



Streamline HR Processes

Engage your employees, and serve more of them, with our cloud-based, user-friendly HR magic machine. By giving your employees and managers access to their information and automating routine processes, you are free to focus on the strategic, not the paperwork.

A core HR platform with lots of room to grow, our system uses the same employee record for HR, payroll and benefits so you can be confident in your data. Then, you can add capabilities at your pace as you need them – configured to your business and your people. Mobile, multi-lingual and flexible; it's an HR system tailored for you.



Talent acquisition

Talent Acquisition*

- Internal and external job requisitions
- Free and/or premium job board integration
- Configurable online applications
- Candidate self-service
- Pre-screening questions
- Resume parsing
- Applicant/interview notifications and tracking
- Background screening**
- Recruiting insights* (trends and visual metrics based on current workforce data)

Talent management

Performance Management*

- Performance development (continuous feedback and goals tracking)
- Configurable performance appraisals
- Define and measure competencies, goals, core values
- Prior and current performance reporting
- Employee self-assessment
- Multiple manager assessment
- Review workflow

Compensation Management

- Job/position/cost center history
- Salary history
- Employee self-service: benefit statements
- Pay grades/steps
- Total compensation analysis
- Comprehensive add-on module available:*

 - Compensation cycles with budget data
 - Worksheets for managers to model increases
 - Staff increases modeled and proposed by managers are routed and approved via configurable workflows
 - Merit Matrix links performance ratings to compensation

Trainings and Certifications Management

- Skills tracking
- Course management
- Certifications tracking

Incident Tracking

Case tracking/reporting and workflow
Incident-based email notifications
Supporting document storage
Points tracking and escalation

Attendance Management

Request and approve time off
Attendance tracking

Asset Management

Company property management
Vehicle management
Insurance and warranty-related contracts

Human resources management

Onboarding

New hire checklist/welcome/workflow
Personal information
I-9 submission/sign off/E-Verify**
W-4 election/submission
Employee self-service: benefits overview and enrollment
Property allocation
HR document and forms creator (custom forms)

Benefits Administration

Employee self-service: benefits overview and enrollment/open enrollment/life event enrollment
Defined benefits eligibility
Benefits drive payroll deductions
Carrier connections and forms**
Effective date benefit plans

Compliance

New hire reporting
Notifications regarding date expirations
EEO reporting
Vets 100 reporting
Workers' compensation injuries/claims management
OSHA reporting
Affordable Care Act (ACA) management*

HR Resources

Document storage
Document retrieval tracking
Employee directory
Employee self-service
Organizational charts
Company events and news
HR documents and forms creator (custom forms)

* Requires additional module(s)

** Service provided by 3rd party partner

