

## Simplify Your Life & Stay Focused on Running Your Business

### Our HR and Benefits Administration Platform Will Help



**PAPERLESS** - Paper forms and files are replaced by a centralized HR management console and employee portal that's always up-to-date.



**EFFICIENT** - Manage your interactions in one place so you can spend more time growing your business and less time on manual processes.



**ACCESSIBLE** - Help your employees help themselves by allowing HR and employees to find the information they need without having to call for support.



**CONTROL** - Go beyond the basics and improve communication and engagement with quick access to reports and configuration tools.



FOR  
**HUMAN RESOURCES**

- Improve communication
- Gain instant access to your data
- Easy to use and customize
- Modernizes employee management



FOR  
**EMPLOYEES**

- Easy access to HR information
- Intuitive benefit enrollment
- On-the go mobile access
- Paperless on-boarding
- Employee self-service

## Manage and Automate HR Activities

1

#### THE BASICS

- Personnel records management
- Salary history
- Emergency contacts
- Licenses & Certificates
- Education
- Job descriptions

2

#### STREAMLINE

- New hire process
- Employee Benefits
- Medical, dental, vision
- Critical illness & accident
- Life & disability
- FSA, HSA & transit accounts
- EOI & COBRA support

3

#### NEXT LEVEL

- Online personnel notes
- Event transaction logs
- Track & approve employee changes
- Event based compliance triggers
- Document uploading for employees