

WEB-BASED HUMAN RESOURCES SOLUTION

Feature Overview

RECRUITMENT

Applicant Tracking
Candidate Self-Service*
Interview Tracking
Applicant Self-Service*
Background Screening*

ONBOARDING

New Hire Checklist
Social Security No. Verification Service*
E-Verify*
I-9 Submission/Sign-Off
W-4 Election/Submission
ESS Benefits Overview & Enrollment
Custom Forms

BENEFITS ADMINISTRATION

Available Benefit Plans Overview via ESS
Defined Benefits Eligibility
ESS Open Enrollment
ESS Life Event Enrollment
Benefits Drive Payroll Deductions
Carrier Connectivity*
Effective Date Benefit Plans

ASSET MANAGEMENT

Company Property Management
Vehicle Management

TRAININGS & CERTIFICATIONS MANAGEMENT

Skills Tracking
Course Management
Certifications Tracking

HR RESOURCES

Document Storage*
Document Retrieval Tracking*
Employee Directory
Wiki Self-Generated Content
Organizational Chart
Company Events & News
HR Documents & Forms Creator
HR Compliance Library*

INCIDENT/DISCIPLINE TRACKING

Case Tracking & Reporting
Incident-Based Email Notifications
Supporting Document Storage*

COMPLIANCE

New Hire Reporting
EEO Reporting
Vets 100 Reporting
Workers' Comp Injuries/Claims Mgmt
OSHA Reporting
ACA Manager*

POSITION & JOB MANAGEMENT

Job Tables & Tracking
Job Requisitions*

PERFORMANCE MANAGEMENT

Performance Appraisal Definitions
Competencies, Goals, Core Values
ESS Employee Self-Assessment
MSS Multiple Manager Assessment

COMPENSATION MANAGEMENT

Salary History
Salary Survey
ESS Benefit Statements**
Pay Grades/Steps
Compensation Reports*

ADDITIONAL FEATURES

User-Created Fields
User-Created Screens
Easy-to-Use Report Writer
Export to Excel, PDF, & More
Configurable Workflow

OFFBOARDING

Termination Details/History/Checklist
Exit Interview
Turnover Reporting

* Available Through the Ancillary Product and Service Marketplace

** Available Only if Payroll is Enabled