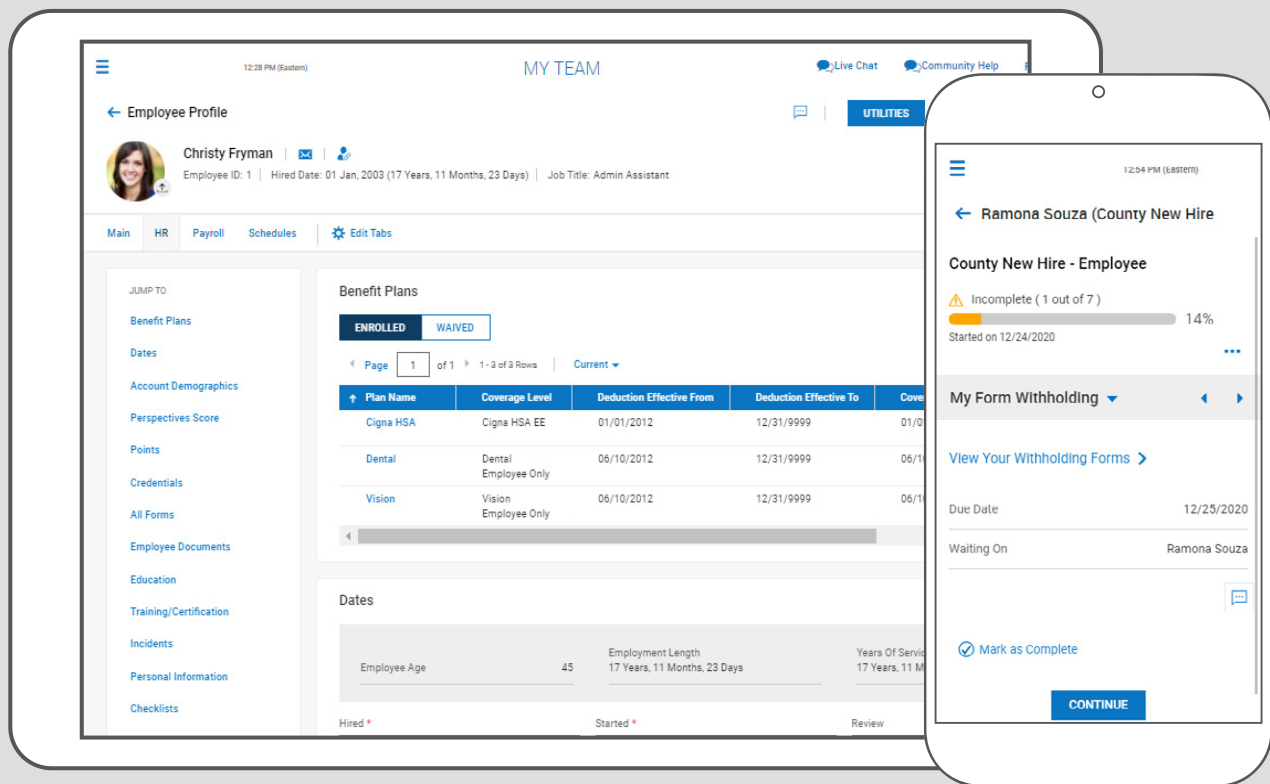


# Human Resources

Eliminate paperwork and inefficiencies so you can build transparent, compliant people processes.

HR enables organizations to automate core HR functions, including onboarding and benefits management, while providing a single database that stores and tracks all employee information in one place. Automated workflows, configurable forms and reports, and real-time access to accurate and consistent employee information helps you reduce your administrative workload and minimize compliance risk.



## Flexible workflows

Our flexible workflow engine provides visual drag-and-drop tools to easily model your current business processes and policies. This enables you to streamline routine tasks such as approvals, updates, changes, and more.



## Engaging employee experiences

Reduce paperwork and streamline talent processes by providing a best-in-class employee experience. Enable employees and managers to complete forms, update their information, review requests, and more through our modern self-service tools and mobile application.



## Comprehensive analytics

As a single solution, Our HCM solution offers one employee record. Because all employee information is in one location, you can create comprehensive reports and track key analytics that provide valuable information to your organization for more informed decision making.

# Key benefits

## For HR professionals

Streamline HR processes by eliminating duplicate data entry and manual processes

Improve compliance and mitigate risk with automatic updates to comply with the latest regulation changes

Reduce the administrative burden of processing employee changes and updates

Reduce time-to-hire and welcome new hires with seamless recruiting and onboarding solutions

Simplify benefits management for multiple plan types

Gain strategic insights through real-time reporting at the click of a button

Drive employee engagement with comprehensive talent management solutions

## For employees

Get easy, instant access and manage personal information, including life changes

Better understand benefits and self-enroll in the options that are best for them

Easily complete onboarding forms from any device

Grow their careers with access to training, feedback, and internal opportunities

Share their experiences, sentiments, and needs through anonymous surveys

Stay up-to-date on important organizational information through push, email, or SMS notifications

## Key features of HR

- Custom workflows and checklists
- Standard and custom forms
- HR document storage and retrieval tracking
- Onboarding, preboarding, and offboarding
- Skills and certifications tracking
- Position control and budgeting
- Automated step and grade pay schedules
- Benefits enrollment and defined eligibility
- Mass editing tools
- Incident tracking and management
- Asset management
- Organizational charts and employee directories
- Organizational news, announcements, and events
- Custom forms creator
- Auto-populated EEO, VETS, OSHA, and new-hire reporting
- Workers' compensation tracking and management
- Engagement surveys with sentiment analysis
- SMS, email, and in-application push notifications
- Employee self-service mobile application