

## 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

#### 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

#### 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

#### 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