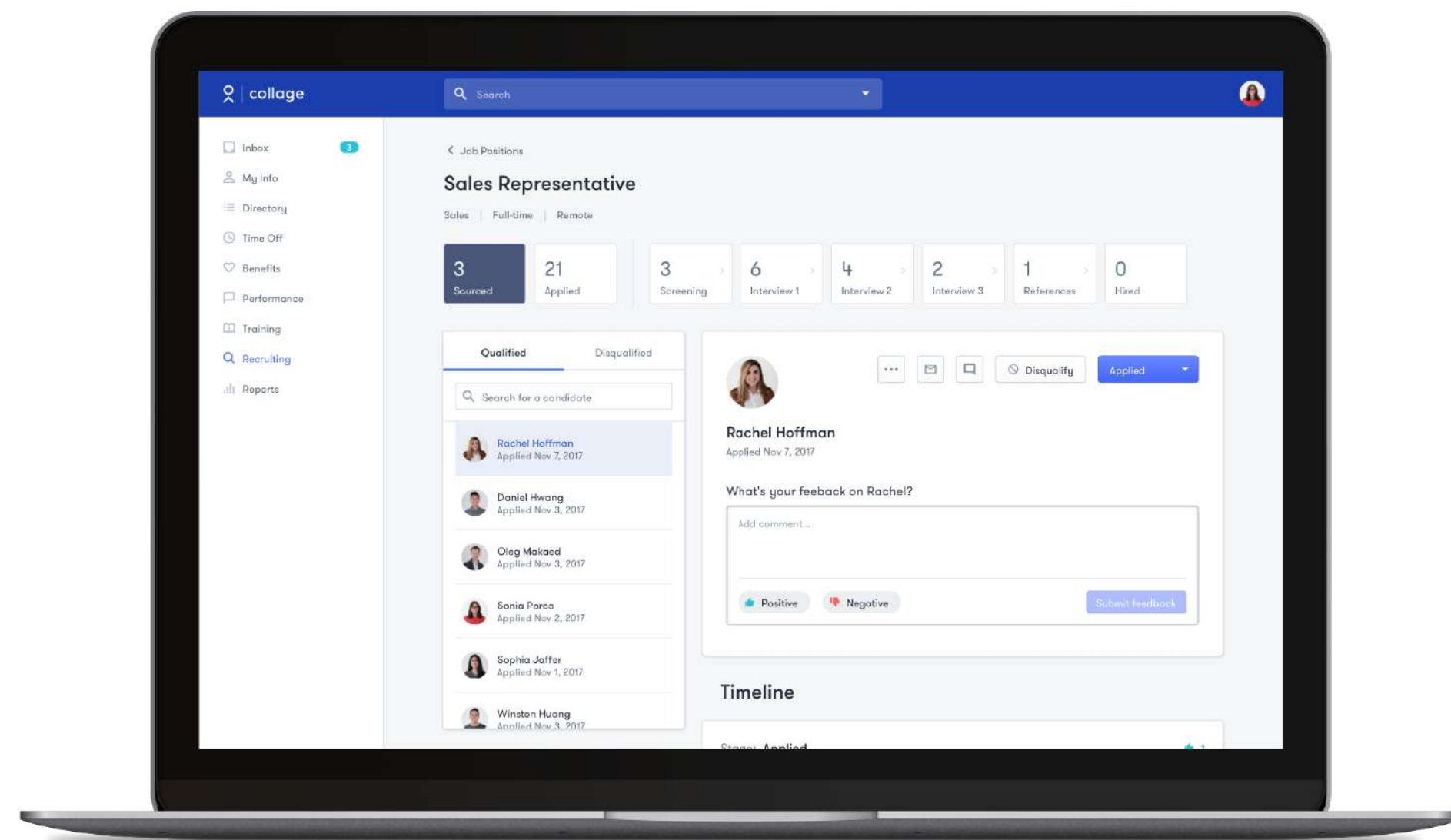
Premium ATS



- For power-users who wish to use external ATS providers, we offer API integrations into Collage HR

Performance Management

Collect powerful feedback from employees and conduct a flexible array of performance reviews between managers, employees and peers



360 degree performance reviews

Create custom question banks

- Create custom question and response banks
- Choose response type — text, ratings, multiple choice

Create scheduled reviews

- Create review dates and easily send out performance review packages to employees online

Collect and manage employee review forms

- Collage automatically follows up with employees to complete reviews before due date
- Managers can easily download review packages for each employee ahead of review date

Manager check-in cycles

Facilitate recurring 1:1 conversations

- Send out questionnaires to employee groups on regular intervals to facilitate better 1:1 conversations with managers

Track conversations over time

- View a full history of all conversations between managers and employees

Company surveys

Create custom survey questions with quantified responses

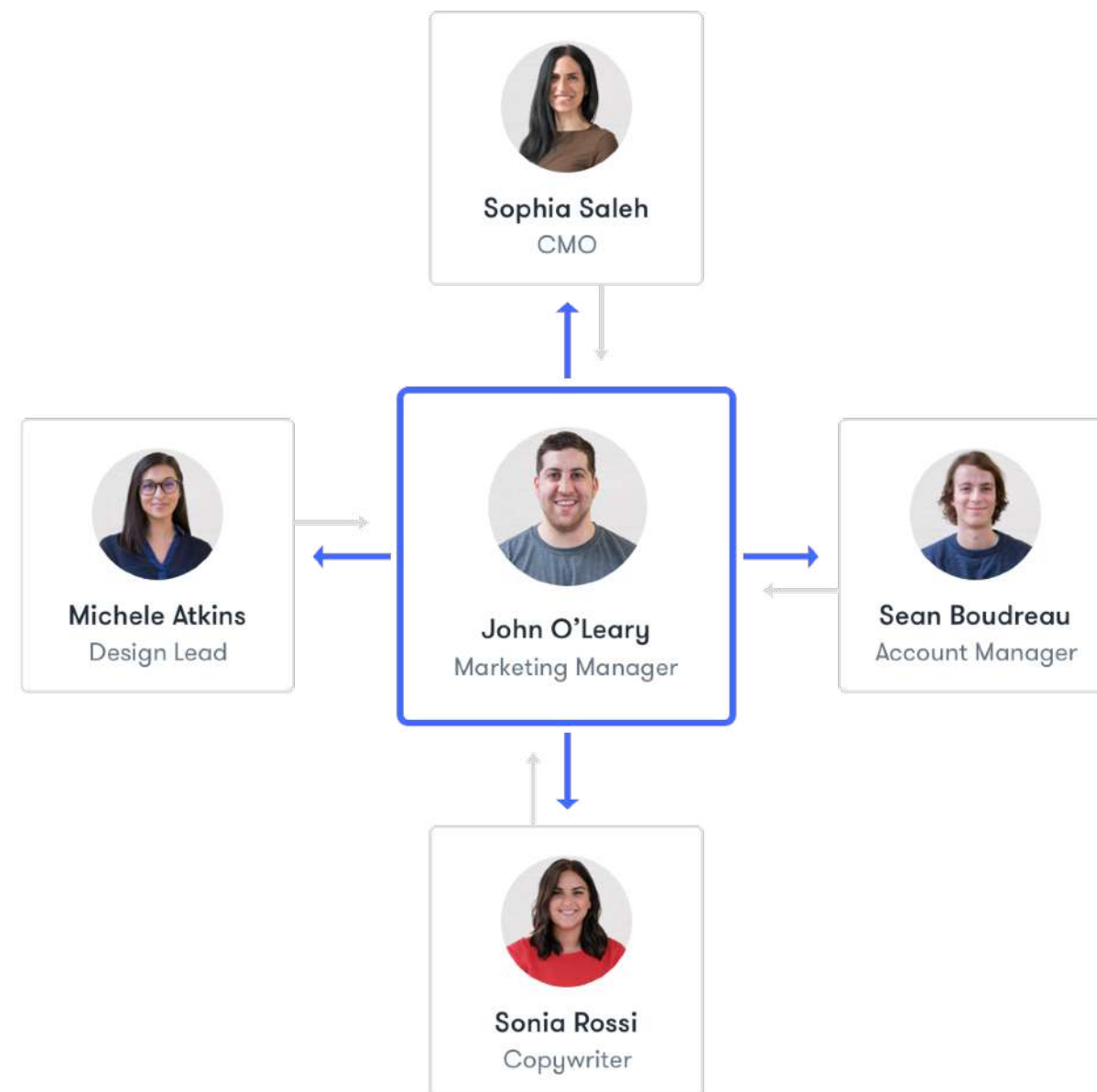
- Create custom question and response banks
- Send surveys to custom groups - departments, locations or fully custom lists

Measure aggregated responses

- Employee responses are aggregated and responses displayed visually using charts

Employee Training & Announcements

Keeping track of professional development and compliance-based training programs can be a nightmare task for HR administrators. Collage streamlines and centralizes training programs for easy coordination.



Training program management

Create unlimited programs

- Create unlimited training programs eligible across employee groups
- Employees are guided to complete training programs based on the due date established

Attach documents and links

- Employees are provided with instructions and links to complete training programs via email and within the Collage platform

Track progress

- HR admins can track employee progress and completion across programs and employee groups

Automated enrolment

- Enrol employees during onboarding with custom due dates oriented from start date
- Or enrol employees asynchronously into new programs based on a launch date

Company Announcements

Create an online company bulletin board

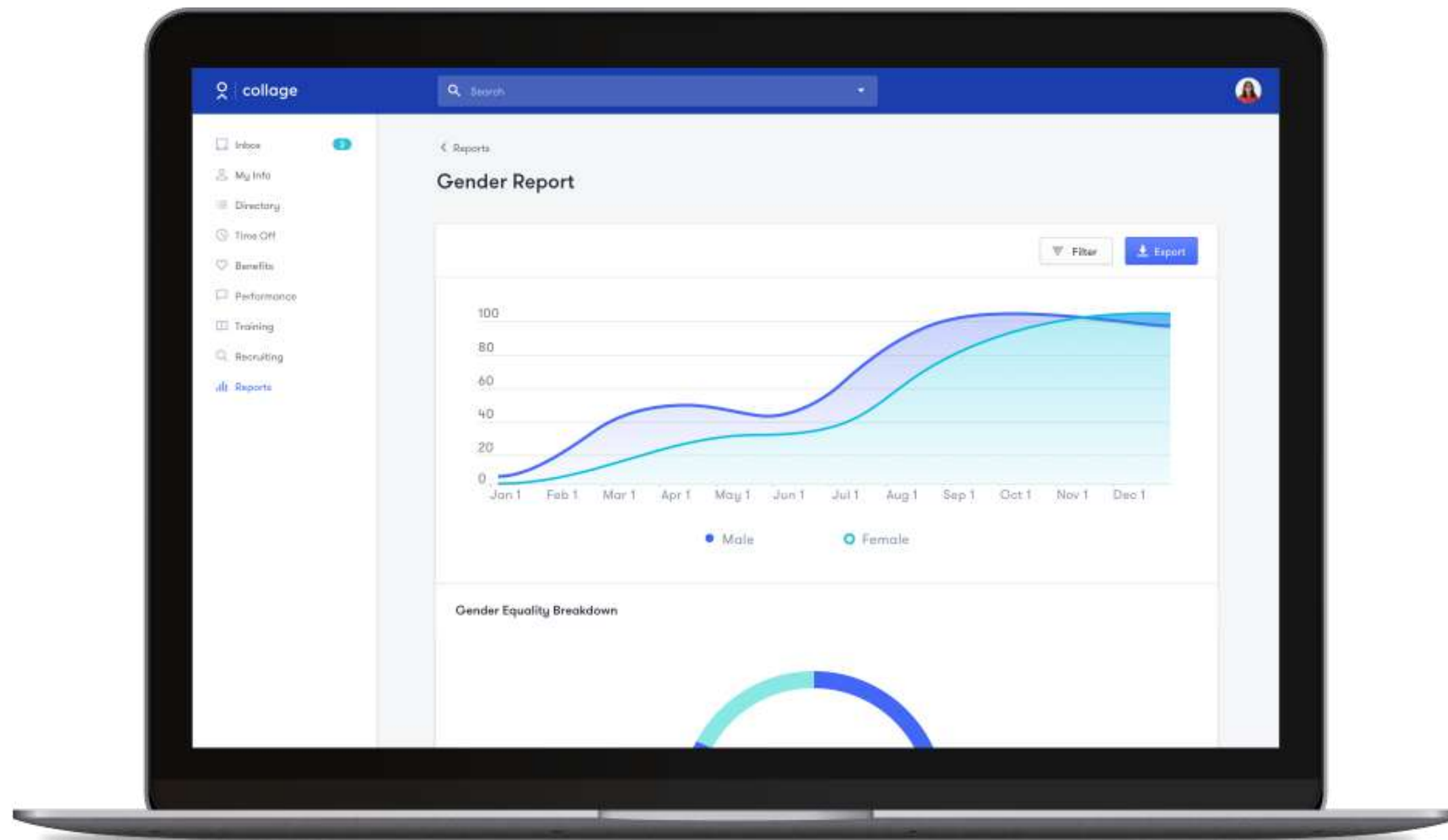
- Admins can post announcements to an online bulletin board within the Collage app
- Employees are notified by email

Employee comments

- Employees can comment on announcements, post reaction emojis and share with team-mates

Custom Reporting & Permissions

Collage gives you access to all of your employee data and HR insights at your fingertips, on any device.



Better access to your employee data

Out-of-the-box reports

- Collage comes with a powerful set of out-of-the-box reports complete with data visualization and ability to export to excel or CSV

Custom report templates

- Create re-usable, custom reporting templates
- Choose which fields to include, and in which order
- Use powerful filtering functionality to drill down deeply into your data

Benefits and payroll reporting

- Access useful reports to help reconcile HR data with your benefits and payroll systems (or use Collage sync to connect systems automatically!)

Customizable data permissions

Custom user permissions

- Create unlimited 'user types' where you can grant employees custom levels of access and edit capabilities over your HR data

External Users

- Add external users at no extra cost like accountants, consultants or investors
- Decide what level of data access external users have

Managed Payroll Services

Use Collage HR to manage your employee data, and your payroll will get done like magic.

With Collage Managed Payroll, we become the payroll department for your company for a low monthly price.

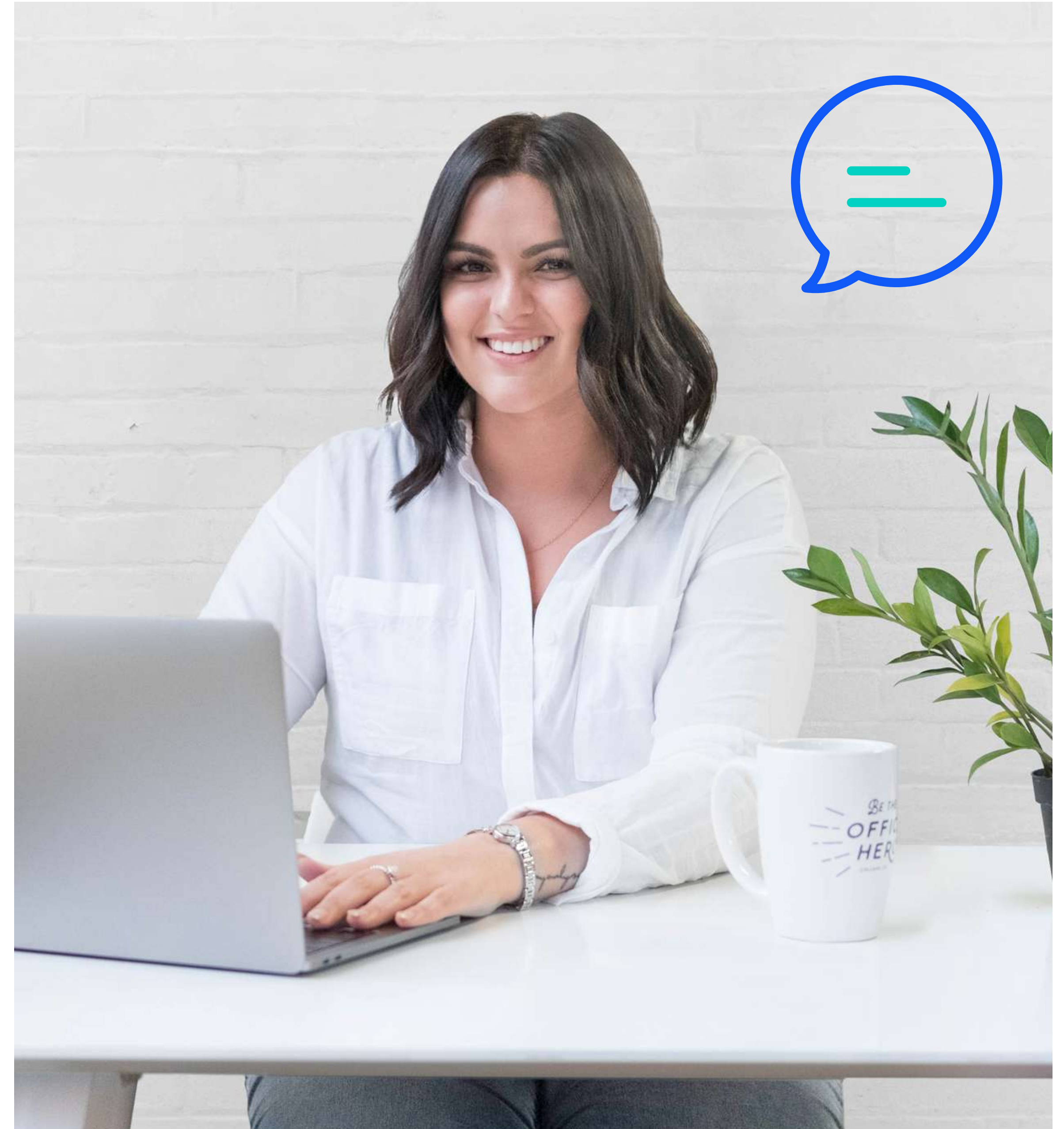
Payroll is a painful, confusing process for every business. We take the pain away by offering full-service payroll to customers of our HR platform.

You simply maintain your employee data in Collage, and our in-house payroll experts take care of the rest.

- Direct deposit
- Automated T4s/T4As
- Tax calculations
- CRA/WCB remittance
- Online employee paystubs
- Synced benefits deductions
- Statutory holiday calculations
- Payroll reporting

No need to switch providers — unless you want to!

Keep your existing cloud payroll software system, or we can get you a special deal with one of our payroll software partners.



Security

Industry-best data security to protect Canadian customers



Secure, Canadian Data Centres

We understand that data security is a critical issue for business owners and HR professionals. Our software platform conforms to industry best practices and follows the same technology standards used by Netflix to the big banks.

Our customer data is stored using Amazon Web Services' Montreal data centre. All AWS data centres are accredited under:

- ISO 27001
- SOC 1 and SOC 2/SSAE 3402 (previously SAS 70 Type II)
- PCI Level 1
- FISMA Moderate
- Sarbanes-Oxley (SOX)



Continuous Backups

Customer data is backed up multiple times a day on secure, access-controlled and redundant storage. In the unlikely event of a data loss, your information will be fully restorable.



Bank-Level Encryption

We use the same technology as all major Canadian banks to keep your account info safe. For data security, we use PostgreSQL with encryption at rest. Sensitive fields are further encrypted using the AES-256 algorithm.

Pricing

CORE PLATFORM

Collage HR

\$7.00

per user per month

Price above for monthly billing

Get 10% discount for annual payment

ADD-ON FEATURES

Payroll Sync

+ \$3.00

per user per month

Benefits Sync

+ \$2.00

Included for clients of Collage advisor partners

CUSTOM SERVICES

Managed Payroll

Starting at

+ \$7.00

per user per month

Pricing is custom based on customer requirements

Collage HR Support Services

Our HR, payroll and benefits experts are always on hand to help make sure you achieve your goals

We offer white-glove support to our clients to ensure their HR objectives are being achieved.

White-glove onboarding

We upload your employee data for you and help you get the platform configured the right way based on the specific needs of your company.

Dedicated Account Manager

Every one of our customers gets an account manager assigned to them who is on hand to answer questions, help launch new features or access resources you need to succeed.

Live-Chat Support

Employees and HR admins can access real-time support via live chat within the app, via phone or via email for any technical issues or if they have any questions about our products. Live support is available during business hours, but our team always gets back to after-hours requests promptly within one business day.



Ready to level up your team?

Speak to your advisor to get started or to schedule a personalized product demo.

Or, learn more about Collage HR at www.collage.co

