



Human Resources Management

Onboarding

New hire checklist/welcome/workflow
Personal information
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
Effective date benefit plans

Compliance

New hire reporting
Notifications regarding date expirations
EEO reporting
Workers' compensation injuries/claims 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

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



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Web-based Human Resource Management Solution

Talent Management, *cont.*

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

WSIB Tracking - Form 7 reporting

Asset Management

Company property management

Vehicle management

Insurance and warranty-related contracts

Offboarding

Termination details/history/checklist

Exit interview

Notifications of termination