



HR Solution

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

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

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

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

Offboarding

Termination details/history/checklist

Exit interview

Notifications of termination

COBRA elections/refusals

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*