# HCM - Prioritizing Your Needs

## *Which items are more important for your business?*

### Single Sign-On
- One login for seamless access to payroll, HR, benefits, and Time and Attendance data

### Home Page/Dashboard
- Interactive portals for managers and employees
- Important messages can be posted for all staff to see
- Choose levels of access for supervisors, managers, brokers, etc.
- Receive alerts for employee anniversaries, license expirations, and other critical deadlines and events

### Applicant Tracking
- Job postings that integrate with your website and online job boards
- Information is tracked as you go and communicated to relevant managers
- Communicate within the system; no need for separate emails
- After hiring an applicant, the information flows over and doesn't need to be re-entered
- Self-service feature for employees to fill out hiring paperwork

### Onboarding
- After hiring an applicant, the information flows over and doesn't need to be re-entered
- Convert applicants to employees to enroll in benefits
- Send automated online notices to new hires and complete forms like I-9 and W-4

### Benefits Management
- Employee HR and benefit information in one centralized location
- Employees can manage and enroll online for all their benefits as a new hire and annually
- Eliminates double entry and paper enrollment forms

### Reporting
- All information is encompassed into one system
- Standard reports and easily customizable reports are available
- Ability to track, filter, and analyze all reports

### Performance Management
- Track goals and progress

## Contact us for an HCM quote!