

System Wide Functionality

- ✓ Advanced Reporting Engine
- ✓ Custom Report Writer
- ✓ Intranet-like look and feel
- ✓ RSS News Feeds
- ✓ Interactive Company/Dept Calendar
- ✓ News and Announcements
- ✓ Company Directory
- ✓ Highly Customizable Workflow with Email Notification
- ✓ Date-driven Business Rules
- ✓ Highly Configurable Data Access and Security Rules

Applicant Tracking

- ✓ Requisition Creation
- ✓ Workflow for Approve/Deny Requisition
- ✓ Candidate Profile
- ✓ Interview Notes
- ✓ Personality Assessments
- ✓ Pre-employment Verification
- ✓ Job Board Integration
- ✓ Auto-offer/rejection Letter
- ✓ Create Your Own Resume Database
- ✓ Seamless Transition From Candidate To Employee

Payroll

- ✓ Intuitive, "Work as you Think" Design
- ✓ Ability to Future Date Benefits Deductions
- ✓ Change Management
- ✓ Multiple Paygroups, EIN Under 1 Dbase
- ✓ Out of the Box 3rd Party Data Feeds (POS, Time & Attendance, Spreadsheets, etc.)
- ✓ General Ledger Integration
- ✓ Carrier Connectivity
- ✓ Advanced Security
- ✓ Mass Earnings and Deductions Entry
- ✓ On the Fly taxation Override (Gross Up, Manual Checks, Taxing One-offs)

On-boarding

- ✓ Paperless
- ✓ Policy Acknowledgement/Employee Manual / Specific Releases
- ✓ Asset Tracking (Cell Phone, Company Credit Card, Laptop, etc.)
- ✓ Benefit Enrollment
- ✓ Paperless I-9 and W-4 Option
- ✓ Configurable Workflow and Business Process Automation
- ✓ Task Reminder Window for Both Employee and Manager

Manager Self Service

- ✓ Performance Management With Note Section For Ongoing Reminders
- ✓ Compensation Management (Workflow, Salary, Banding, Comp. Ratios)
- ✓ Robust Survey Engine To Communicate With Employees & Obtain Feedback
- ✓ Termination Management
- ✓ Training & Certification Management
- ✓ Web-based Exit Interview
- ✓ COBRA Management
- ✓ Incidence Reporting (Including OSHA)

Employee Self Service

- ✓ Time-Off Management with Advanced Scheduling Module Available
- ✓ Online Paystub and W-2 Access
- ✓ Policy and Procedures Manuals Available 24 x 7 and Easy to Update
- ✓ Update Key Information
- ✓ Benefit Enrollment / Changes (Marriage, Divorce, Birth of a Child, etc.)
- ✓ Timesheets
- ✓ Robust Expense Reporting
- ✓ Performance Review Survey to Mgr.

One System
One Entry
One Database
OneSource

In one place, all of your HR information at your fingertips.