



## **Human Resource Management Software**

Easily create job postings, track applicants, onboard employees, manage benefits, track performance, and more. Asure's HR software for small and medium-sized businesses helps you manage all aspects of the employee life cycle so you can build a great team.

# Spend Less Time Managing Paperwork and More Time Developing Your Team

**Asure HR's full-featured Human Resource Information System (HRIS) helps you hire, manage, and engage your employees.**



## Recruitment

Create tailored job descriptions, customize application questions, create different versions of applications, post positions to job boards, view job applicants, and set up your own recruitment workflows.



## Onboarding

Drive employees through a streamlined electronic onboarding process. Enable employees to e-sign required company documents like handbooks or policies, electronically complete their I-9, W-4, and direct deposit information. Provide an easy-to-use open enrollment process for your employees and monitor employees' benefit elections.



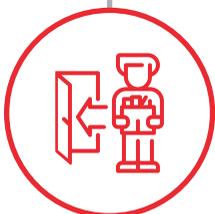
## Development

Track certificates and licenses and set up notifications for both employees and managers to alert them of expired certifications and licenses. Track performance review (annual, 90-day, etc.) scheduled dates and completion status.



## Engagement

Provide access to an engaging employee self-service portal with 24/7 access. Employees can access their pay history, tax forms, manage their direct deposit accounts, view reminders of certification and license expirations, see their benefit elections, and their accrual balance- all in one spot. Email notifications, reminders, and alerts keep administrators, managers, and employees all updated on activities in the system and items that need approval or review.



## Offboarding

Manage employee records and automatically update the entire system if an employee leaves. Stay compliant with an automated employee termination process that ensures terminated employees no longer collect wages or benefits past their date of separation.

## Choose a Solution Right-Sized for Your Business

With two different options for Asure HR, you can decide exactly how much HR support you need.

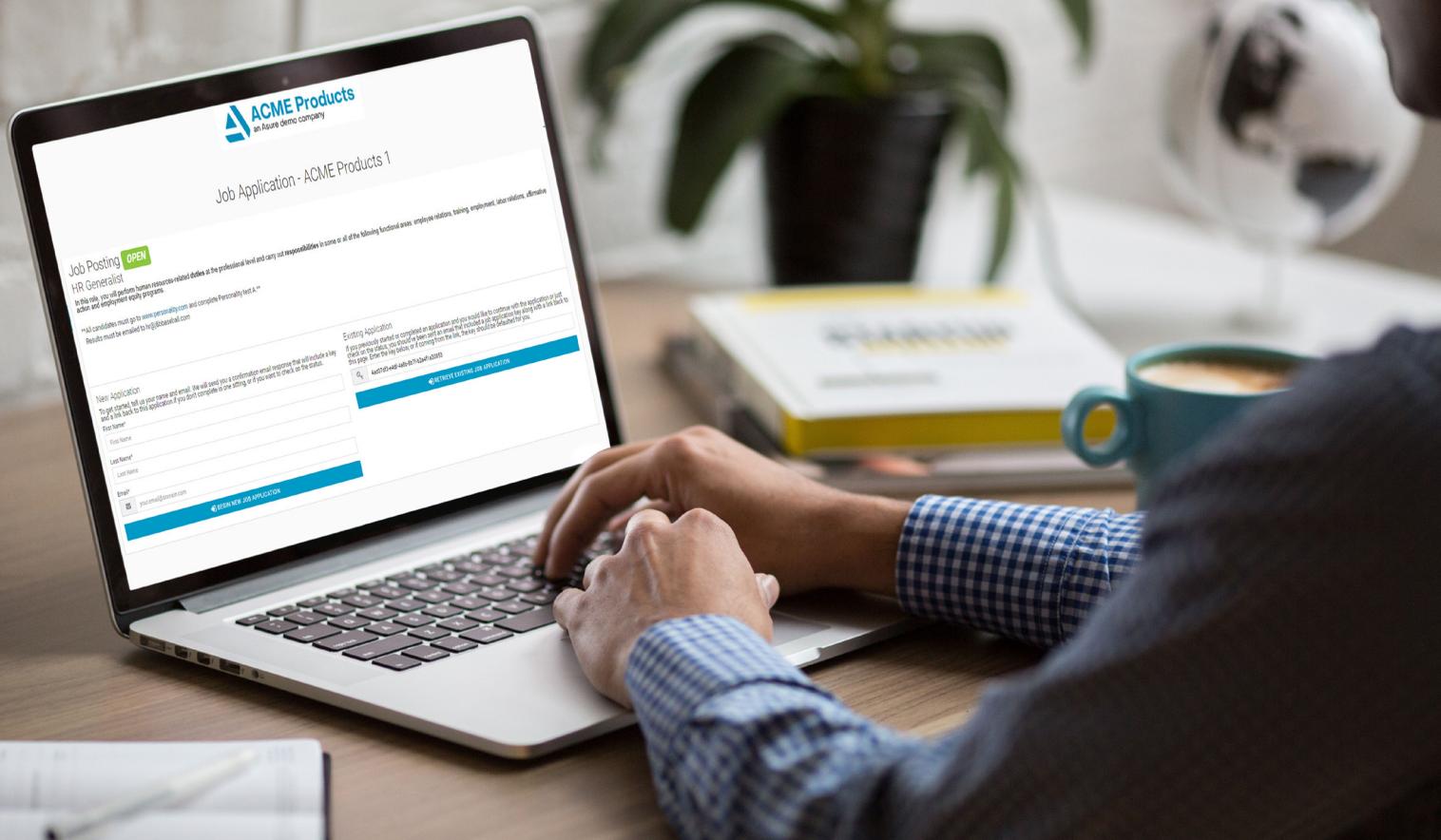
|  | Essential HR | Advanced HR |
|--|--------------|-------------|
| Employee access to a self-service portal, including tax forms  | ✓            | ✓           |
| Electronic storage of essential HR documents   | ✓            | ✓           |
| Electronic onboarding, including electronic completion of I-9, W-4, and direct deposit information   | ✓            | ✓           |
| Create and maintain employee records   | ✓            | ✓           |
| Create and manage automatic system notifications (e.g. when paperwork is completed or there is a new time off request, etc.)   | ✓            | ✓           |
| Standard Reports with custom filters   | ✓            | ✓           |
| Custom Quick Report Writer with simple interface, ability to choose all the fields you want included in the report, sort and group data in any manner that you want it to appear on the report | ✓            | ✓           |
| Customizable permissions for specific managerial roles   | ✓            | ✓           |
| Single sign-on access to multiple companies, if needed, with employee search feature and easy navigation between various company set-ups   | ✓            | ✓           |
| Integration with Asure Time & Attendance and SwipeClock  | ✓            | ✓           |
| Integration with Asure Payroll & Tax software  | ✓            | ✓           |
| Applicant tracking dashboard and custom recruitment workflows  |              | ✓           |
| Benefits management, including an intuitive open enrollment process for employees  |              | ✓           |
| Talent management tracking, including tracking of certificates, licenses, and skills   |              | ✓           |
| Performance review tracking and reporting  |              | ✓           |

Both Essential HR and Advanced HR are accessible from desktop, laptop, tablet, or smartphone. Similarly, employees can access their self-service portal using a variety of devices, including mobile phones and tablets.

### Fully Integrated Solution

Asure HR integrates with Asure Time & Attendance and Asure Payroll & Tax through a single sign-on. By using Asure as a complete solution for your Human Capital Management needs, you can unlock these great benefits:

- > New hires onboarded in AsureHR are instantly added to Time & Attendance
- > Hours entered in Time & Attendance feed directly into Asure Payroll & Tax



## Attract the Right Talent to Help Your Company Grow

**Automate your recruitment process to more easily identify the best fit candidates.**



### For the Hiring Manager

**Improve your hiring process**

- Create customized questions for job applications
- Include an application certification statement with required e-signature, if you wish
- Post job openings through job portals or your own website
- Modernize your application process with automated workflows and communications
- Review applicants' submissions on your dashboard and send custom emails based on their status
- Easily track how an applicant is moving through your recruitment process
- Search the applicant database by keyword or skill



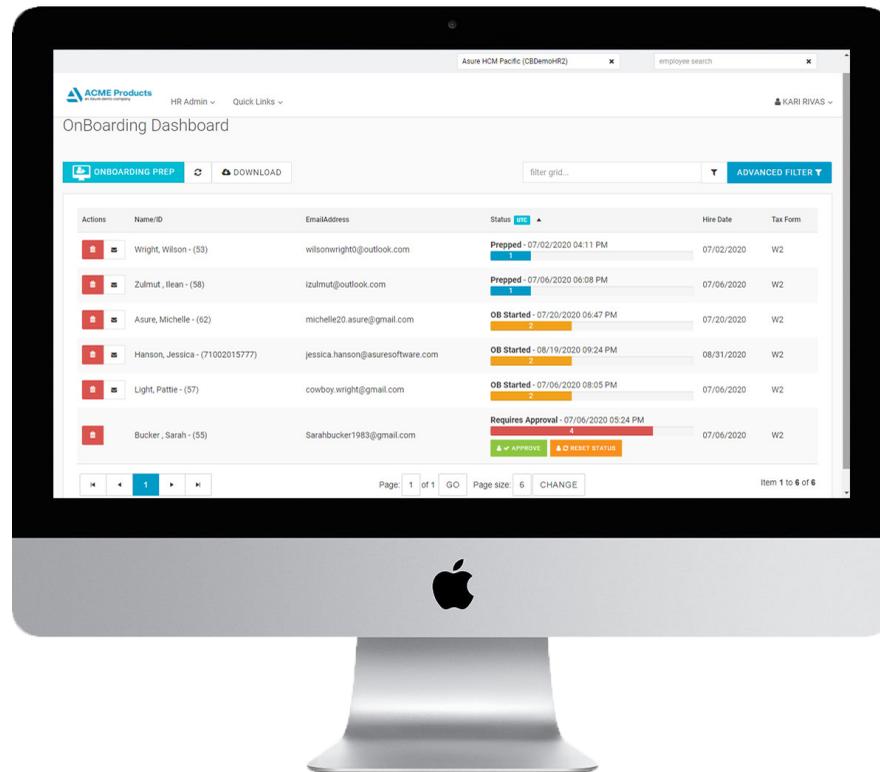
### For the Applicant

**Utilize an intuitive online applicant experience**

- Apply to jobs through an easy wizard-driven online application
- Upload documents to support the submission, such as resumes or cover letters
- Receive notifications of progress through the job application process

# Welcome New Employees with a Streamlined Onboarding Experience

Eliminate tedious paper and pencil tasks in favor of a fully online solution.



## For the Administrator

### Enjoy a Fully Remote, Fully Compliant Onboarding Solution

- Stop storing mountains of paperwork and instead store all essential tax forms and employee documents online in a secure and fully compliant platform
- Create custom onboarding task lists for new hires
- View information submitted by an employee going through onboarding and see their progress as they complete onboarding tasks
- Require company documents, like an employee handbook or important policies, to be e-signed by the new hire



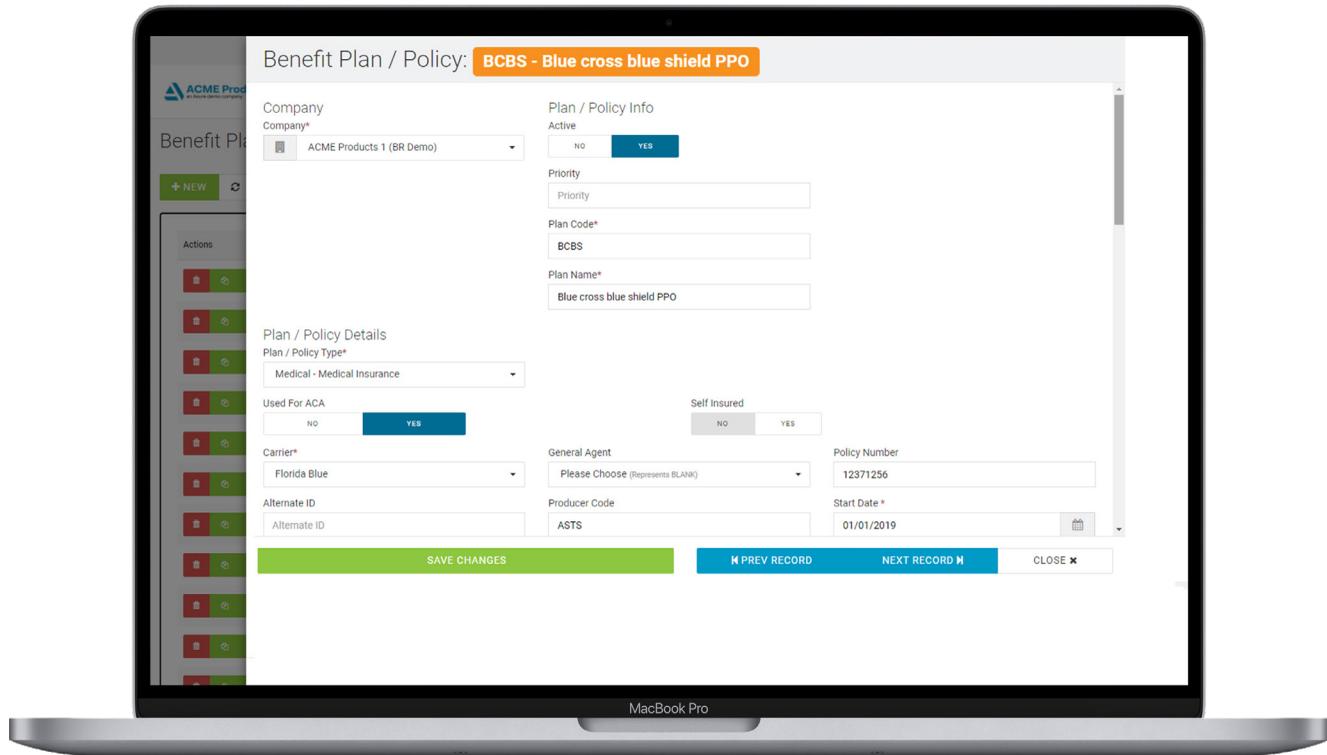
## For the Employee

### Work through Onboarding Any Time, Any Place

- Electronically access tasks required for the onboarding process via unique email link
- Complete all onboarding documents, including the W-4, I-9, direct deposit elections, emergency contact information, and more, online in their own time.
- Securely sign all necessary tax forms and paperwork with an e-signature

# Provide Employees a Smart Way to View, Manage, and Enroll in Benefits

**Asure HR's streamlined online enrollment process reduces the complexity of benefits management.**



## For the Administrator

### Breeze Through Benefits Administration

- Create and maintain benefit plan setups as well as employee benefit selections
- Define eligibility groups and waiting periods, if desired
- View and approve open enrollment benefit elections
- Simplify payroll with integration that automatically deducts the correct premium from employees' paychecks based on their elections



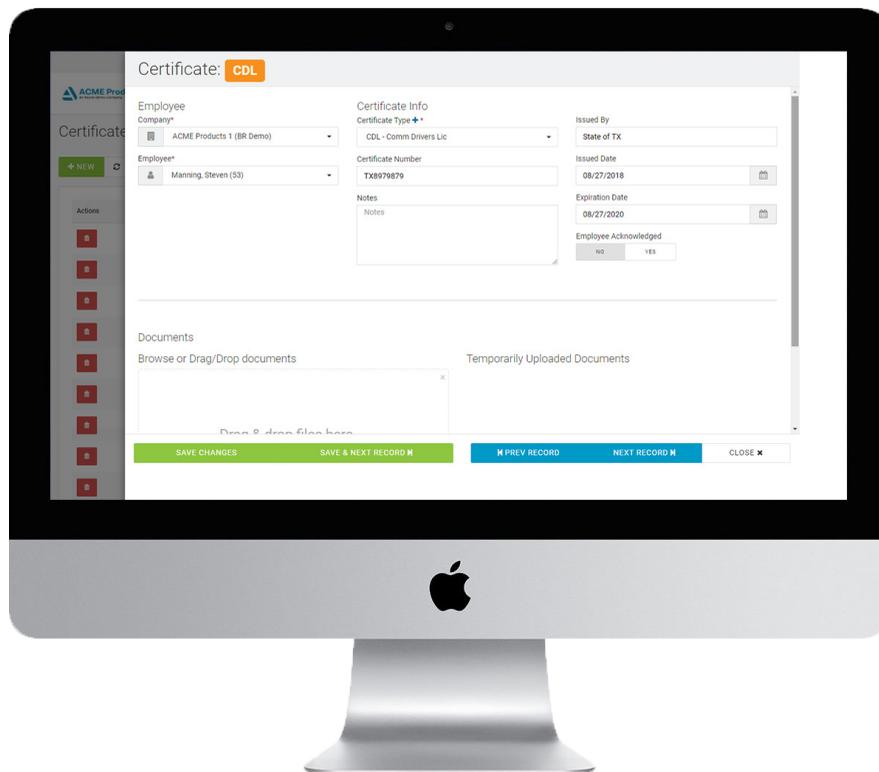
## For the Employee

### Enroll and Manage Benefits Electronically, at Their Convenience

- Elect benefits from an easy-to-use online enrollment wizard
- See a summary of current benefits and costs at any time
- Update dependents and beneficiaries from the employee self-service portal

# Retain Employees with an Engaging Self-Service Portal and Performance Management Tracking

Reduce time spent on administrative tasks and stay on top of essential talent management functions.



## Employee Self-Service Portal

- > View company announcements
- > Access company documents and important links to websites
- > Review paystubs, tax documents, and HR documents
- > Submit time off requests
- > Update personal information, including direct deposit information and tax information
- > Access performance reviews
- > Work through electronic open enrollment process
- > See a summary of current benefits and costs



## For the Manager

### Never Worry About Missing Important Dates

- > Manage your talent by tracking certificate or license issue dates; create notifications for expiration dates and attach the actual documents for review and electronic storage
- > Define performance reviews by employee (annual, 90-day, etc.) and track the performance review scheduled dates and completion status
- > Record employee performance review results along with any supporting documentation



## For the Employee

### Gain Visibility into Performance Review Cycle

- > Receive reminders of upcoming performance reviews
- > View performance review notes
- > Upload licenses, certificates, and other essential documents

## Why Asure?

### Reason #1: We're big, based on small

Because most of our customers are small and mid-sized businesses, we understand your passion and feel your pain. We sweat the details because we're an extension of your team. And, as a publicly traded company with more than 60,000 clients, we're big enough to have the financial strength, R&D, infrastructure, and process controls to give you peace of mind.



### Reason #2: Centers of Excellence Service Delivery Model

Our decentralized Center of Excellence (COE) model works because it values relationships and accountability over efficiency. You'll feel the personal touch from your dedicated account team in an office nearest your business. Your calls won't go into a giant call center where they read from scripts and transfer you from one silo into another. You'll be on a first name basis with the Asure team dedicated to your success.



### Reason #3: Focus on HCM for Growth

Growing your company requires compliance with labor laws, wise allocation of financial capital, and developing human capital capable of getting you to the next level. Asure's HCM solutions keep you compliant and empower you to build a great team. And we do all of this in a financial model that allows you to spend money on growth, not back-office overhead.



Human Capital Management software and services that work as hard as you do.