

### RECRUITMENT

Applicant Tracking  
Candidate Self Service\*  
Interview Tracking  
Applicant Self-Service\*  
Background Screening\*

### ONBOARDING

New Hire Checklist/Welcome/Workflow  
Social Security # Verification Service\*  
E-Verify\*  
I-9 Submission/Sign Off  
W-4 Election/Submission  
ESS Benefits Overview & Enrollment

### BENEFITS ADMINISTRATION

Available Benefit Plans Overview via ESS  
Defined Benefits Eligibility  
ESS Open Enrollment  
ESS Life Event Enrollment  
Benefits Drive Payroll Deductions  
ESS & Admin Pension Plan Integration\*

### 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

### 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

### 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  
Review Workflow

### COMPENSATION MANAGEMENT

Salary History  
Salary Survey  
ESS Benefit Statements\*\*  
Pay Grades/Steps

### ADDITIONAL FEATURES

User-Created Fields  
User-Created Screens  
Easy-to-Use Report Writer  
Export to Excel, PDF & More

### OFFBOARDING

Termination Details/History/Checklist  
Exit Interview

\* Available Through the Ancillary Product and Service Marketplace  
\*\* Only Available If Payroll Is Enabled