



## SOS Solutions Webcast: Savin' Time with Tech Tools

*Since this webcast deals with SOS products and services,  
no CEP credit is available*

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## Materials Slides

[http://www.sos-team.com/pdfs/tech\\_tools.pdf](http://www.sos-team.com/pdfs/tech_tools.pdf)

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## Agenda

- Payroll Xpress
- Custom Statements
- Email Xpress

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## Payroll Xpress

- Generate ADP or Workday formatted files
  - Releases
  - Exercises
  - Disqualifying Dispositions
- Generate YTD withheld import files to import the YTD Tax amounts into the Equity System

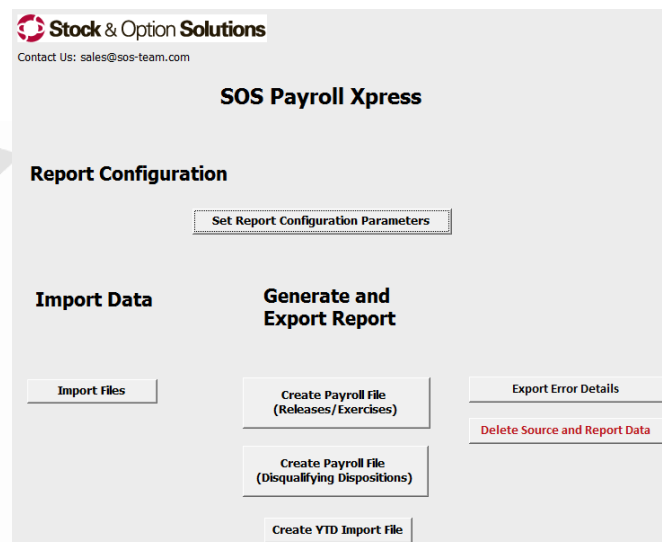
## Payroll Xpress – Post Implementation Process

- Run the required reports on your equity system
- Import the data in the SOS Payroll Xpress app - Click
- Generate the Payroll Import file - Click
- Review the audit report
- Send the file to your Payroll provider

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## Payroll Xpress – Application Screenshot

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## Payroll Xpress – Application Screenshot & Output

**SOS Payroll Xpress Configuration**

Save Output to:

For example: C:\SOSReport

```
<Row ss:AutoFitHeight="0">
  <Cell><Data ss:Type="String">LastName1, FirstName1</Data></Cell>
  <Cell><Data ss:Type="Number">1</Data></Cell>
  <Cell ss:Index="4"><Data ss:Type="String">NSO_RSU_11.16.15</Data></Cell>
  <Cell><Data ss:Type="String">RU00177-11/16/2015-1</Data></Cell>
  <Cell><Data ss:Type="String">1669</Data></Cell>
  <Cell ss:StyleID="s81"><Data ss:Type="DateTime">2015-11-16T00:00:00.000</Data></Cell>
  <Cell ss:StyleID="s81"><Data ss:Type="DateTime">2015-11-16T00:00:00.000</Data></Cell>
  <Cell><Data ss:Type="Number">1</Data></Cell>
  <Cell ss:Index="12"><Data ss:Type="String">OnDemandPayment</Data></Cell>
  <Cell><Data ss:Type="String">N</Data></Cell>
  <Cell><Data ss:Type="String">RSU</Data></Cell>
  <Cell><Data ss:Type="String">Y</Data></Cell>
  <Cell ss:Index="39"><Data ss:Type="Number">1</Data></Cell>
  <Cell><Data ss:Type="String">RSU Release</Data></Cell>
  <Cell ss:Index="43"><Data ss:Type="Number">2702.5</Data></Cell>
  <Cell ss:Index="46"><Data ss:Type="String">N</Data></Cell>
</Row>
```



## Payroll Xpress – Audit Report Screenshot

### Comparison Details

RSU Data Source				WorkDay File			Compare		
Account ID	Name	Source Taxable Gain	Source Total Tax Amount	Account Name	Employee	Taxable Gain	Total Tax Amount	Taxable Gain Match?	Total Tax Amount Match?
1669	LastName1, FirstName1	2702.5	1059.38	LastName1, FirstName1	1669	2702.5	1059.38	Match	Match

### Payroll Import file

Account Name	Spreadsheet Key	Payroll Off-cycle Payment	Batch ID	Payment ID	Employee	Payment Date	Period Date	Payment Priority	Run Category
LastName1, FirstName1	1		NSO_RSU_11.16.15	RU00177-11/16/2015-1	1669	11/16/2015	11/16/2015	1	

### Multiple Tabs of the Audit File

Comparison	WorkDay Output	<b>Tax Code Mapping</b>	Hourly Employee List	Source Tax Report	Source Hourly Employee
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## CUSTOM STATEMENTS



### Custom Statements

- Customized to the type of population
- Customized to each participant
- Customized to type of equity



## Custom Statements – Application Screenshot

Enter Path to Data Access DB:

C:\Temp\CustomStatements\Testing\AcquisitionStatementData.accdb

Enter Name of Query in Data Access DB:

QueryUsedByStatements

Get Data

For generating the individual PDF files the ID field will be used as the unique identifier, it will then be used to open the report with a where clause with the ID set to each unique ID, then the output PDF will be named with the value from the LName field then an underscore and then the value from the FName field from the ReportSourceData table.

Enter Path to write files to:

C:\Temp\CustomStatements\Testing\Statements\

Generate Individual PDFs



## Custom Statements – Sample Statements

### Assumed Option Statement

**DEMO**

Address line 1  
City, State Zip

**Employee Name**  
**Employee Address**  
**City, State, Zip**

**XYZ. Stock Options**  
(Options outstanding as of 11/1/2016)

**Demo. Stock Options**  
(2.6 Assumed Option Exchange Ratio)

Option Number	Option Date	Type	Original Shares Granted	Exercise Price	Shares Unvested as of 11/1/2016	Option Number	Option Date	Type	Exercise Price	Shares Granted	Shares Unvested

<<Custom Text>>



# Custom Statements – Sample Statements

## Cash Proceeds Statement - Options

**DEMO**

Address line 1  
City, State Zip

**Employee Name**  
**Employee Address**  
**City, State, Zip**

XYZ, Inc. Options vested and outstanding as of 11/1/2016

Vested Options Cash Consideration

Grant Number	Grant Date	Type	Grant Exercise Price	Original Shares Granted	Shares Vested as of 11/1/2016	Gross Cash Consideration

<<Custom Text>>



# EMAIL XPRESS



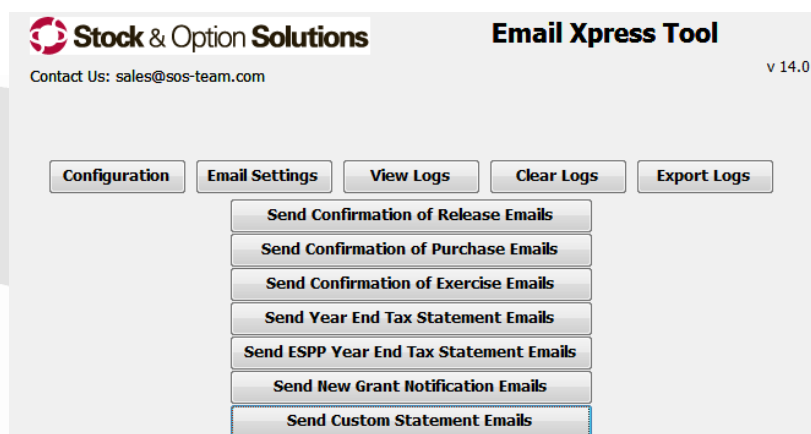


## Email Xpress

- Generic emails
- Custom emails
- Custom emails with custom attachments
- Custom emails with different attachments
- Audit – to whom emails were sent
- Send emails using a generic id – stockadmin@xyz.com
- Use the company's SMTP server or use your outlook

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## Email Xpress – Application Screenshot



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# Email Xpress – Application Screenshot

## Custom Statements

### Email Filters


To send emails to multiple Emp IDs separate the filter data by a comma (,)

Employee ID

**Help on Buttons:**

Audit Data - To Review the Custom Statement Data prior to sending the information to Employees

*\*Note:* Send Emails and Audit Data will operate on the last set of data retrieved. Make sure you have imported the appropriate data.



# Contact Information



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