



Take the next big step
toward paperless
employee management
with Paperless W-2s
and T4s for Infor
HCM Infinium.



PAPERLESS W-2S AND T4S

DO BUSINESS BETTER.

The endless wave of high-cost, low-value paper shuffling that distracts you from your strategic goals is the enemy of productivity. It's not just frustrating, it's expensive; it typically costs businesses \$20 in labor to file a document, \$120 to find a misfiled document and another \$220 to replace a lost document. That costs a lot when 7.5% of documents get lost. Now that most adults have internet access either at work, at home, or elsewhere, it's time to streamline the management of W-2 forms, Canadian T4 slips, and other personnel functions with a web-based, self-service system that also offers comprehensive human resource management tools.

LEVERAGE EXPERIENCE.

Infor™ HCM Infinium is the product of over 25 years of experience in developing, implementing, and managing human resources and financial management applications for thousands of the world's most successful companies. Our world class team of support, training and professional services personnel will give you the quickest implementation possible with the highest degree of performance and security at a lower total cost of ownership. Our experts have years of experience doing jobs just like yours and know what it takes to help your organization achieve maximum performance.

GET BUSINESS SPECIFIC.

The annual ritual of creating, producing, and distributing mandatory employee tax forms is a burden that nearly every employer would gladly relinquish. However anyone who underestimates the importance of the accurate and timely production of W-2 and T4 forms quickly discovers what a costly mistake that is. And the costs of tax form management don't end at tax time. Employees need these forms for a whole range of personal finance transactions throughout the year. The total annual cost of maintaining, correcting, and reissuing W-2 and T4 forms can quickly become more expensive and time-consuming than anyone ever expects.

Paperless W-2s and T4s for Infor HCM Infinium can reduce your form management workload while giving you direct control over all of your payroll paperwork. As part of a comprehensive suite of human resources and financial management tools, Paperless W-2s and T4s can reduce your forms administration costs by:

- ▶ Eliminating the cost of paper handling, storage and transportation
- ▶ Substantially reducing the cost of printing forms, envelopes, etc
- ▶ Greatly reducing mailing costs
- ▶ Lowering time and costs required to replace lost forms
- ▶ Minimizing the time spent by HR managing W-2s and T4s
- ▶ Integrating seamlessly with existing applications

Beyond superior efficiency, employees appreciate the convenience and accessibility of viewing and managing critical payroll information entirely on their own. From the privacy of their own computers, employees can:

- ▶ Examine current tax information
- ▶ View their W-2 and T4 history quickly and easily
- ▶ Enjoy greater privacy and accessibility of their confidential financial information
- ▶ Access financial information anywhere, anytime, at their own convenience
- ▶ Reprint their W-2s and T4s for personal use on-demand

SEE RESULTS NOW.

By giving your employees direct access to their tax information with Paperless W-2s and T4s, you'll cut costs, save time, and give employees a new degree of control over their tax history and personal information. You'll also gain a new level of security over critical information and a better connection with the applications that make your business run. What's most important, you'll release HR managers and personnel from the burdens of repetitive, low-value paperwork so that they can focus on the strategic decisions that help your company succeed.

THERE IS A BETTER WAY.

At Infor, we work with a core belief. We believe in the customer. We believe that the customer is seeking a better, more collaborative relationship with its business software provider. And a new breed of business software: created for evolution, not revolution. Software that's simple to buy, easy to deploy and convenient to manage. Our 70,000 customers in more than 100 countries stand with us. We look forward to your sharing in the results of our belief. There is a better way. For additional information, visit www.infor.com.

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The Infor logo consists of the word "INFOR" in a bold, sans-serif font. The letters "I", "N", "F", and "O" are black, while the letters "R" and "A" are red. A small trademark symbol (TM) is located to the upper right of the "R".