HCM
Solution Guide

Introduction

We're on a mission to inspire every organization to become a great place to work through HR and payroll technology built for all. With our solution, you get more than 70 years of combined experience in HR, payroll, workforce management, and culture solutions — all in one suite.

Our HCM Solution

All-in-one HR and payroll software that guides and empowers leaner teams

Our intuitive, centralized solution is designed for small to mid-sized businesses and meets all your employee needs — from HR, benefits, and payroll to talent, time, and scheduling.

Our solution offers AI-driven insights to build trust, simplify tasks, and deliver personalized experiences. Leveraging decades of data on people, work, and workplace culture, it boosts productivity, enables faster decisions, and helps create a great place to work for all.

SIMPLE HR, PAYROLL, TALENT, AND TIME

Our all-in-one automated solution streamlines and simplifies people processes, reduces errors, and helps save your people time so they can focus on adding value to your business.

DESIGNED TO SCALE AND GROW

Our easy-to-use solution provides actionable insights that help you manage compliance and make more informed workforce decisions to support you now, as you grow, or as your business needs change.
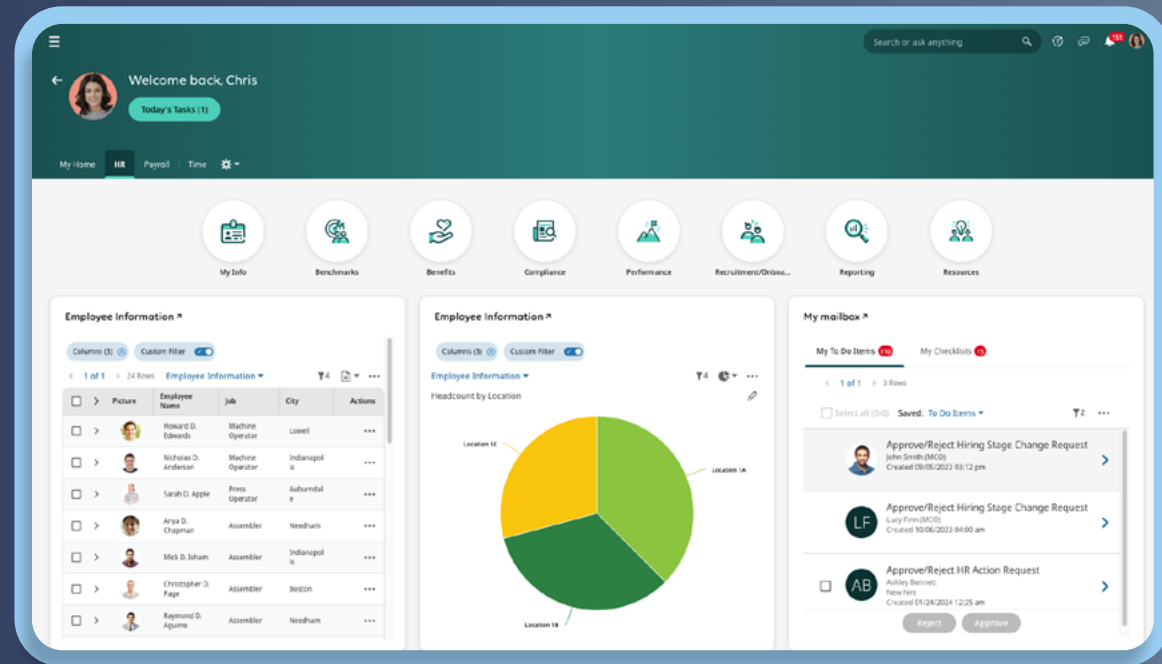
EXPERT GUIDANCE AND SUPPORT

Our top priority is to ensure a positive customer experience that empowers you at every stage of your journey — offering expert support, on-demand guidance, and anytime, anywhere access to resources.

Human Resources Solutions

Eliminate paperwork and inefficiencies and build transparent, compliant people processes.

Our solution streamlines core HR functions by centralizing employee information in a single secure database. Give your HR team simplified benefits administration, automated workflows, configurable forms, and real-time access to all your people data in one convenient place to help reduce administrative workload and compliance risk.

HR

Simplify HR's day-to-day with drag-and-drop workflows and real-time reporting capabilities, with a best-in-class employee experience available from any device. Enable employees and managers to complete forms, update their information, review requests, and more through the modern self-service tools and mobile application.

Benefits

Help your managers administer benefit offerings, enrollment data, and carrier communications in one place while allowing employees to conveniently choose their plans via a mobile-friendly platform. Need help managing COBRA? Our solution can help you stay compliant while providing full transparency into the process.
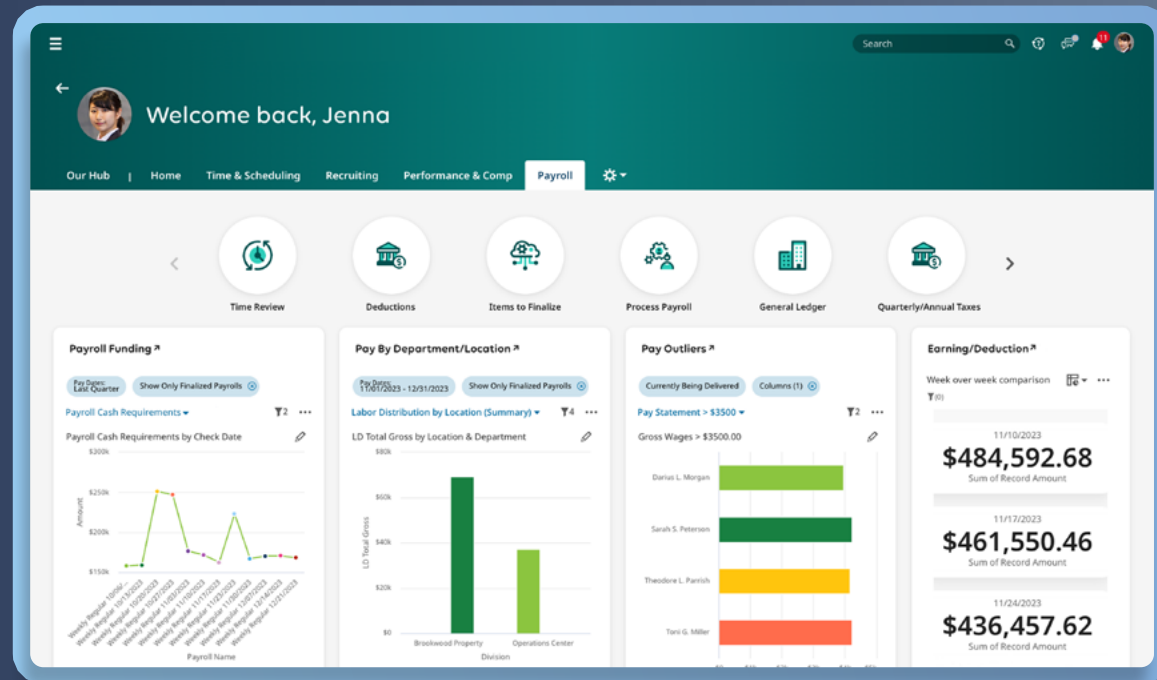
Onboarding

Seamlessly connect your recruiting and core HR processes to help engage new hires from the moment they accept your offer. Our solution provides a centralized location for company information, checklists, forms, and culture resources accessible to new employees right away so they can hit the ground running and be prepared on day one.

Payroll Solutions

Pay your people efficiently and accurately every time.

Thanks to its single employee record, calculations run continuously in the background to reduce payroll processing time and provide real-time reports and analytics. Its flexible pay rules engine simplifies different pay scenarios such as shift differentials and employees with multiple positions. And automatic compliance updates keep you current with constantly changing regulatory requirements.

Payroll

Streamline payroll processing, increase data accuracy, and ensure compliance in an intuitive platform that processes payroll continuously with instant, real-time access to reports and analytics to deliver the perfect paycheck every time. Also boost transparency by offering your people access to their pay information from any device.

Payroll Services

Increase payroll efficiency, reduce operating expenses, and alleviate tax reporting administration so you can focus on more strategic priorities. Our payroll services leverage professional expertise so you can be sure your payroll taxes will be filed and paid on time, every time.
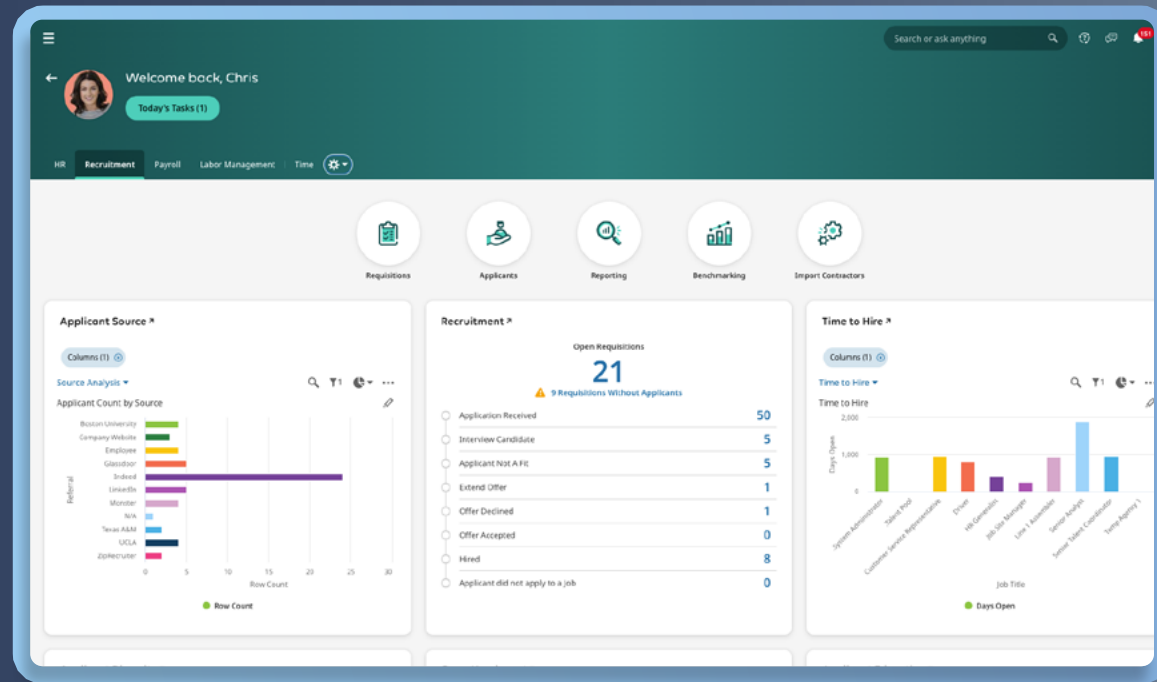
ACA Manager

Easily manage Affordable Care Act compliance by streamlining the collection of employee hours and monitoring of important metrics such as measurement periods, fluctuation of employee hours, and benefits eligibility. Proactive alerts provide critical information when you need it most to help you effectively manage your ACA strategy.

Talent Solutions

Everything you need to source, hire, engage, and develop your people in one place.

Finding and keeping best-fit talent is critical in today's highly competitive labor market. Our solution offers recruiting tools for streamlining hiring processes and capabilities for managing onboarding, compensation, performance, learning, and succession planning to support your people throughout their employee journey.

Recruiting

Stand out from the crowd through your employer brand, find qualified applicants without sacrificing time-to-hire and cost-to-hire goals, and continuously improve recruiting processes and hiring practices to build an inclusive and purpose-driven culture.

Performance

Eliminate confusing paper-based forms, streamline processes, and gain insights into employee performance and development to support data-driven performance and succession strategies that identify, nurture, and develop top talent.

Compensation

Streamline the entire compensation planning process — from defining programs and guidelines to budgeting and modeling to routing proposals for approvals — to eliminate cumbersome spreadsheets and manual processes while protecting sensitive compensation information.
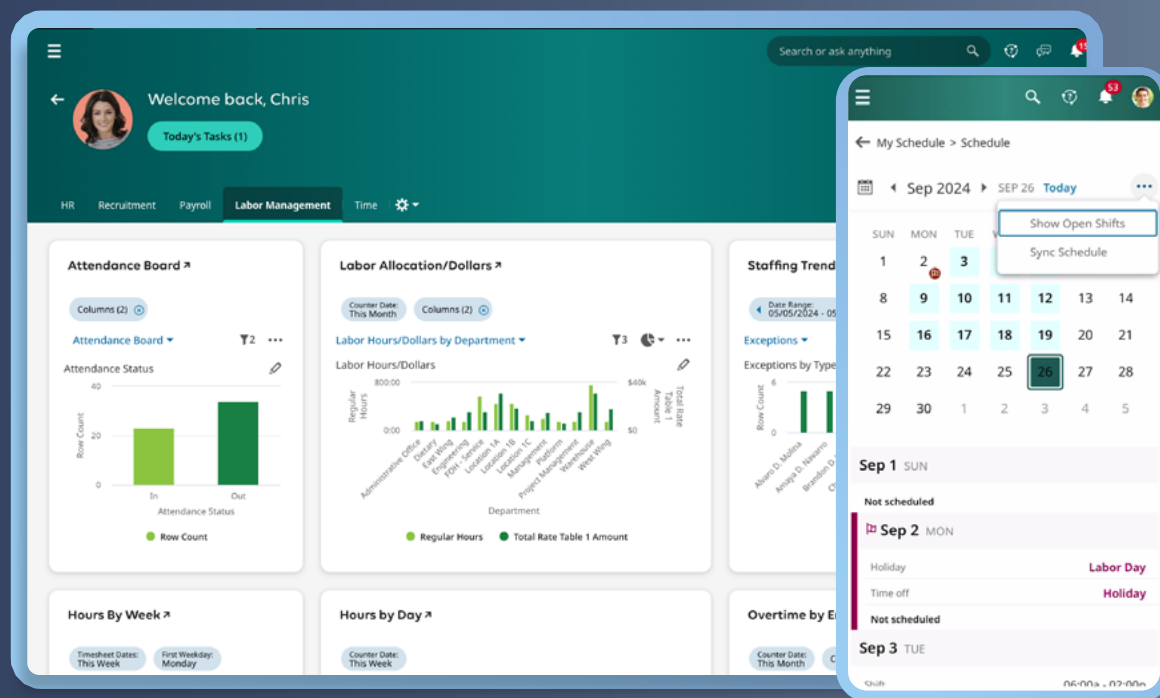
Learning

Seamless learning management engages your people and aligns learning to your compliance, training, and development efforts while giving you easy content and course creation tools and real-time insights into employee progress.

Time and Scheduling Solutions

Simplify time tracking and schedule the right people where they're needed most.

Our solution streamlines time and attendance tasks by automating hour tracking, time approvals, and time-off requests. It also simplifies leave and accrual tracking with consistent policy application. Plus, managers can create optimal schedules based on demand, skills, and compliance rules while employees can access self-service tools for shift selection and schedule viewing.

Time

Simplify and automate routine tasks, including approving time sheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help minimize compliance risk.

Scheduler

Create and adjust schedules by proactively building schedule recommendations that automatically consider a wide range of requirements and rules, including operational demand, required skills, your people's availability and preferences, and compliance rules such as Fair Workweek.

Leave & Accruals Manager

Automate the management and tracking of paid and unpaid leave policies to reduce administrative burden, labor costs, and noncompliance risks related to leave management. Also calculate and track accrued paid time off based on your organization's rules, ensuring accurate policy enforcement and simplifying time-off requests and approvals for both employees and managers.

Attestation

Capture accurate employee attestation responses in real time and deliver automatic actions based on configurable workflows. Managers can also monitor employee attestation status, run reports to identify trends, and simplify ongoing compliance.

HCM Solution Guide

The Suite Experience

One easy-to-use solution for all your people's needs.

When people love the tools they use at work, they're more likely to be happier and more productive. See how our all-in-one suite provides an unmatched experience with an intuitive, modern, and personalized solution that helps make the day-to-day easier and builds a great place to work for all.

Company Hub

The customizable Company Hub enables you to create a unique brand experience for your people while putting all company-related announcements in a central location, and communications may be sent directly to your people via SMS messages and the mailbox. Tasks requiring immediate attention can be added to to-do lists with automated alerts sent to ensure timely action.
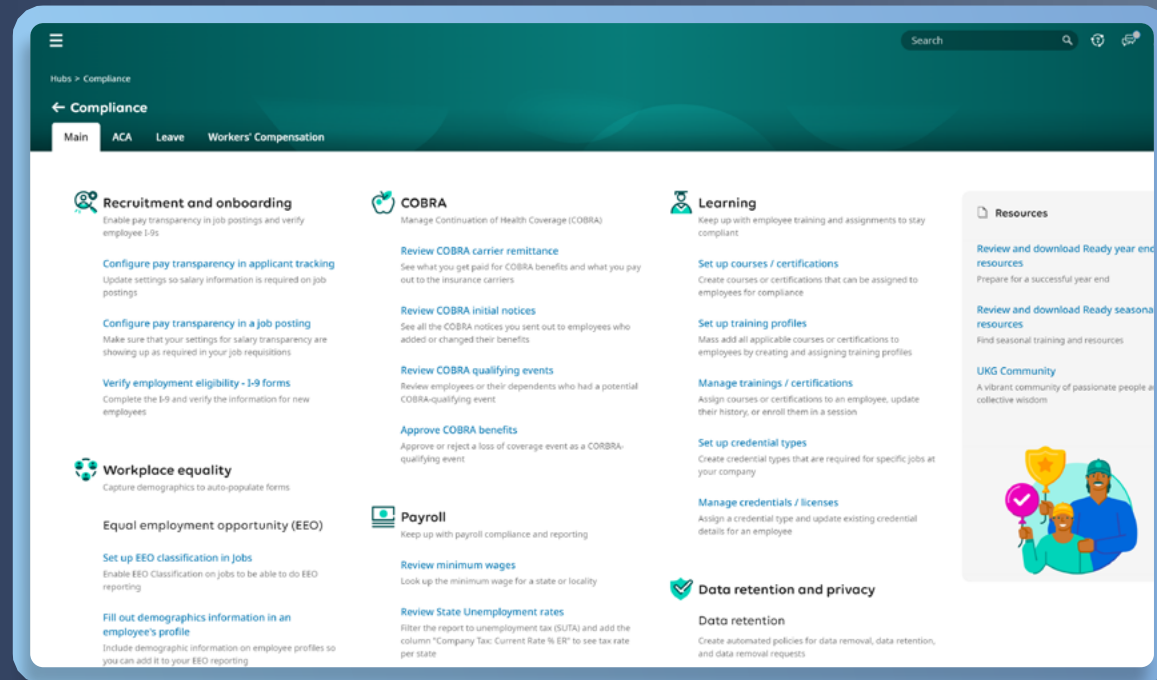
Mobile App

Our HCMToGo mobile app provides the tools you rely on wherever and whenever you need them, helping you and your people succeed at balancing work and life. Whether in the workplace, on the road, or working remotely, you can access the full system to stay informed, keep tasks moving, and impact people and processes from the devices you use most.

The Suite Experience

Empower your people with easy access to everything they need in one centralized solution.

Our solution simplifies access to the essential tools your teams need to help minimize administrative tasks, manage compliance, and boost efficiency. Plus, you can easily access partners that offer solutions and integrations that extend the value and benefits of your solution.

Compliance Hub

Staying organized and on top of compliance-related tasks can be complex and challenging. The Compliance Hub offers a centralized location for all your compliance-related needs within the solution. It provides easy access to tasks including Form I-9, Occupational Safety and Health Administration and Equal Employment Opportunity reporting, and much more.

Forms Hub

Forms Hub offers single-entry-point access to a wide variety of forms that employees, managers, and administrators use daily to capture important information. It includes the forms available in the system with descriptions that explain why a specific form is needed or how it is used.

Reports Hub

Reports are critical for making operational decisions, managing compliance, and doing what's right for your people, but building reports and distributing that data can be time-consuming. Our solution simplifies reporting and puts the information you need right at your fingertips, empowering you to take positive action across your organization.
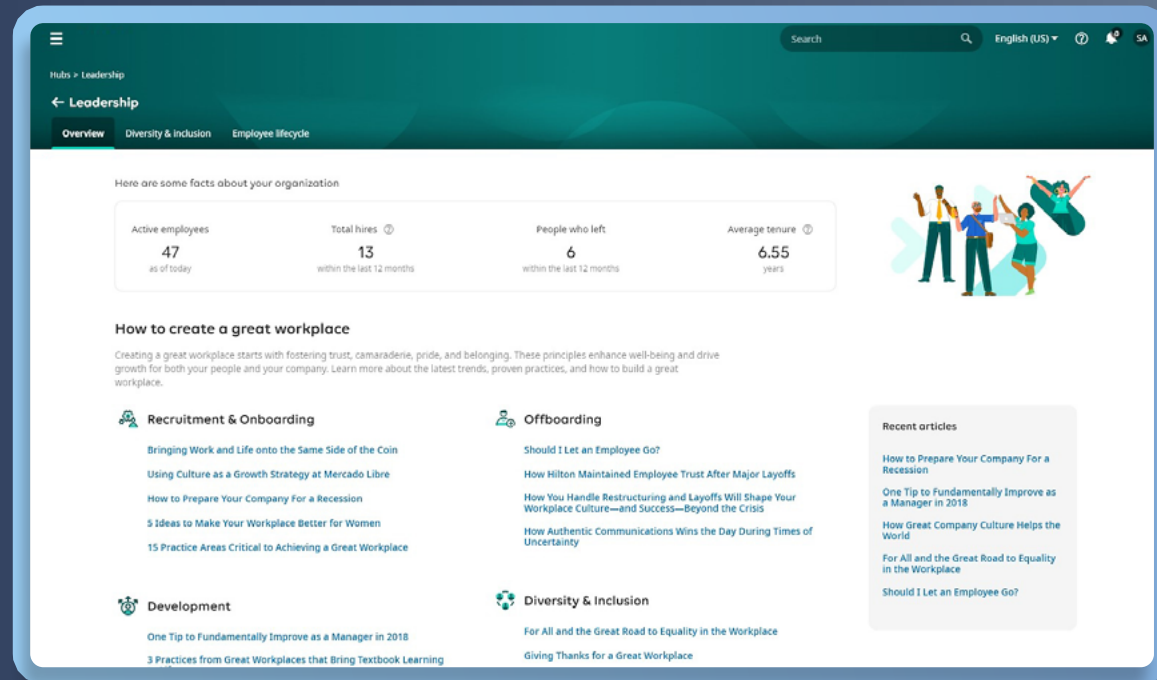
Solutions Exchange

In the Solutions Exchange, you can explore a variety of business applications and prebuilt integrations that enhance the our solution's ecosystem. Effortlessly connect and extend your solution with essential third-party systems, ensuring your data remains consistent and synchronized across all critical systems and applications.

The Suite Experience

Real-time AI insights, reports, and guidance for a more meaningful impact on your people, culture, and business.

Our all-in-one solution provides real-time tools and data insights your teams need to make informed decisions that positively impact your people and your bottom line.

Our AI Solution

Our AI-powered sidekick is the embodiment of our commitment to help organizations become great places to work by empowering people with the insights they need to build a brighter future for all. With AI driven by decades of people, work, and workplace culture data, you get insights to build trust, make the hard things simple, and deliver personalized experiences that foster meaning and purpose.

People Insights

Get the information you need to take meaningful, ongoing action to improve the experience for your people and your business. People Insights automatically finds opportunities for continuous improvement to maximize your time, focusing you on the data needed for important action and helping you make a proactive, positive impact.

Leadership Hub

The Leadership Hub provides centralized employee insights to help you quickly find and analyze essential employee data in one convenient location. Additionally, the Leadership Hub serves up content tailored to help you foster a positive and productive workplace.

One solution.
Endless possibilities.

Our solution makes work simpler and better for everyone by empowering small to mid-sized businesses to thrive. It streamlines HR, payroll, talent, and time with AI-driven insights that help build trust, boost productivity, and create winning workplace cultures.

◀◀ **Back to Intro**

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