

# 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