

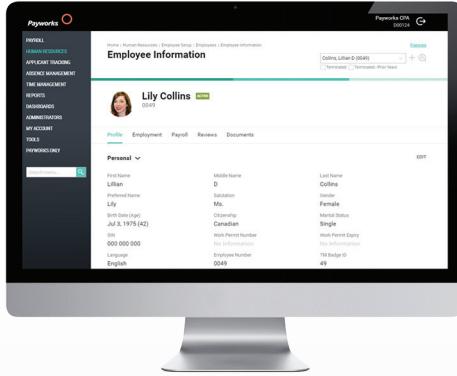


# HUMAN RESOURCES

Manage the employee life cycle from onboarding to offboarding and everything in between.



Stay ahead of the curve with practical features that improve the employee experience and streamline HR processes at the same time and share important company documents to keep teams informed.



## FOCUS ON YOUR PEOPLE, NOT PAPERWORK

Manage your people from a single platform, where employee data and details like compensation and performance flow seamlessly to Payroll and Workforce Analytics.

- Smooth and inclusive recruiting and onboarding processes
- Boost employee engagement from the moment they're hired
- Stay organized with comprehensive employee profile maintenance features
- Custom reports put you in control and provide the workforce information you need
- Employee Self Service reduces the administrative burden for HR professionals

## IT'S EASIER TO ENGAGE EMPLOYEES WITH THE RIGHT TOOLS

- Welcome new hires with an automatic email and share important company documents through Employee Self Service with read and agree options
- Manage talent and performance while keeping track of key employee milestones
- Maintain employee profiles with paperless performance review management and document management
- A modern interface with integration across modules for a streamlined experience
- Get email notifications to keep yourself and other departments on top of timely tasks
- Upload, categorize and share important company documents to keep teams informed

**“I really like the opportunities in tracking applicants, resumes and hiring to payroll. The performance management tool is most helpful. Integration is the key and not reentering data reduces room for errors. Having payroll integrated with HR is a bonus, with all information now being at your fingertips, as well as the cost savings we receive.”**

Ginette Arnal-Hofer, Horizon Insurance, Winnipeg, MB



# HUMAN RESOURCES



## SOLUTIONS DESIGNED FOR HR PROS LIKE YOU

The Payworks HR platform is a comprehensive solution, ensuring HR practitioners have all the functionality required to manage their teams like a pro. From welcoming your new people to the team and every step after, we've got you covered.

### ONBOARDING TOOLS HELP YOUR PEOPLE START OFF ON THE RIGHT FOOT

- + Create welcome email templates based on department, location or role
- + Employees can enter their own personal data through Employee Self Service, saving administrators time and reducing keying errors
- + Empower new hires by sharing company documents so they arrive prepared

### PERFORMANCE AND TALENT MANAGEMENT

- + Manage performance review types, dates and ratings, attach review documents, and make salary adjustments that automatically flow to Payroll
- + Maintain information for coaching and discipline processes and easily track status
- + Document employee skills and education as well as required licences or certificates

### LET US SHOW YOU HOW WE'RE DIFFERENT

At Payworks, we recognize that our clients value not only great products, but also a consistent and world-class service experience. That's why we provide our 20,000 customers with personalized, expert support and a one-to-one service model.



### COMPENSATION & BENEFITS MANAGEMENT

- + Set up customized pay scales to reflect your diverse team
- + Manage multiple benefit plans at once
- + Perform mass enrollment of benefits coverage to simplify updates
- + Monitor bonuses and other allowances with a configurable awards setup

## ENHANCE YOUR PAYWORKS EXPERIENCE

In addition to our HR solution, we offer several products designed to help HR professionals be their most efficient. Make sure you're getting the most out of our suite of solutions with these integrated products and features.\*

### APPLICANT TRACKING & PRO VERSION

Streamline the recruitment process from posting jobs to selecting and hiring the perfect person for the role. Applicant Tracking allows you to post to popular career boards, track all communication with prospects from one central location, and interview candidates online, over the phone or in-person.

### HR ADVISORY SERVICES

Because every employee matter is unique, and legislation and best practices are ever-evolving, HR Advisory Services is available to our clients who are looking for extra support.

- + A robust online library of carefully-curated HR resources, including podcasts, guides, articles, sample forms and checklists
- + Telephone consultation and HR guidance to quickly answer questions from owners and managers about people-related issues
- + A flexible nine hours of management support to choose from: make up your own mixture of legal or financial guidance, or choose more in-depth HR advice
- + Counselling service for employees through manager referral for personal challenges that may be affecting performance, absenteeism or job focus

## TANDEM

Payroll. Benefits. Synchronized.

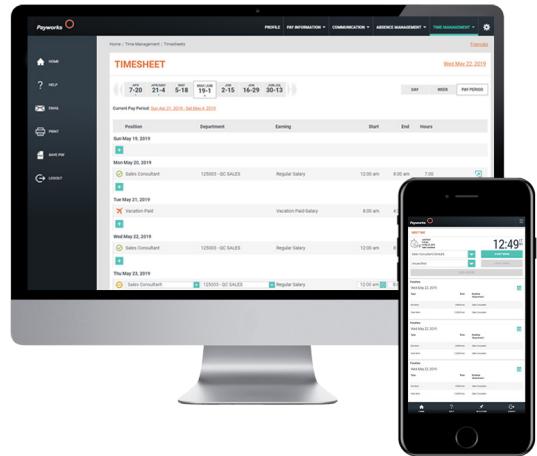
Real time integration of payroll and benefits.

- + Saves time by conveniently streamlining workflow and eliminating double entry
- + Spend 40% less time updating everything from employee records to benefit contributions
- + Rate changes for each benefit are automatically applied to employee records

Email [tandemsales@payworks.ca](mailto:tandemsales@payworks.ca) or visit [payworks.ca](http://payworks.ca) for more information.

\* These products and features will enhance your Payworks experience as separately-sold solutions.

# HUMAN RESOURCES



**“ Over the past 15 years, the Payworks staff have made a great effort to ensure all of my questions have been answered and I truly appreciate the professionalism and friendly responses.”**

Sheena Braun, Controller, Westland Construction,  
Winnipeg, MB

**Payworks offers Time & Attendance solutions that integrate seamlessly with HR to ensure you can be as productive as possible.**

## TIME MANAGEMENT

Whatever industry you're in or the size of your business, tracking hours, shift scheduling and staying compliant is simple.

- + Gain flexibility and control to intelligently schedule, manage employee availability and capture hours worked through multiple options
- + Pay your teams accurately with automated position, shift, overtime and holiday calculations

## ABSENCE MANAGEMENT

Track employee absences through an easy-to-use time off request system that is fully integrated with Payroll and Time Management.

- + Intuitive multi-day time off requests, including recognized weekends and holidays
- + Establish company and employee-based defaults
- + Calendar provides a monthly snapshot of team availability at-a-glance
- + Employees can easily submit time off requests through Employee Self Service



## WORKFORCE ANALYTICS

- + Transform costs, turnover, timesheet and absence information into true business intelligence
- + View collections of Payroll, Human Resources, Employee Time and Absence Management information
- + Compare customized timelines to quickly spot trends
- + Help leaders to make more informed, data-driven decisions

**Doing business to business, person to person.**

**Payworks**