

## HR Solution

### Focus on people — not paperwork and processes

Organizations continue to take on a more strategic role as they seek to attract and retain top talent, develop and engage the workforce, and more effectively manage the employee lifecycle from pre-hire to retire. Too often, however, manual processes and time-consuming administrative tasks associated with managing employee data, benefits, and compliance can keep organizations from focusing on initiatives that boost workforce productivity, improve employee engagement, and drive better business outcomes.

Our HR module, part of a unified human capital management (HCM) platform automates core HR functions such as onboarding and benefits management while providing a single database that stores and tracks all employee data in one location. Automated workflows, configurable forms and reports, and real-time access to accurate, consistent employee information help reduce administrative workload and minimize compliance risk. What's more, our HCM platform offers optional modules for talent acquisition, performance management, and compensation planning for a fully integrated, end-to-end HCM solution that lets organizations focus on their people — not paperwork and processes.

#### Automate processes for a paperless HR environment

Our HR module automates core HR functions and stores all employee records in a single, common database. This unified platform eliminates the need for duplicate data entry, freeing HR staff to focus on developing and nurturing employees. Easy-to-use tools and reporting help you manage compliance with ever-changing labor laws and regulations. Role-based web and mobile self-service empowers employees and managers to view and update information at their convenience. And real-time access to consistent, up-to-date personnel information helps organizations improve the employee experience and drive engagement.

You can further streamline administration by creating your own processes for HR Actions such as New Hires, Rehires, Terminations, Job Changes, Salary Changes, and Transfers. For optimal flexibility, you can specify effective dates, configure actions to be initiated by managers or employees, and even tie them to an automated approval workflow.

#### Source, evaluate, and track best-fit candidates

In today's competitive job market, optimizing recruiting and hiring processes is critical for attracting top talent. Our optional talent acquisition module simplifies creation of job requisitions with automated approval workflows. You can proactively source candidates by posting job listings to your career website and 8,000+ free job boards as well as leveraging premium, fee-based job board integration. The solution makes it easy to create a positive applicant experience that reinforces your brand and lets candidates search for jobs, upload resumes, and apply online. Automated notifications and configurable email communications drive pre-hire engagement for more effective recruiting, and dashboards deliver at-a-glance visibility into key hiring metrics as well as other strategic insights.



### Key Benefits

- » **STREAMLINE HR PROCESSES** with a paperless system that eliminates duplicate data entry and error-prone manual tasks so you can focus on your people
- » **HIRE BEST-FIT TALENT** with an optional talent acquisition solution that provides a positive applicant experience and makes it easy to source, track, and evaluate top candidates
- » **SIMPLIFY BENEFITS MANAGEMENT** for multiple plan types with self-service tools and instant visibility into enrollment status, eligibility, and costs across the employee base
- » **DRIVE EMPLOYEE ENGAGEMENT** with talent management solutions that help you develop, reward, and retain a high-performing workforce
- » **EMPOWER EMPLOYEES AND MANAGERS** with role-based self-service that lets them view and update information at their convenience
- » **IMPROVE HR DECISION MAKING** with real-time access to accurate, consistent employee data



## Onboard new hires quickly and effectively

A successful onboarding process helps new hires feel welcome and become effective contributors as quickly as possible. When applicants are hired, their online information flows seamlessly from the optional talent acquisition module into the HR module's employee record. The solution generates a configurable onboarding checklist with task assignments and time frames so you can track the process from start to finish. Automated reminders keep onboarding steps — from submitting custom forms with electronic signatures to self-enrolling in benefits plans to completing orientation workshops — moving forward for a smooth transition that optimizes new-hire engagement and accelerates time to productivity.

## Streamline benefits enrollment and management

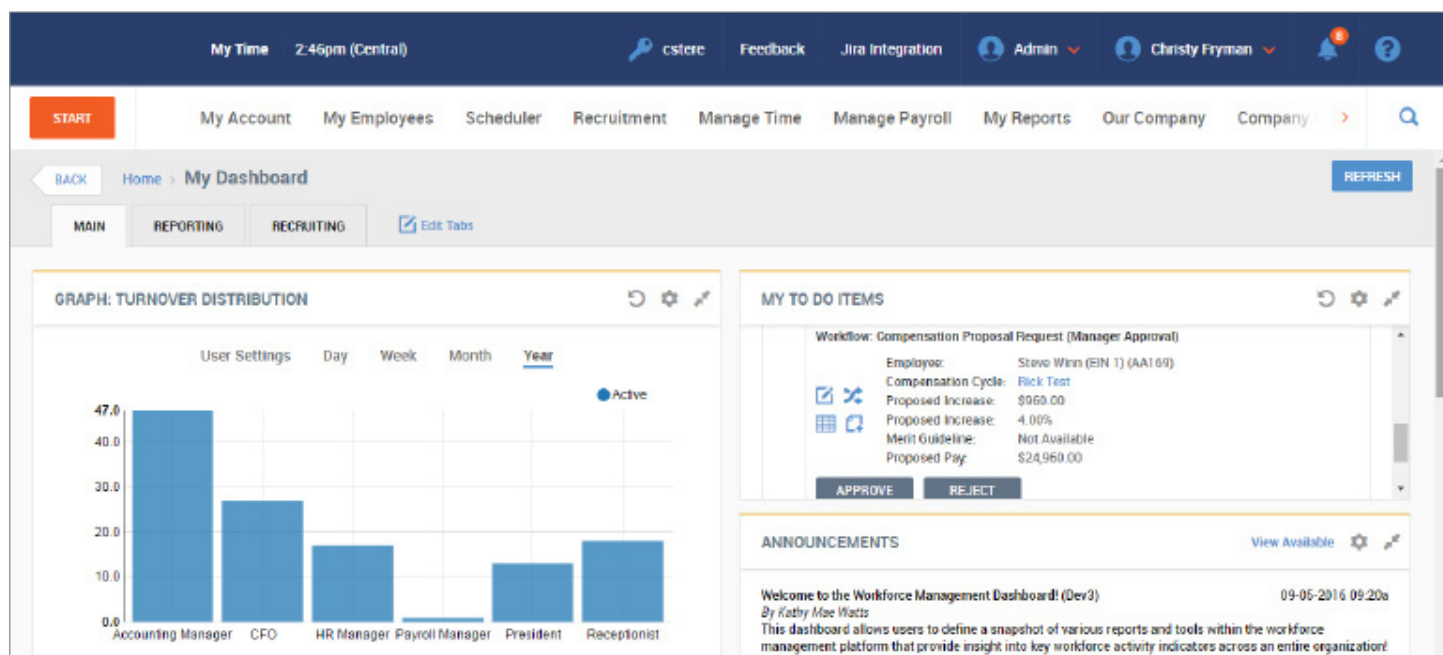
Benefits administration can be a complex and time-consuming process, both during open enrollment and throughout the year. Our HR solution enables you to set up, configure, modify, and manage multiple benefit plan types — quickly and easily — with on-demand visibility into eligibility, enrollment status, and costs across the employee base. It's also simple to modify the solution's standard benefits reports to meet your organization's specific requirements. Self-service tools empower employees to select plans and make life event changes on their own, increasing engagement and reducing your administrative workload.

## Stay on top of employee development

Track employee skills and certifications with customizable reports that show who needs training and when they need it. Our HR solution enables you to define training courses, assign employees, and track completion. You can even schedule internal classes, monitor open seats, and report on participation and results to improve employee engagement and development.

## Optimize employee engagement and performance

Drive employee engagement and productivity with momentum-building performance management capabilities. Our optional performance management solution delivers performance development tools that support continuous performance feedback, making it easy for managers to define and track individual employee goals with associated weights and to nurture successful outcomes. Create organization-, department-, or job-specific appraisal forms, define cascading goals, and automate the performance review cycle to reflect your established processes. Alerts and reminders keep form completion, feedback, and approvals on track, and the ability to monitor goal status in real time helps align the organization for success.



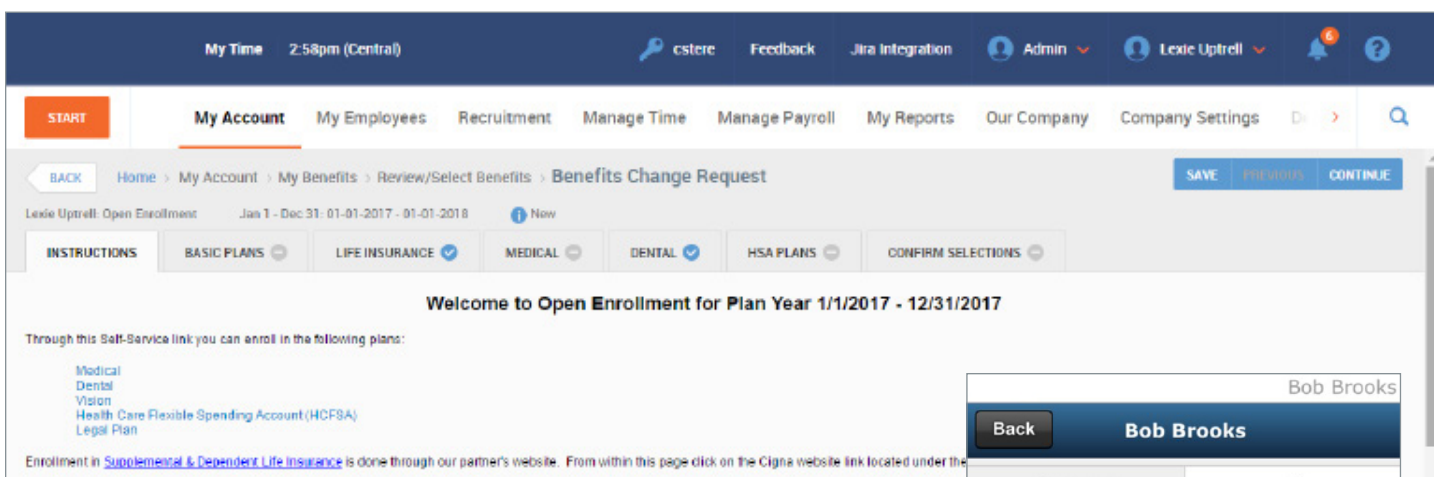
Configurable dashboards and reports provide real-time access to accurate, consistent employee data, giving you the organizationwide visibility and insight needed to drive better decision making.

## Reward and retain your valued talent

Still trying to manage compensation planning across business units and cost centers using spreadsheets and manual processes? Our optional compensation management solution automates the entire compensation planning process, letting you set up compensation cycles, define budgets, and model compensation scenarios to optimize your labor spend. A Merit Matrix makes it simple to establish guidelines and award pay increases based on performance ratings and pay grade segments. The solution routes proposed increases through a configurable approval workflow with automated reminders, while visibility into the compensation planning process guides equitable reward decisions.

## Discover our solution's advantage

Our HCM solution delivers a single unified platform with a full suite of applications that embraces your entire workforce with end-to-end employee lifecycle management. This powerful yet easy-to-use HCM solution integrates HR, time and attendance, payroll, scheduling, and more on a common platform with a single, consistent source of employee data. The solution addresses the needs of today's diverse, multigenerational, and mobile workforce by effectively bridging the salary/hourly divide. Automated tools streamline processes and provide a more efficient way to manage and nurture employees. At the same time, single-source access to real-time employee data helps managers drive productivity, increase employee engagement, and make more informed decisions for better business outcomes.



Our HR module simplifies benefit plan setup, open enrollment, and life event changes. Self-service empowers employees to take a more active role in tasks like benefits enrollment so HR can focus on people — not paperwork and processes.

*With our mobile app, employees gain immediate access to information such as benefits coverage and pay statements — anytime, anywhere — from their mobile device without having to wait until normal business hours to contact HR.*

