Products provided	
Payroll	✓
Benefits & Enrollment	✓
HRIS	✓
Time & Attendance	✓
Performance Management	✓
Recruitment / Application Tracking	✓

Core HR & HR System Admin

Track I-9 Compliance	✓
New Hire Workflows	✓
Paperless Onboarding Process with automatic form package and class assignment by position (Job Title)	✓
Electronic Signature Forms	✓
Termination Workflows	✓
Configurable Time Off Accruals	✓
Configurable Work Flows	✓
Configurable On-Boarding Capabilities (Tasks, Forms, Learning & Open Enrollment)	✓
Internal / External Work Experience	✓
Job Status / History	✓
Salary Tracking / History	✓
Stores W-2 Earnings	✓
Tracks Assets	✓
Administers Bonus Plans	✓
Tracks Job Descriptions	✓
Skills Inventories	✓
Maintains Union Rosters	✓
Tracks Seniority Rankings	✓
Tracks Grievances	✓
Accident Tracking	✓
Ability to Add Notes to Employee	✓

Ability to Add Unlimited Documents to an Employee	✓
Configurable Workflow	✓
Access to employee community (HR & Employee feedback options)	✓
Custom fields & change field labels, custom forms	✓
Archiving Employee Records	✓
HR Form Mapping	✓

Alerts	
Automatic Email Notification	✓
Supports User Alert Setup	✓
Employee Alerts	✓

Features	
Access Employee Directory	✓
Multilingual Available	✓
Expense Reporting	**Basic** ✓

Manager Self Service	
View Team Calendar(s)	✓
View Employee Information	✓
Task List / With Work Flow Capabilities	✓
Approve Time Off	✓
Approve Time Sheets	✓
View Recruiting Candidates with Interview tools	✓
View Attendance	✓

Initiate Salary Change Request	✓
Online Performance Review	✓
Track Notes on Employee	✓
Progressive Discipline	✓
Run Reports	✓
Manager Dashboard	✓
View Employee Learning	✓
Out of Office Assistant for Workflow	✓
Mobile Application	✓

Employee Self-Service	
All Browsers Supported	✓
Tiles display key data on the ESS home screen (easy quick assess to information at a glance)	✓
Task List / With Work Flow Capabilities	✓
Online Open & New Hire Enrollment to Benefit Plans	✓
View Benefit Plans	✓
Online Life Events	✓
Attach Forms – Electronic Signature & Custom	✓
View and complete assigned forms with signature capture	✓
Enter Time directly into the employee time sheet Flexible timesheet entry – Quick time entry option available	✓
View Pay Stub & Pay History (If using Criterion payroll)	✓
Request Time Off / See available accrued time, potential time, pending time	✓
View Time Off History	✓

Edit Bank Accounts & Distribution of pay between acts)	✓
View Deductions	✓
View Company Documents and Forms (Download & Print)	✓
View historical completed employee forms	✓
View Calendar(s)	✓
View & Edit Personal Information	✓
View past Performance Reviews	✓
View Benefit Plans	✓
View Training, Class or Learning assignments	✓
Change settings (Language Preference, Alerts & email sync)	✓
Mobile App	✓

Benefits Management	
Administer Benefit Plan Participation	✓
Track Benefit Plan Eligibility	✓
Track Plan History	✓
Calculate Employee Contribution Amounts	✓
Accommodate Age and Salary Banding Rules	✓
Accommodate Voluntary Plans	✓
Calculate Premium Payment Amounts	✓
Produce Total Compensation Statements	✓
Print Benefit Confirmation Statements	✓
Email Benefit Confirmation Statements	✓
Create Consolidated Billing Reports	✓

Cafeteria Plan Tracking	✓
Cobra Tracking	✓
Integrate with Carriers	✓
401K Enrollment and Contributions	✓
Passive Enrollment	✓
Manage benefits in Arrears	✓

Learning Management & Certification Tracking	
Track Certifications and Licenses	✓
Track Hours / Dates Required for Training, Certifications and Licenses	✓
Upload Certifications and Licenses	✓
Administer Training Enrollment	✓
Track Training Class Participation	✓
Mass upload update of training class participation	✓
Track Training Costs	✓
Maintain Course Library	✓
Update Employee Qualifications	✓
Evaluate Training Requirements	✓
Generate Notices	✓
Schedule Courses (Assign class by position or learning path for the onboarding process and career development)	✓

Performance Management	
Assignment by employee or employee group with workflow	✓
Appraisal Tracking	✓
Configurable Evaluation Forms	✓

Goal Management	✓
Access to Competency Library	✓
Career Planning	✓
Dashboard	✓
360° Performance Review	✓
Managers Able to Link Performance Reviews to Pay Increases / Promotion	✓

Recruitment / Applicant Tracking	
Supports Requisition Creation & Approval Process	✓
Source	✓
Track Job Applied for, Date	✓
Tracks External and Internal Job Applicants	✓
Resume Importing / Parsing of data into recruitment system (optional)	✓
Send and Receive Applications and parse candid data from application	✓
Applicant Able to Import / Upload Documents (Certifications Required etc.)	✓
Integration with Job Boards	✓
Integration with Social Media Marketing – LinkedIn	✓
Integration with client web site & internal job board	✓
Key Word Search	✓
Search by Date Applied	✓
Sorting, Scoring and Searching by Prescreening Questions	✓
Integration Interview / Contacts Tracking with Social Media Marketing – LinkedIn	✓
Schedule an Interview	✓
Automatically Generate Customized Communications to Applicant / Candidate	✓

Job Descriptions	✓
Start the Hiring Process from recruitment	✓
Send out background screening & receive BGS results within recruiting	✓
EEOC Collection and EEO-1 Reporting	✓

Organizational Charting

Create Org Charts	✓ **4 different charts**

Time & Attendance

Calculate Sick Time Use	✓
Calculate Leave Time Use	✓
Time In / Out	✓
Electronic Time Clocks – BioMetric / Badge Swipe Options	✓
Track Time to a Division, Dept, Job or Task	✓
Multiple Jobs with Different Rates, Spiffs or Piece Rate Calculations	✓
Add time thru PC, Tablet, Handheld Device options	✓
Management Approval Capabilities with Workflow Options	✓
Attestation (Electronic Signature Time Sheet Approval)	✓
Configurable Time Sheets (Configurable by employee or employee type)	✓
Supports Multiple Leave Types for Employees	✓
Track Leave Balances	✓
Enables Leave Forecasting	✓
Make Adjustments at Employee Level	✓
Track Points	✓
Scheduling	✓

Payroll (In-house or Outsourced Options)	
Any Pay Frequency or Multiple Frequencies	✓
Payroll Module uses the same HR Data Fields	✓
In-house Tax Reporting & Tax Payments	✓
Pre-Process Register	✓
In-House Payroll & Outsourced Options	✓
Direct Deposit, Debit Cards, Check Printing, Garnishments Services	✓
Outsourced Tax Filing Services	✓
Pre-Process Register	✓
US, Canadian & UK Payroll	✓
Job Status / History	✓
Salary Tracking / History	✓
Certified Payroll	✓
Fare Wage	✓
Multiple Pay Rates / Multiple Jobs / Multiple Department	✓
Effective dating for payrate changes and deductions	✓
Consolidated Reporting of Multiple EIN's, Locations, Departments	✓
Captures all Pay History, Payroll Tax History	✓
W-2 Printing or Outsourced W-2 Creation and Filing	✓
ACA Compliance 1095 & 1095	✓

Reporting	
Number of Standard Reports	✓ **4 different charts**
Able to Modify Standard Reports	✓
Fully Prompted Report Writer	✓
Ad-hoc Reporting	✓
Grid Reporting - make changes from grid report that effect the fields in the data base	✓
Key Performance Indicator - KPI Reporting	✓
Point-in-time Reports	✓
Reports Scheduler	✓
Number of Different Formats Reports can be Exported Into (Excel, PDF, etc.)	✓ **PDF, HTML, Excel/ CSV**
Pre Populate OSHA 300 Form	✓
Reporting can be Generated for Multiple EIN's, Locations, Departments etc.	✓
Consolidated Reporting of Multiple EIN's, Locations, Departments	✓
Point-in-time Comparison Reports	✓
Benefit Billing Reconciliation Reports	✓
Manager Level Reporting-Team View Only	✓
Security Roles are Carried Through to Reporting	✓
Change Reports Reflecting the Login / PW of the Individual Who Approved or Initiated Change	✓

Additional Services	
Employee / HR Training Videos	✓
ACA Compliance Tracking / Reporting to IRS	✓