



Complete Employer Compliance Management for Large and Growing Enterprises

Ensure HR & tax compliance and improve efficiency across HR, Payroll and Benefits

Meeting the ever-increasing governance and regulatory demands—both outside and inside your organization—is more challenging than ever.

Tax guidelines are continually changing, while new government regulations like the Affordable Care Act also are being introduced.

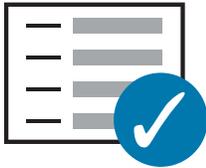
Employers are left trying to hit constantly shifting compliance targets, engaging their geographically-diverse employee populations to provide the necessary information. You're left managing a sea of employee data across multiple functional areas and systems, all with limited resources. Leading organizations are recognizing the need to formalize procedures and take a systematic approach to managing compliance programs.

As an industry leader in employer compliance management for HR, Payroll and Benefits, CIC Plus empowers companies to manage critical employee information through tax forms, year-end statements, ACA reporting, earnings statements and custom forms used for onboarding and ongoing employment—ensuring compliance and improving the efficiency of HR operations. We work as an extension of your business, specializing in the collection, management and distribution of employee information throughout the employee lifecycle for new, current and former employees. Administrative burdens are removed as we enable employee self-service using our online portal, giving your employees real-time access to the forms and information they need to fulfill your compliance requirements.

675+

CIC Plus supports the compliance needs of more than **675 organizations**, managing more than 30 million employee forms in 2015.





Online W-4 Management

Managing the complexities of continually-changing tax guidelines and having new employees complete the right W-4 forms accurately can be problematic for large employers with geographically-diverse employee populations. CIC Plus enhances the new hire experience for your employees by automating the collection of necessary tax information—ensuring that employees complete all necessary tax forms correctly, the first time.

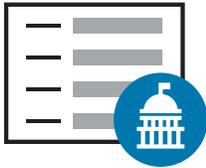
- Enhance the onboarding experience by empowering your employees to access and complete the required W-4 forms at their convenience using our online portal. Built-in logic guides your employees to provide the correct information, helping to minimize compliance risk.
- Remove the complexity of managing state and local tax forms as we use address-validation to automatically determine the appropriate tax forms for each employee. And as tax requirements change, CIC Plus proactively updates all necessary federal, state and local tax forms as required.
- Seamlessly integrate W-4 management into your Workday and Cornerstone OnDemand platforms to provide a consistent onboarding experience for new employees.
- Gain access to historical tax information in real-time as all completed tax forms are stored in our secure cloud-based system, allowing you to respond confidently to any audit requests.



Affordable Care Act Reporting

The groundbreaking Affordable Care Act ushers in a new level of reporting and compliance requirements that require careful coordination across your HR, Benefits and Payroll organizations to collect and report on the necessary health care coverage information. CIC Plus leverages our proven experience managing year-end tax statements to meet your ACA fulfillment needs and mitigate the risk of costly audits.

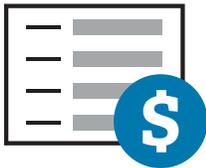
- Fulfill ACA reporting requirements with timely delivery of 1095-C forms to your employees either through our online portal or printed statements mailed directly to employees.
- Manage ACA statement reissues and corrections efficiently and enable employees to request reissued copies directly from our employee self-service site—reducing calls into your employee benefits center.
- Streamline the preparation of form 1094-C for submission to the IRS.
- Receive updates of all ACA regulatory changes automatically when they occur to ensure you remain in compliance with all reporting requirements.



Year-End Tax Statements

When it comes to delivering annual tax information to employees, accuracy and timeliness are of the utmost importance. As a pioneer in electronic W-2 delivery, CIC Plus provides complete turnkey fulfillment of year-end tax statements.

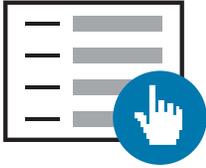
- Flexibility to distribute tax statements electronically or printed, while replacing the need to manually make corrections and reissue forms.
- Suite of forms includes: W-2, 499R-2/W-2PR, W-2VI, 1099-M, 1099-R, T4, T4-A and RL-1.
- Robust reporting capabilities give administrators the ability to generate reports quickly and identify issues down to the individual employee level.
- Manage historical tax statements through data warehousing to ensure that the information you need is available in case of an audit.



Pay Statements

In today's real-time world, employees want information available at their fingertips—when and how they want. This includes your employees gaining access to their pay statements. CIC Plus empowers your employees to get their pay information in the format they chose, freeing your Payroll department to focus on activities more imperative to your business.

- Employees gain anytime-anywhere access to both current and past pay statements easily through our online portal, either from a desktop or mobile device. Text and email alerts inform employees when a new pay statement is available.
- Customize the format of your pay statements to include additional information and any required employee communications, in addition to multi-language capabilities to support diverse employee populations.
- Offer complete flexibility to deliver multiple pay statement files per period for bonuses or other payments and select release dates.
- Allow company alumni to access historical pay statements, eliminating the need to provide access to your other HR systems.



Custom HR Forms

In today's business environment, HR organizations must manage a sea of information related to the governance of employee policies and procedures. Oftentimes, there is a need to collect, verify and maintain new employee data with little lead time. CIC Plus gives you the ability to create new or digitize existing paper-based forms quickly and manage the collection and compliance of new HR forms, all from our employee self-service portal.

- Easily create audience-specific forms, based on employee role, location or other identifiers as required.
- Quickly develop forms to manage a wide range of HR initiatives, including: Internet or social media policies, sexual harassment or code of conduct guidelines, direct deposit enrollment, or training to name a few.
- Ensure compliance with changing government regulations, such as the state-mandated Wage Theft Prevention Act.



Cloud Transition Services

A growing challenge for many companies when moving to new HR systems is how to maintain access to required historical employee information to comply with federal and state regulations. Cloud-based HR systems typically only address current and go-forward information as part of their implementation process, leaving companies to manage their historical information. CIC Plus recognizes that maintaining historical information is a critical aspect of any employer compliance program and offers a data warehousing service to make your transition to the cloud seamless and secure.

- Ensure that your historical employee data will be protected as you transition to new cloud-based HR systems, including prior-year pay and tax statements.
- Maintain compliance with federal and state regulations regarding the ongoing storage of critical employee data.
- Avoid costly implementation delays or system customizations during your transition between HR systems.
- Keep your employee data secure and accessible.
- Provide a repository for former employees to retrieve critical data without giving them access to your environment.

The Power of Plus

Let CIC Plus help you collect, manage and deliver your critical employee information to ensure regulatory and HR compliance and improve the efficiency of your HR operations.

To learn more about our compliance management solutions, contact CIC Plus today.

Email info@cicplus.com

Call 847.677.9800 x300

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