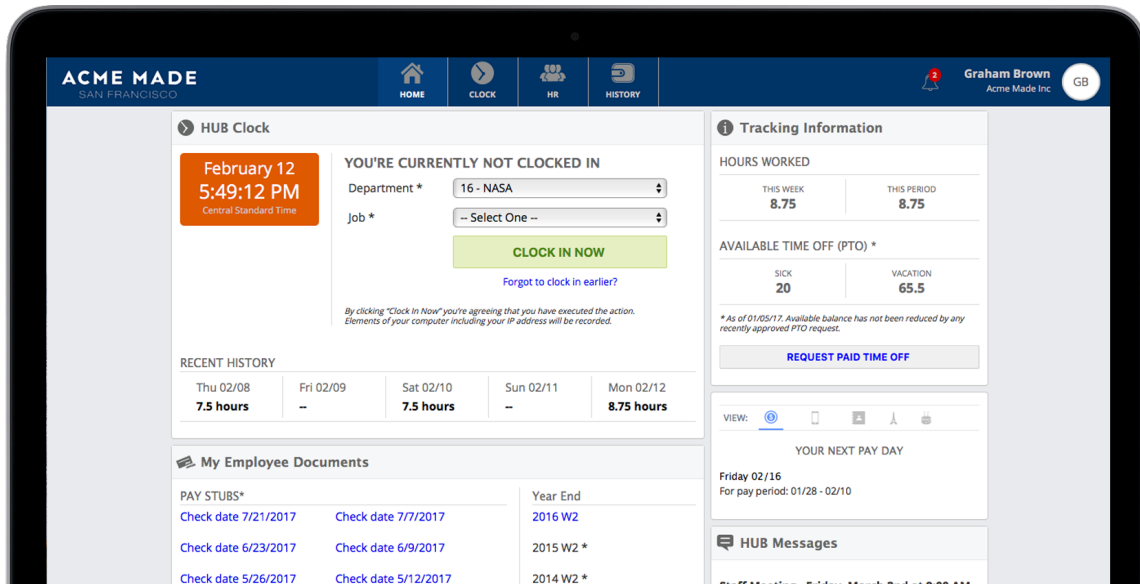


HUB

Integrated employee portal for payroll, timekeeping, HR and engagement



The Power of Information

Engage your employees and streamline your processes. HUB provides easy access to payroll information and steps employees through common HR tasks like onboarding, benefit enrollment, and performance reviews. With a single sign on, employees can see all of this, plus a company directory, message board, birthday list, alerts and more. Access the portal using smartphones, tablets or other web-connected devices.

Payroll Features

Timekeeping — Online clock for punch in/out by department and location, time-off requests, time card approvals and accruals. At-a-glance views of who is in, which time cards have errors, pending time-off requests and more. Set meal break rules, track overtime, and correct time card errors with ease.

Payroll Updates — Give your employees access to their payroll records. Empower them to update personal and tax information.

- Pay stubs
- W2/1099/1095
- Address, W4, direct deposit updates
- Integrated with select platforms

HR Features

Onboarding — Make the new hire experience a breeze. Walk employees through account activation, federal and state tax forms, ACA notices, employee handbook, direct deposit authorization, electronic signature creation and your own custom documents. Track the process to ensure completion.

Benefits Enrollment — Customize, publish and track benefits enrollment. The process has never been easier. Capture benefit selections, ask custom questions and require form submission. Track individual progress. Download answers and forms as a set for your benefits provider.

Performance Reviews — Take the work out of annual reviews. Employees get an alert to fill out an online self-assessment. Managers get the completed assessment and add their own. The completed review is stored in the employee personnel file.

Managed Workflows — Build workflows for common tasks. Automate processes that require a read receipt for compliance.

Engagement Features

Alerts/Notifications — Keep employees in the know with proactive alerts. Leverage templates for common alerts. Make your own as needed. Trigger alerts by recipient type, hire date or other custom field.

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Engagement — Create a recognition wall, publish your company directory, and provide a document and link library. Provide an anonymous suggestion box and conduct on-demand surveys for feedback.

Employee Rewards — Give employees discounts on hundreds of products and services through this exclusive perks program.

HUBdepot — Check out approved add-ons that match your payroll and HR environment. Build your own.

Document Library — Provide employees secure access to both company-wide documents (handbooks and policies) and private files (performance reviews, employment contracts, payroll documents, etc.)

Self-service Access — Employees can update address, W4 and direct deposit with changes automatically reflected in payroll following approval.

Contact your payroll provider today for more information.