HRACUITY™

your employee matters

HR ACUITY ON-DEMAND

HR Acuity On-Demand is an award winning SaaS solution that standardizes how employee-related events are managed, documented, and followed-through to completion. Our highly intuitive interface allows users to consistently document employee relations issues such as attendance or performance matters and, when required, conduct comprehensive investigations to address high risk issues such as harassment or discrimination.

Best Practice Workplace Investigation Features

- Developed by HR and Legal Experts, our **Three Step Investigation Methodology** provides a dynamic blueprint for conducting thorough and accurate fact-finding.

- Based upon Six Sigma principles, the **Investigation Process Map** scopes who to interview, documents to review and forensics required.

- **Integrated Letter Templates** drive efficiencies and consistent communications.

- **Interview Protocols** confirm expectations and comply with regional regulations.

- **Configurable Interview Guides** ensure interviews are well-defined and thorough regardless of investigator's level of experience.

- **Automatically Generated Case Reports** provide standardized and "court ready" documentation.

- **Scheduled Reminders** help case owners stay in touch with parties and manage follow-up.

- **Decision Maker Workflow** aligns with standard investigatory practices and minimizes the risk of retaliation.

Easy to Use, Easy to Access and Easy to Integrate

- Practical workflow and intuitive interface was developed by HR professionals for HR professionals.

- Built-in HR Acuity Best Practice Tips help users navigate the solution or provide a quick hint about a step in the process.

- Compatibility with all modern browsers and devices plus access through the HR Acuity for iPad App makes the solution convenient and readily available.

- Case collaboration allows users to work together or seamlessly hand-off matters through a secure portal.

- Secure integration with enterprise systems ensures data integrity and provides a "one place look up" for relevant, up to date information.

- Configurable fields allow HR Acuity to fit into your organization's workflows while maintaining best practices.

Instantaneous and Flexible Analytics

- Standard and custom dashboards plus over 50 common reports are available for filtering, scheduling and sharing.

- Exclusive HR Acuity Industry Benchmarks compare case metrics in similarly situated organizations.

- Reports can be generated in a variety of formats including pdf, excel, csv, and rtf.

- Basic and Advanced Search capabilities highlight patterns of behavior and help manage recurring issues.

Legal and Regulatory Compliance

- Attorney Client Privilege feature protects privilege by introducing limited access, entry prompts and review processes into the workflow.

- Best practice audit trail ensures drafts are not included in the final file.

- Configurable alerts flag users when additional steps are required.

- Accommodation, grievance and other trackers enable issue-specific reporting.

- Email integration moves communications out of the inbox and securely places them in case files.

- Centralized repository guarantees the immediate availability of documentation regardless of turnover or attrition.

- Global Interview Protocols are automated based upon role and country of involved party.

- Data Protection Notifications required in the EU are available.

Best-in-Class Adoption and On-Going Support

- The HR Acuity New User Adoption Program incorporates validated change management principles to successfully drive compliant and consistent usage.

- The HR Acuity Client Engagement Team answers inquiries on the use of the solution via phone or email.

- 24/7 Self-Service Knowledge Center provides training videos, articles and screenshots enabling your team to stay current on the best practices for managing employee-related risk.

- Advisory Services offer training, investigation services and organizational structure consultation.

Secure, Confidential and Protected

- Enterprise class security ensures that confidential information is secure and protected.

- Multi-level user-based permissions protect and limit access.

- Data is encrypted both in transit and at rest.

- HR Acuity client data is stored at SSAE-16, PCI DSS, and ISO 27001 compliant facilities.

- State of the art geo-redundant data storage and back-up ensures high availability.

- Depending upon global requirements, data can be stored in the US or other regional locations.

- Single Sign On secures access according to your organization's authentication practices.

About HR Acuity®

HR Acuity is the leader in employee relations solutions. We partner with organizations to mitigate employee-related risk and enable a more productive workforce. HR Acuity On-Demand is a SaaS-based Employee Relations Management Solution (ERM) that provides a comprehensive system for ensuring a disciplined and structured approach to the management of employee relations issues.

**For more information contact us
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WWW.HRACUITY.COM