HR Management Solutions

HRIS and HCM Solutions for Small-Medium Businesses

With GTM's HRIS solution, your HR and benefits data are consolidated into a single system, allowing you to manage benefits and all other relevant HR information in one convenient, centralized location, dramatically reducing your workload. Plus as your business grows, you can add more features so your HRIS grows along with you.

Our HRIS Implementation & Support Specialist will consult with you and customize a system that best fits your business needs, guiding you through the set-up and implementation, and then providing ongoing support for issues and answering any questions you have.

When our HRIS is combined with GTM's payroll platform, you have a complete single sign-on, recruitment-to-retirement HCM solution that provides a more engaged and connected workforce.

Our HRIS features include:

HR & BENEFITS MANAGEMENT
Managing all aspects of employee HR and benefit information in one centralized location will increase efficiency and accuracy as well as reduce workloads for you and your employees.

ONLINE BENEFITS ENROLLMENT
Through the real-time secure system, employees can manage and enroll online for all their benefits as a new hire and annually. Eliminates double entry and paper enrollment forms.

WORKFLOW MANAGEMENT
System automatic notification makes it possible for you to efficiently track and manage tasks. The dashboard helps you standardize processes and track workflow across departments and individuals.

ADVANCED REPORTING
All data within the system is accessible through our advanced reporting options. Advanced reporting provides configuration tools for exporting specific elements of information from the system on a scheduled basis.

EMPLOYEE SELF-SERVICE PORTAL
A single login allows employees to update personal information including life events, manage tax withholdings and direct deposit accounts, and change their password. Employees can also review time-off balances and make time-off requests all from the same spot.

MANAGER PORTAL
View employee data and receive alerts from employees when personal information has been changed. View and approve time off balances and requests, online time cards, and expense reports for employees. Receive notifications on any pending tasks or approvals to ensure everything is completed in a timely manner.

TIME AND ATTENDANCE
Our simple yet powerful mechanism ensures consistency across all of your employees, and lets you define how employees earn time off and track the usage of it. Easily export time and attendance data into your payroll system, and automatically route time-off requests to the appropriate manager for approval.

PERFORMANCE MANAGEMENT
Performance Management is much more efficient by allowing you to automate the employee review process and eliminate the need for paper-based review forms.

APPLICANT TRACKING & ONBOARDING
Applicant Tracking allows you to easily manage the talent acquisition process through one centralized location. Once hired, convert applicants to employees to enroll in benefits. Send automated notices to new hires and complete forms like I-9 and W-4 online.

RECRUITING
Automate your process by creating and tracking available positions posted on your job board to which both employees and outside applicants can apply.

**To experience this exciting technology with a free consultation or a live demo,
contact Lauren Lapinski at (518) 373-4111 ext. 7210 or l.lapinski@gtm.com.**