

GTM[®]

PAYROLL & HR

Welcome to GTM



isolved Network
Certified Partner



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Dear GTM Client,

I wanted to take a moment to say thank you for choosing GTM to be your payroll and HCM service provider.

Since 1991, we have been helping businesses like yours manage payroll, taxes, insurance, and human resources. Our promise to you is to deliver better advice, better service, and better value for an easier life.

I am proud of our team of certified payroll professionals, licensed insurance brokers, HR specialists, and tax experts who provide invaluable advice and service to our clients. I am confident that you will experience the same level of satisfaction that has allowed our client approval rating to consistently reach 99.9%, letting us handle the details on payroll and tax management so you can focus on growing your business.

Your dedicated account manager and the entire GTM team look forward to serving you and providing assistance whenever you need it. We always welcome feedback and suggestions about our service, and we encourage you to contact us any time.

Lastly, if you know another company that could benefit from GTM's services, please send us their information at: bit.ly/referabusiness. You'll receive a \$5 gift card, plus a \$50 or \$100 gift card if they become a client.

Thank you again for choosing GTM. Remember that as your business grows, we have the tools and solutions to grow with you.

I wish you and your business much success.

Sincerely,

A handwritten signature in black ink, appearing to read "Guy Maddalone". The signature is written in a cursive, flowing style.

Guy Maddalone
Founder & CEO



Introduction to isolated

isolated is GTM's human capital management (HCM) platform. It provides you with a unified solution for HR, Onboarding, Payroll, Benefits, Time and Attendance, and ACA reporting. It features a full payroll preview, an Executive Dashboard, and performance management tools, all within the system.

Here are some of the advantages you now have:

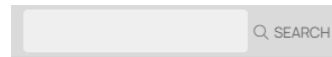
- **Access your data anywhere.** Being 'in the cloud' gives you total control of data and maximum accessibility – anytime, anywhere.
- **A single access point.** Everything you need to manage the entire lifecycle of your employees, accessible from one innovative system. No multiple logins; no exporting or importing.
- **Complete reporting.** With isolated's reports, you can easily determine employee types, hours worked, full-time status, and more to confirm compliance.



Resources

isolved University

Isolved University makes it easy to get up to speed with your payroll and HR platform quickly, with HCM training and course paths available anytime. We've provided some course references below and you can easily find them using the search feature from your University dashboard:



Employee Self Service

- Payroll: 130 - Employee Self-service and Adaptive Employee Experience (AEE) Setup
- Payroll: 340 - AEE - Manager and Supervisor View
- EMP: 20 - AEE - Employee View

Employee Management

- HR: 105- Employee Management A (Customer)
- HR: 105- Employee Management B (Customer)
- HR: 105- Employee Management C (Customer)

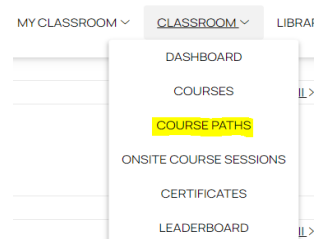
Payroll Processing

- Payroll: 305 - Payroll Processing A (Customer)
- Payroll: 305 - Payroll Processing B (Customer)
- Payroll: 305 - Payroll Processing C (Customer)

Reports

- Payroll: 240 - Reporting
- Payroll: 301 - Report Writer - Advanced
- Payroll: 301 - Report Writer - Basic

You can also feel free to review the pre-determined course paths under your "Classroom" section:



GTM Training

GTM offers both in-person and online trainings.

We have pre-recorded [online training sessions](#) on the various functions of isolved.

We also have a [schedule of upcoming live and online training sessions](#) posted on our website.

You can find links to these videos in your isolved dashboard:

MY ACCOUNT REPS

- My Account Manager**
Dominique Fortune
Account Manager
518.836.2554
dominique@gtm.com
- My Implementation Specialist**
Jennifer Leonhardi
Implementation Specialist

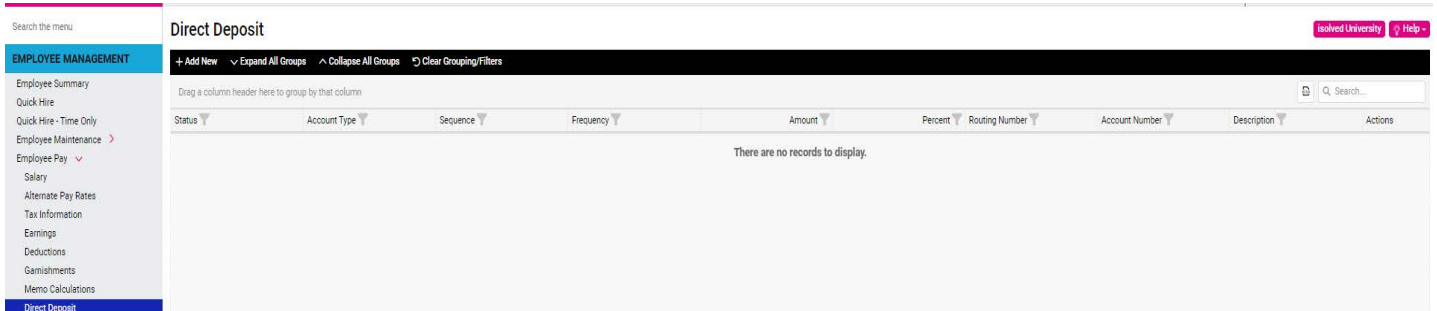
QUICK LINKS

- NEW! Our terms of service have been updated. [Click the link to review and acknowledge.](#)
- NEW! Notification of Q3 2022 Preparation
- Video: Using isolved University as a Resource
- Video: isolved Adaptive Employee Experience Review
- Video: Onboarding Changes in isolved

Help Within isolved

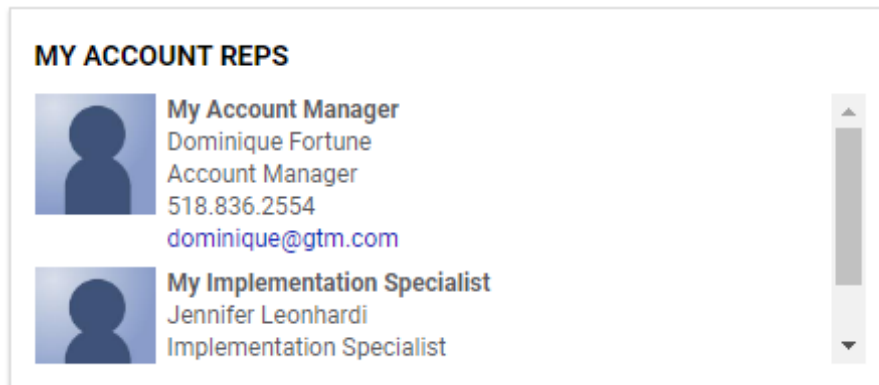
The isolved platform allows you to easily access assistance from any page.

You can search for anything in your account in the panel menu on the left, and there are buttons to access the University and Help sections of the platform in the upper right of your screens within the system:



How to Contact GTM

From your isolved dashboard, your sales rep and Account Manager contact information is displayed:



GTM is open Monday through Friday from 8:30am to 5pm. You can reach us at (518) 373-4111.

GTM's Payroll Newswire

All clients receive our monthly payroll and HR newsletter. It is emailed to you on the third Thursday of each month.



Who's Who at GTM

Our team is focused on your success!



Michael Maddalone
Director of Sales



Erin Bandaru
Director of Client Services



Wendy Crespo
HCM Service Manager



Kim Riper
Director of Implementation



Alicia Provost
Implementation Manager



Business Referral Rewards

Do you know someone who could benefit from having their company's payroll, insurance, and tax obligations managed by GTM Payroll Services?

If you do, we have a great deal for you. Let us know about your friend's business and you'll automatically receive a \$5 gift card to Starbucks. Just for providing their information!

If their company signs up with GTM and spends \$2,500 or less, you'll receive a \$50 Visa gift card. But if they spend more than \$2,500, your reward increases to a \$100 gift card!

Complete the form at: <https://gtm.com/business/referral-rewards/> to get started with your \$5 Starbucks gift card.