

HUBbasic, HUB, WorkforceHUB Features

	HUBbasic	HUB	WorkforceHUB
Employee Portal	✓	✓	✓
Payroll Features			
<ul style="list-style-type: none"> Payroll information delivery and archive (*select platforms) – pay stubs, W2, direct deposit, 1099/1095, payroll and quarterly reports 	✓	✓	✓
<ul style="list-style-type: none"> Employee self-updates – W4, direct deposit, and address 	✓	✓	✓
<ul style="list-style-type: none"> Proactive pay notifications via email or SMS 	✓	✓	✓
Document & Link Library			
<ul style="list-style-type: none"> Direct access to company-wide documents such as handbooks and procedures available with read receipts 	✓	✓	✓
<ul style="list-style-type: none"> Links to any company resources, partners or services 	✓	✓	✓
<ul style="list-style-type: none"> Employee virtual file cabinet, shared or private employee documents such as employment contracts and performance reviews, available with read receipts 	✓	✓	✓
Engagement Features			
<ul style="list-style-type: none"> Employee Rewards – Employee perks program with discounts on hundreds of products and services 	✓	✓	✓
<ul style="list-style-type: none"> Company Directory 	✓	✓	✓
<ul style="list-style-type: none"> Message Board – company-wide messages prominently displayed 	✓	✓	✓
<ul style="list-style-type: none"> Check-Ins – instant feedback surveys on employee satisfaction/engagement and company culture 		✓	✓
<ul style="list-style-type: none"> Recognition Wall – employee posts of accomplishments 		✓	✓
<ul style="list-style-type: none"> Suggestion Box – Anonymous suggestions, feedback or requests to management 		✓	✓
Onboarding			
<ul style="list-style-type: none"> Paperless workflow for employee onboarding 		✓	✓
<ul style="list-style-type: none"> Document reviews with electronic signatures 		✓	✓
<ul style="list-style-type: none"> Federal and state forms, I9, custom documents/questions, direct deposit and more 		✓	✓
Benefits Enrollment			
<ul style="list-style-type: none"> Employee benefit tracking and enrollment 		✓	✓
<ul style="list-style-type: none"> Benefits selections and authorizations 		✓	✓
Performance Reviews			
<ul style="list-style-type: none"> Employee performance review workflow 		✓	✓
<ul style="list-style-type: none"> Manager review of employee performance and signature collection 		✓	✓
Customizable Workflows			
<ul style="list-style-type: none"> Workflow builder with steps, questions and documents 		✓	✓
<ul style="list-style-type: none"> Build in approvals and signatures 		✓	✓

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HR Reporting and Alerts			
<ul style="list-style-type: none"> • Custom report builder to generate HR reports in HTML, CSV or PDF format 		✓	✓
<ul style="list-style-type: none"> • Automated alerts to employees and managers to send reminders of key tasks to perform or important HR information 		✓	✓
Basic Time and Attendance			
<ul style="list-style-type: none"> • Web and app-based time and attendance tracking 		✓	✓
<ul style="list-style-type: none"> • Time-off requests 		✓	✓
<ul style="list-style-type: none"> • Job and labor allocations 		✓	✓
<ul style="list-style-type: none"> • Time card review and approval 		✓	✓
<ul style="list-style-type: none"> • Manager reports 		✓	✓
<ul style="list-style-type: none"> • Mileage, tip and expense reporting 		✓	✓
Advanced Timekeeping – TimeWorksPlus			
<ul style="list-style-type: none"> • Robust timekeeping 			✓
<ul style="list-style-type: none"> • Support for hardware clocks 			✓
<ul style="list-style-type: none"> • Flexible scripting for max flexibility on overtime calculations, job costing, PTO policies and more 			✓
<ul style="list-style-type: none"> • A library of detailed or customizable reports for workforce management 			✓
<ul style="list-style-type: none"> • Basic scheduling with schedule enforcement 			✓
Advanced Scheduling – TimeSimplicity			
<ul style="list-style-type: none"> • Advanced scheduling to handle dynamic, complex, multi-shift, multi-location schedules 			✓
<ul style="list-style-type: none"> • Self-serve scheduling, shift trade board 			✓
<ul style="list-style-type: none"> • Compliance features for ACA, PBJ, EEOC and other labor regulations 			✓
<ul style="list-style-type: none"> • Schedule notifications and change alerts 			✓
<ul style="list-style-type: none"> • Drag and drop schedule creation 			✓