

HR Solution

Talent acquisition

Talent Acquisition*

- Embeddable and customizable online careers portal
- Internal and external job requisitions
- Free and/or premium job board integration
- Social media integration
- Configurable online applications
- HTML-based design/editing tool
- Candidate self-service
- Pre-screening questions
- Knockout questions
- Resume parsing
- Applicant/interview notifications and tracking
- Background screening
- Work Opportunity Tax Credit (WOTC) service
- 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
- Multi-currency

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

Succession Planning

- Succession planning profiles
- Configurable talent matrix dashboard
- Succession plans reporting

Learning Management

- Skills tracking
- Certifications tracking
- Course catalog creation/registration management
- Cornerstone OnDemand Integration

Incident Tracking

- Case tracking/reporting and workflow
- Incident-based email notifications
- Supporting document storage
- Points tracking and escalation

Asset Management

- Company property management
- Vehicle management
- Insurance and warranty-related contracts

* Requires additional module(s)

Offboarding

Termination details/history/checklist

Exit interview tracking

Notifications of termination

COBRA elections/refusals

COBRA administration

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/auto-enrollment

Defined benefits eligibility

Benefits drive payroll deductions

Carrier connections and forms

Effective date benefit plans

Evidence date benefit plans

COBRA administration

Leave request management*

Total compensation statement

Workers' compensation

Compliance and Reporting

New hire reporting

Notifications regarding date expirations

EEO reporting

Vets 100 reporting

Workers' compensation injuries/claims management

OSHA reporting

Affordable Care Act (ACA) management*

Position Management

Position creation and/or import

Position budget setup

Position assignments

Position hierarchy chart

Integrated budget versus actual tracking

Position audit reports

Set defaults at the position or job level

Tie cost centers to positions

Training, certification, and credential tracking

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)

Mobile Application

Employee information

Benefits enrollment

Applicant portal*

Job requisition management*

HR actions

Checklists

Hire/rehire

Position assignments

Performance management*

Terminations

Compensation management*

HR, performance*, recruitment*, and compensation* reporting/visualizations

* Requires additional module(s)