



AN OVERVIEW OF

clair

FOR





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## About Clair

Clair and your time & attendance provider have partnered to allow all hourly workers using the system to access their earned wages before payday for free via the Clair banking app. Clair is able to provide these free wage advances through this partnership because the integration between these two systems allows for the real-time sync of time & attendance and wage-rate data through to Clair. Clair uses this data to estimate an employee's gross wages, and allows them to advance between 30-60% of these earnings.

Clair has been made available to you as a part of your existing feature set because not only are employees demanding more benefits from their employers, but they need access to their pay before payday. A recent survey run by Clair revealed that 83% of hourly workers are living paycheck to paycheck, and 62% of workers are turning to other sources to access cash before payday. Clair as a company has always believed that American workers have the right to access the money that they have earned when they need it, how they need it.

Clair not only benefits employees, but employers too. Giving employees free access to their earnings ahead of payday also helps to boost employee morale, employee productivity, employee retention and employee acquisition. Clair is also free for employers as a part of your existing subscription with your time & attendance provider, and is available with no extra work, changes to payroll, or liability on your part.



# How employees can sign up for Clair



**1** Open your time & attendance mobile application / web portal and sign into your account

**2** Click on the “Clair” or “On-Demand Pay” module to start the sign up process

**3** To start the bank account creation process, be ready with the **following pieces of information:**

Phone Number

Email Address

Password

Industry

Income

Social Security Number

Legal Name

Date Of Birth

Address

**5** After you’ve created your bank account, you must update your direct deposit to your new Clair Spending Account by following these steps:

**A** Select what portion of your paycheck you want to deposit into your Clair Spending Account by choosing:

**One of the following:**

A) Entire Paycheck

B) \$ Amount Of Paycheck

C) % Of Paycheck





Next, you must select how you want to update your direct deposit, either by:

#### Option 1

### Quick Set Up

Log into your payroll provider to update direct deposit

1. After clicking on “Quick Set Up”, you will be able to view your Clair Spending Account number and bank routing number
2. Next, select your payroll provider
3. Log-in to your payroll provider and enter your Clair Spending Account number and bank routing number to become eligible for Clair On-Demand Pay

#### Option 2

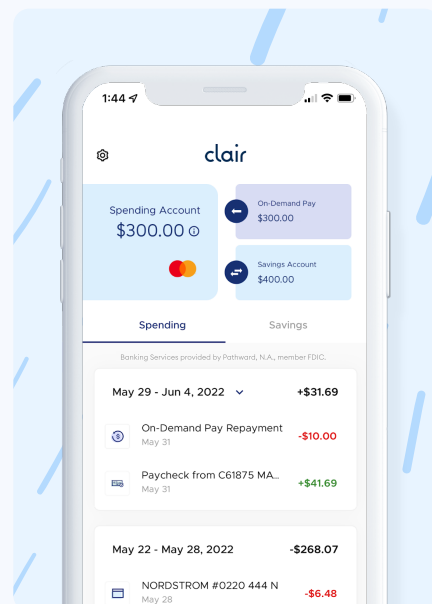
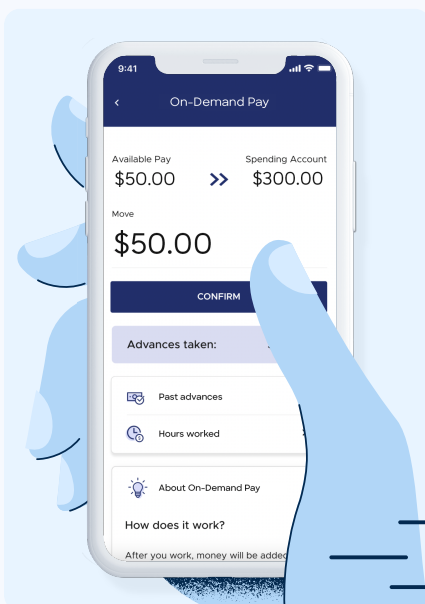
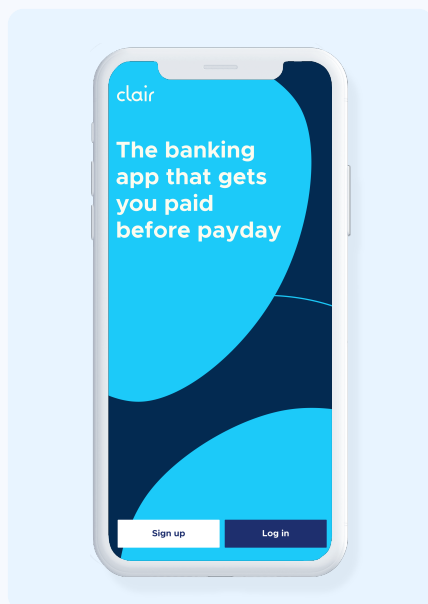
### Create Form

Create a digital form that you will then send to either your HR manager requesting their help in updating your direct deposit or yourself

1. After clicking on “Create form”, review your direct deposit details, including your name, Clair Spending Account number, bank routing number, allocation of paycheck
2. Then add your signature to indicate that you’re ready to proceed to the next step
3. Review the autogenerated direct deposit form and select to either send it to your HR manager or yourself
  - a. If you selected your HR manager, enter their email so that Clair can send this form to them. Your HR manager will then assist you in updating your direct deposit information in your payroll system to your new Clair Spending Account
  - b. If you selected yourself, Clair will send the form to you, and then you will need to send this to your HR or manager yourself
4. Once you have updated your direct deposit to your new Clair Spending Account, you will then become eligible for Clair On-Demand Pay



# How employees take wage advances



**1** To start using Clair On-Demand Pay, download and log into the Clair app

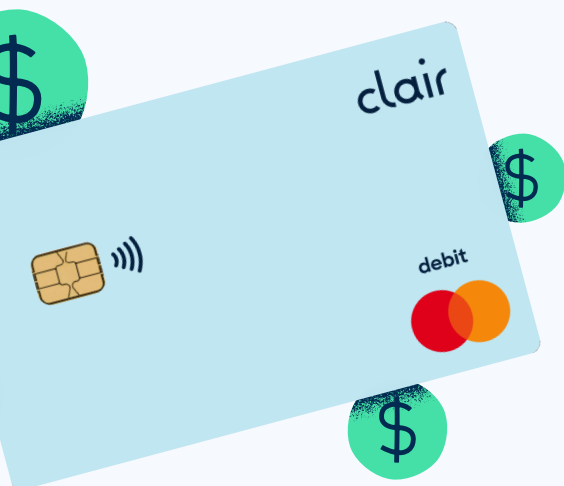
**2** Next, click on the "On-Demand Pay" button

**3** Select the amount of money you want to advance

**4** Click confirm

**5** Clair will instantly transfer the amount of money advanced to your Clair Spending Account

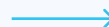
Until you get your first paycheck, you are able to take a wage advance of up to \$100. Once we have received your first paycheck, you are able to advance up to 60% of the portion of your paycheck that you allocated to Clair up into the amount of \$300)



## How my employees repay the advances they have taken

Employers process payroll as usual. Employees who use Clair will now have their Clair Spending Account as one of their direct deposit accounts.

Once an employee's paycheck hits their Clair Spending Account, Clair will deduct the wage advances taken by the employee.



# Impact of Clair on your business



## How does Clair affect my payroll?

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Clair has no impact and does not require any changes to your payroll process. When an employee signs up for Clair, they open a new bank account. To be eligible for wage advances, your employees must update their direct deposit to their new Clair Spending Account in your payroll system. When you process payroll, you send your employee's paychecks to their new Clair Spending Account.

## How does Clair affect my cash flow?

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Clair has no impact on your business' cash flow. All wage advances are provided within the Clair app environment.

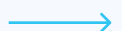
## If my payroll process or cash flow is not impacted, how do you handle wage advances repayments?

Wage advances and repayments are all handled within the Clair app environment. When you process payroll, your employee's paychecks are deposited into their new Clair Spending Account. Once it lands in their account, Clair will deduct the amount of wage advances taken by the employee. For example, if an employee's paycheck is \$1000, and the employee has taken \$200 in wage advances, once their paycheck deposits into their Clair Spending Account, Clair will deduct \$200, and the employee will be left with \$800 in their Clair Spending Account.

## What risk/liability do I have in offering Clair?

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Clair takes on all the risk and liability in providing wage advances for your employees. In the event that there is an issue with repayment on wage advances, Clair will bear that loss.



## What involvement is needed from my HR team?

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### 1 Encouraging employees to sign up for Clair

#### Copy/Paste Message For Your Team

*"Hi team! I have an exciting announcement - you all now have access to Clair, the banking app that gets you paid before payday for free. To access Clair, sign up by clicking on the <<BUTTON NAME?>> in your <<Time & Attendance Provider System>>. Have any questions? Call the Clair Support team at +1 (888)-HICLAIR or +1(888)-442-5247."*

### 2 Redirecting employees that have questions about Clair to our Clair Care support team by emailing [support@getclair.com](mailto:support@getclair.com) or calling +1 (888) 442-5247



For employees who are unable to access their payroll system, they may need your help to update their direct deposit to their new Clair Spending Account

## How secure is Clair?

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All your money is held at Pathward, N.A., Member FDIC. Money deposited into your employee's Clair Spending and Savings Accounts is FDIC insured. We also use bank-grade security and encryption to protect employee's personal information and data at all times.

## Who is eligible to sign up for Clair?

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All U.S. citizens and legal residents of the U.S. who are at least 18 years of age are eligible to apply for a Clair Account.

## How much can my employees advance at any point in time?

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Employees can only advance a portion of their earned wages for each shift worked, up to a limit per pay period. This portion is determined by Clair using an algorithm, and typically ranges from 30-60%.

In the Clair app, when an employee taps the purple "On-Demand Pay" box on the app home screen, they will then see the call out "Learn about Earned Wages." Employees can find out all the details, % of their earned wages available for advance, and their limit between paychecks. Employees can also click "Hours Worked" to show all their shifts.





## Do time & attendance hours need to be approved for my employees to use Clair?

No, time & attendance hours do not need to be approved for your employees to take wage advances. If changes are made to an employee's timesheet after the employee has taken a wage advance and that advanced amount exceeds what should have been available to them, Clair will deduct the outstanding amount from the next paycycle.

## What happens if my employee quits and does not pay you back?

In the event your employee has taken a wage advance and then quits without making a repayment, Clair will bear that loss. Clair takes all the repayment risk and never passes it onto employers.

## How does Clair account for taxes and deductions in facilitating wage advances?

Clair only allows employees to advance between 30% to 60% of their gross wages to ensure that they don't advance more than they earn.

## Are there any hidden / additional fees for my employees?

While Clair provides employees with fee-free wage advances, there may be other transaction fees and costs depending on how users choose to use their account. See [Clair's fee schedule](#) for a list of all fees and costs.

## Are there any hidden / additional fees for me and my business?

No, Clair is available to employers for free as a part of your existing subscription with your time & attendance provider.

## I don't want Clair shown to my employees, how do I opt-out?

🚩 If you're having trouble disabling Clair, please contact +1 (212) 970 0970 for more assistance!





## Important Links



Employer Center



Employee Center



Employee Help Center



What is Clair and how does Clair make money?



What risk / liability do business have in offering Clair?



How does Clair impact cash flow?



How does Clair impact payroll?



Visit the Clair Youtube Channel



## Contact Us

We are available to answer your questions from **Monday through Friday from 9:00 AM to 5:00 PM CT**. Hours may vary on federal holidays.



+1 (815) 893 6618



ask@PeopleSense.net



Clair is a financial technology company, not a bank. Clair spending is a demand deposit account established by, Pathward, N.A., Member FDIC. Mastercard® and the circles design are registered trademarks of Mastercard International Incorporated. Clair Savings Account is established by Pathward, N.A., Member FDIC. While wage advances are free, certain other transaction fees and costs, terms and conditions are associated with the use of this account. The Clair Debit Mastercard can be used for no-fee withdrawals at ATMs in the Allpoint network. Fees may apply for ATM transactions outside this network. Standard data charges may apply when using the Clair app. Funds are FDIC insured, subject to applicable limitations and restrictions, when Pathward receives the funds deposited to your account.