# everyday

## by element**suite**

**HR, Scheduling and Pay:**

**Your consolidated solution for circa 150+ employees**

# HR technology is in our DNA

# everyday
## by element**suite**

everyday is where simplicity meets expertise. It is the simple, consolidated, AI-enabled solution, the one-stop-shop for all things HR, Scheduling and Pay for business with circa 150+ employees

Robust solution built on elementsuite's powerful platform that incorporates best practice features and functionality. All core system features can be configured by you. Save time and reduce costs of managing disparate systems

## It's self-build, it's quick and easy, it's everyday.

## element**suite**

elementsuite is a full-suite HR and Workforce Management software with over 25 years of experience in transforming organisations' world of work. elementsuite's full-suite, hire-to-retire system is renowned for having overcome the hurdles of outdated best-of-breed systems, offering an unrivalled efficiency-increasing and cost-saving solution that compresses endless hours of admin into one seamless, and coherent platform

Having worked in partnership with a plethora of leading brands, elementsuite boasts a profound wealth of expertise in guiding organisation towards accomplishing all their HR and Workforce Management objectives

elementsuite is now delighted to offer you everyday - the same expertise, the same experience, but for companies with circa 150+ employees

FIVE GUYS®
BURGERS and FRIES

Travelodge

23.5 Degrees°

TGI FRIDAYS

# Cut time off your staff scheduling

What was once complex and time-consuming is now simple and quick. No more juggling all those scribbled notes and paper rotas on the wall. And say goodbye to those dreaded groupchats that leave all your employees' personal details exposed. everyday takes your employee scheduling to a whole new level of simplicity

## My Work

Schedule | Team Schedule | Timecard | Availability

**Choose Date**
12/02/2024

**This Week** — 32 hrs

| MON 12 | 0 hrs | TUE 13 | 0 hrs |
| OFF | | OFF | |

| WED 14 | 8 hrs | THU 15 | 0 hrs |
| ● 09:00 - 17:00 Chef | | OFF | |

| FRI 16 | 0 hrs | SAT 17 | 0 hrs |
| OFF | | OFF | |

| SUN 18 | 8 hrs |
| ● 09:00 - 17:00 Manager |

## Time and attendance is now a breeze

Improve your labour management with accurate records of employees' hours. You can pick how you'd like your employees to clock in and out. Whether it's web-app clocking or geo-fencing, you can be assured that you won't be spending hours on calculating hours with accuracy like never before

## Empower employee independence

As well as enabling employees to access rotas from their own mobile device, give your staff the flexibility to edit availability, swap shifts and pick up uncovered shifts across multiple locations

## Forecasting helps you have the right people in the right place at the right time

Forecasting means you can maximise your efficiency and always have a workforce prepared to handle fluctuations

**Total Hours**
288.54

**Vs Plan**
-2.46

**Weekly Sales Vs Forecast**

Actual | Forecast | Last Year

## Your rotas, your way

Rota generation has never been easier. Whether you'd like to build your rota from scratch (with staff availability handled), select from a draft rota template, or even copy forward the rota from any previous week, you can rest easy knowing that rota generation will never be a hassle. It's officially time to say goodbye to Excel hell

## Manage pay premiums

Whether your organisation has 5 pay premiums or 50, everyday makes managing pay easier than ever. Employees can simply clock in and clock out and the pay premiums will be automatically calculated
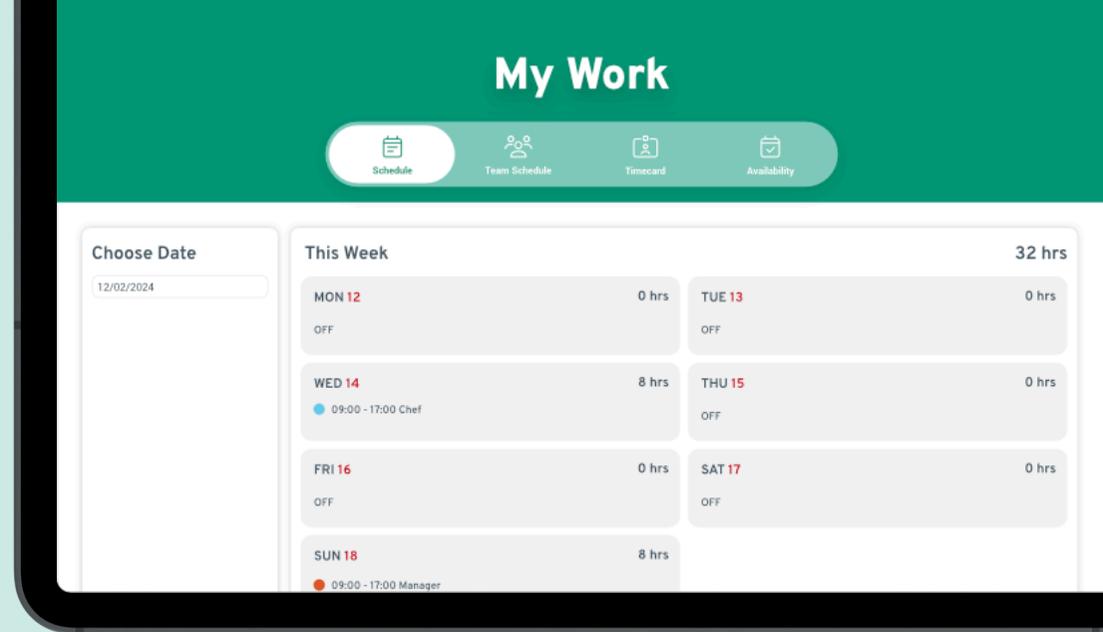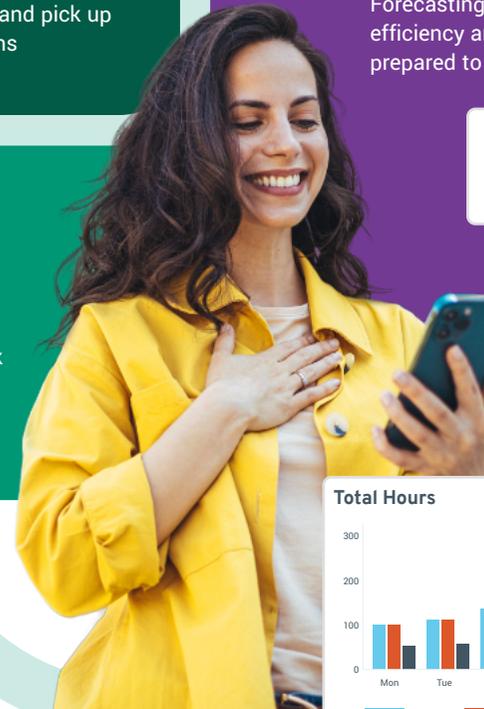
**Total Hours**

## Integrations

Easily connect to any of our APIs to ingest workforce management data such as sales, footfall, bookings and more to prevent under- and over-staffing. Save costs and increase efficiency
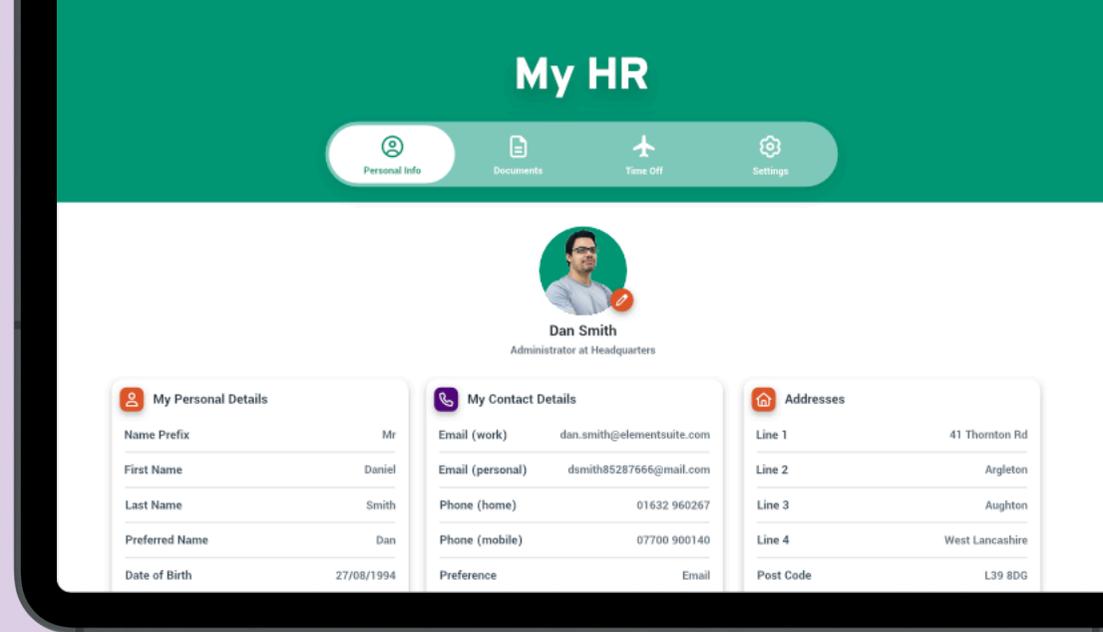
# People management

User experiences are a priority for everyday, which is why we've built an easy-to-use, mobile-friendly app to meet all the needs of your workforce. Whether it's swapping shifts, signing contracts, or even asking our AI tool questions about company policies, everything is in one simple place to help employees save time, stay productive, and stay engaged

## My HR

Personal Info | Documents | Time Off | Settings

**Dan Smith**
Administrator at Headquarters

**My Personal Details**

| | |
|---|---|
| Name Prefix | Mr |
| First Name | Daniel |
| Last Name | Smith |
| Preferred Name | Dan |
| Date of Birth | 27/08/1994 |

**My Contact Details**

| | |
|---|---|
| Email (work) | dan.smith@elementsuite.com |
| Email (personal) | dsmith85287666@mail.com |
| Phone (home) | 01632 960267 |
| Phone (mobile) | 07700 900140 |
| Preference | Email |

**Addresses**

| | |
|---|---|
| Line 1 | 41 Thornton Rd |
| Line 2 | Argleton |
| Line 3 | Aughton |
| Line 4 | West Lancashire |
| Post Code | L39 8DG |

## Embedded eSigning

Say goodbye to paper contracts, and hello to digital. All contracts can be signed by candidates using their phone via our eSignature feature

## Absence requests are no hassle

Whether it's sickness, paternity leave or holidays, absences can be requested by employees at the click of a button

This is then automatically incorporated into the rota, to ensure you're never scheduling staff when they're unavailable

## Capture personalised data

In addition to core HR personnel data, you can build custom forms against employee records with free-text, dropdown, multi-selectors, and more, which are all fully reportable

## Onboarding

Easily onboard new starters through mobile onboarding and ensure employee engagement from the outset

## Capture accurate pay and job role data

All the HR and payroll functionality you need is together in one place. With everyday, you know all your staff are paid correctly first time, every time

## Staying compliant is easy

Lifting the burden of regulatory requirements, built-in controls ensure you are GDPR compliant and right to work monitoring makes certain all your new employees are compliant from the get-go. Ensure your peace of mind with everyday's handling of your employees' right to be forgotten and make SAR easier than ever with all your data in one easy-to-access digital library

## Postcode and bank details are automatically verified

All employees' data is in one central location. Your peace of mind is ensured with automatic bank account verification and postcode lookups. You can save time double checking and maximise accuracy

# Gross pay with everyday

**Generate Payable Time - Complete**
⊘ Complete ⌄
Last processed: 17:41:32

**Process Gross Pay**
⊘ Complete ⌄
Last processed: 15:26:04

**Generate Payroll Files**
⊖ Not Started ⌄

**Approve Gross Pay**
⊖ Not Started ⌄

After employees easily clock in and clock-out from mobile devices or web-clocks, they can validate hours through employee self-service timecards. In addition, staff pay is generated seamlessly by everyday and can be verified by managers so there is peace of mind before the pay run with total validation at source. Reduce discrepencies, reduce queries, save time

With everyday, you can be sure that your staff are paid correctly first time, every time. Seamless integration with a fully managed payroll service means all earnings and deductions are calculated

everyday works out your payroll including hours worked, holidays, and pay adjustments for different pay roles within the same shift. This accurate pay information is shared with your selected vendor, or in-house team, to handle the tax side of the process

everyday then shares the final wage as easily viewable payslips for empowered employees with employee self-service

## Managed service:

A tried and tested data link between elementsuite and the managed service provider ensures seamless integration and efficiency. Real-time movement of data enhances timeliness and accuracy in payroll operations. Moreover, the payroll provider efficiently manages all HMRC reporting obligations, ensuring compliance. Additionally, the option to either bring payslips directly back into everyday for a seamless user experience. Furthermore, the managed service provides a 'safety net' for addressing any payroll queries, enhancing overall reliability and support.All fully managed payroll services will incur additional costs

## With out-of-the-box files:

Standard payroll files provide numerous benefits for your organisation. These advantages include enhanced flexibility for your in-house payroll team, the capability to export files directly from everyday, the ability to process pay at a gross level within everyday as frequently as required, and access to payroll dashboards within everyday for gross data, including variable pay dashboards, among others

# Recruit

Great people lift the organisation, but finding the right people can be tricky. With everyday, you have everything you need to attract, screen, hire and onboard the right people for your business on one easy-to-use platform. Every recruitment workstream automated. Life made easier.

## Vacancy management

With everyday, managers can create standard or tailored vacancy templates to ensure you capture all the right information for their desired job role

## Application management

Manage and approve vacancies with ease. Never lose track - whether it's seeing how your candidates found you, where they are in the recruitment process, or how long it took to hire them, it's all in one place

## Candidate portal

One simple place all in your own branding where candidates (internal or external) can easily apply to available roles and see their progress

## See the full picture

View all your recruitment reports on a single dashboard:

### Vacancy Summary

An overview of the number of vacancies that have been live over the past year, have been filled, and have expired, with a detailed view showing the vacancy number, name, site, location, wage banding and vacancy deadlines
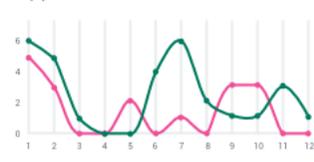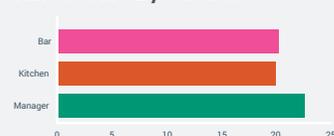
### Applications Over Time

Shows the total number of applications per month and is broken down into internal and external applications

### Application Summary

An overview of the total number of applications, the number of rejected or withdrawn applications, and the number of offers that have been made

| | |
|---|---|
| 2 | Applied |
| 1 | In Progress |
| 0 | Interviews |
| 0 | Successful |
| 2 | Unsuccessful |

### Application Sources

Shows the number of live applications that have come from each source

### Time to Hire
Overall time to fill a particular vacancy

**Vacancies**

All Vacancies — My Applications

Search | Location | Job Title

**Team Member**
Full Time (40hrs) | Salaried (10-20k) | Croxley,Watford

As a Team Member, you will play a crucial role in ensuring a positive experience for our customers. You will be responsible for various tasks depending on your assignment, including customer service, cashier duties, food preparation, stocking, and maintaining a clean and welcoming environment. We are seeking enthusiastic and reliable individuals who thrive in a team-oriented setting and are passionate about delivering excellent

**Team Member**
Part Time (10hrs) | Salaried (10-12k) | Croxley,Watford

As a Team Member, you will play a crucial role in ensuring a positive experience for our customers. You will be responsible for various tasks depending on your assignment, including customer service, cashier duties, food preparation, stocking, and maintaining a clean and welcoming environment. We are seeking enthusiastic and reliable individuals who thrive in a team-oriented setting and are passionate about delivering excellent

**Manage Created Vacancies**

| ID | Name | Location | Full Time / Part Time |
|---|---|---|---|
| Filter ID | Filter Name | Filter Location | Filter |
| 210 | Team Member - Birmingham 50005 | Birmingham 50005 | Full Time |
| 209 | Team Member - Birmingham 50005 | Birmingham 50005 | Part Time |
| 208 | Team Member - Birmingham 50005 | Birmingham 50005 | Full Time |

**Applications Over Time**

**Application Sources for Live Vacancies (Current Month)**
- External Applicant Portal
- Indeed
- LinkedIn

**Time To Hire By Job Role**
- Bar
- Kitchen
- Manager

**Time To Hire (Average)**
**18.40**

**Recruitment integrations**

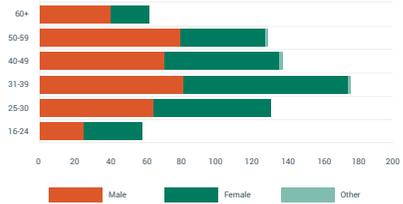Reed · facebook · NIJOBS.COM · indeed · Totaljobs · LinkedIn

# Dashboards and standard alerts

Streamline strategic decision-making with customisable, real-time, info-rich dashboards that give you a unique and tailored view of all your business data. Drive business improvement with lots of information, in not a lot of words
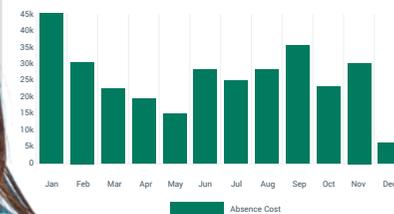
## Faster business decisions

everyday's out-of-the-box dashboards empower you to make quicker, as well as smarter, decisions based on current data.

Say goodbye to spreadsheets. Decrease your manual labour. Spend time on what matters to you

## No old news

Too often, business systems and processes pull data from siloed locations. It's usually already out of date, resulting in decisions being based on inaccurate information. everyday's up-to-date dashboards tell you what is happening now by pulling in live data, enabling quick and timely decisions that can have an immediate impact, helping you stay ahead of the curve

### Headcount (Actual Heads)
**725**

### Headcount (Total FTE)
**686**

### Gender and Age



Legend: Male, Female, Other

### Cost of Sickness Absence



Legend: Absence Cost

### Days Lost to Sickness Absence



Legend: Sickness

### Starters and Leavers Over Time



Legend: Starters, Leavers

### Reasons for Leaving



Legend: AWOL, Dismissal, Duplicate Employee, End of Fixed Term Contract, Failed Probationary, Mutual Agreement, Other Reason, Redundancy, Resignation, Retired

### Voluntary Turnover



Legend: Current Year, Previous Year

### Nationality



Legend: Australia, Belarus, France, Germany, Greece, Hungary, Ireland, Italy, Poland, Portugal, Romania, Spain, United Kingdom, United States

## Uncover warning signs early

Prevent the build-up of hidden problems lurking beneath the surface, be it incorrect staffing levels or a backlog of absence requests, real-time dashboards can reveal the warning signs early
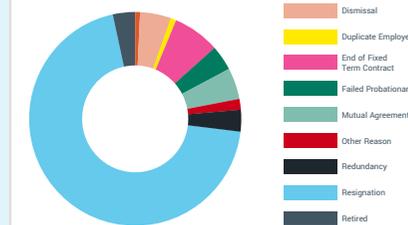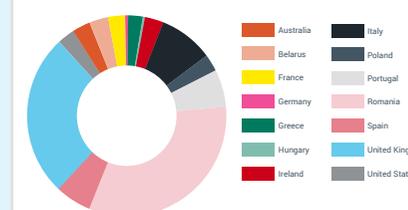
# Reports

Having different bits of information in different areas means you have to manually cross-check and collate your data to inform your business decisions. This can be tricky to stay on top of as businesses grow. But now, you have one single source of truth where you can see potential risks, bottlenecks, what's working, and what's not – all in one place. Have all the information you need to create the plan of action to achieve your goals

## We have out-of the box reports that include:

**Headcount**

This report shows the number of internal employees in your workforce

**Hires**

This report shows all employees who have started or are planning to start

**Terminations**

This report shows all the employees who are scheduled to leave the company soon

**Absence rate**

This report shows the rate of days absent vs days worked of your workforce

**Attendance periods**

This report lists your employees' attendance periods for the selected time period

**FTE**

This report shows all FTE based on the weekly working hours

**Salary**

This report shows the combined salary of active internal employees in your workforce

**Ending contracts**

This report shows all employees whose contracts are going to expire soon

**Absence distribution**

This report shows how days of absence are distributed among weekdays

**Birthdays**

This report shows all upcoming birthdays for the next 30 days

**Probation periods**

This report shows all the employees who are currently on probation

**Absence days**

This report shows the number of days absent

**Employee turnover**

This report shows monthly turnover (employees left/avg number of employees)

**Absence policy report**

Lists employees alongside the absence policy they currently have assigned to them

# Are you ready to start your AI journey?

## Content generation

"Can you write me a job description for a Digital Marketing Manager?"

"Please write a letter for employees outlining the new changes to our company absence policy"

"Can you write up a contract for a new Junior Consultant?"

## Retrieving company-wide information

"What is the maternity policy according to the company handbook?"

"I've lost my lanyard. What should I do?"

"How long before I take a week's absence do I have to submit the absence request?"

## Your 24/7 HR assistant

**For employees:**
"Am I scheduled in for a shift on Friday at 12pm?"

**For managers:**
"What are the names of the gives candidates I am interviewing for the sales role on Tuesday?"

**For HR Admins:**
"Tell me which employees have holiday outstanding for the year and how much they have each"

---

**Chat with ELLA**
Online

Please show me what days I'm working evening shifts next week.

You 17:33

Hi Sam, next week you'll be working from 17:00 to 23:00 on Saturday and Sunday.

ELLA 17:33

Type message

---
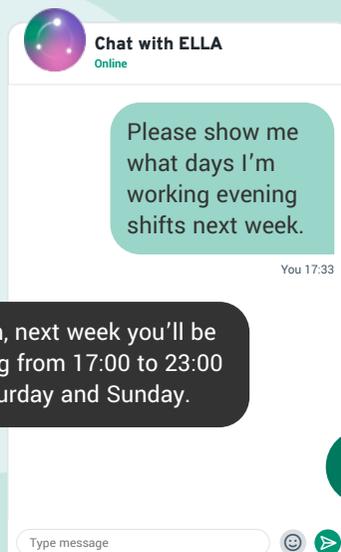
ELLA serves as your 24/7 HR assistant, streamlining a variety of HR requests, ranging from generation of mortgage reference letters to employee onboarding support

Bid farewell to the time-consuming and repetitive tasks that burden HR departments

ELLA will respond to your requests, using **your** data, applying **your** HR data security, in **your** tone, using **your** company policies and guidance
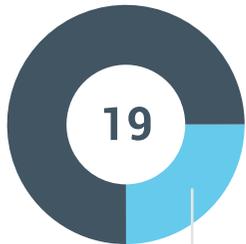
ELLA is right by your side when it comes to implementation, so you're never alone!
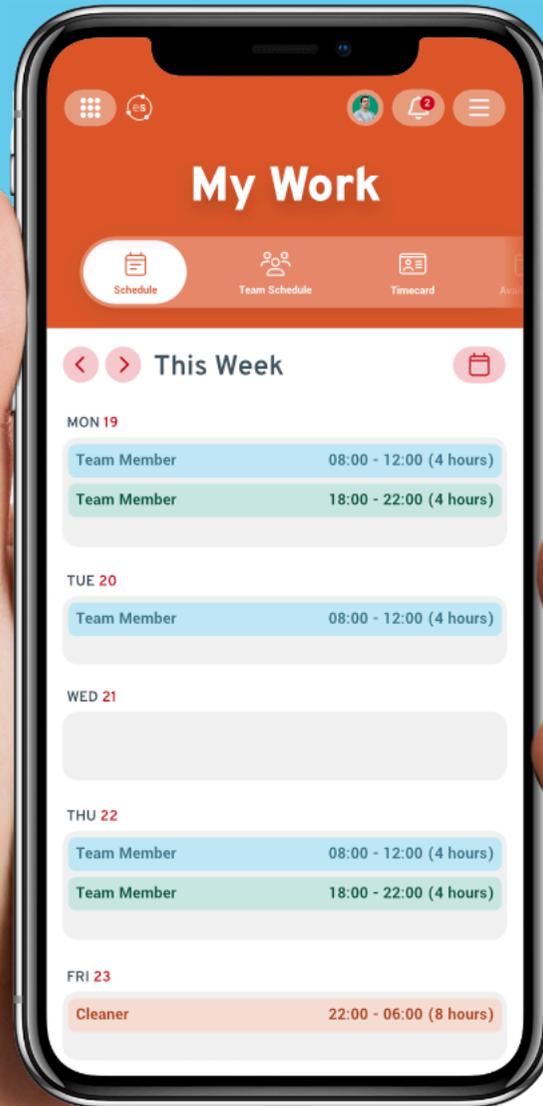
# AND it's all on the mobile app

Whether it's booking absences, swapping shifts, or accessing company handbooks, everything can be done by HR admins, employees, and managers from the palm of their hand through the convenient mobile app

Whether it's webclocking or geo-fencing, it's all available on mobile devices - clocking hours has never been easier

## My Holiday Allowance

**19**

Remaining: 6

## My Work

Schedule | Team Schedule | Timecard | Ava

### This Week

**MON 19**

| Team Member | 08:00 - 12:00 (4 hours) |
| Team Member | 18:00 - 22:00 (4 hours) |

**TUE 20**

| Team Member | 08:00 - 12:00 (4 hours) |

**WED 21**

**THU 22**

| Team Member | 08:00 - 12:00 (4 hours) |
| Team Member | 18:00 - 22:00 (4 hours) |

**FRI 23**

| Cleaner | 22:00 - 06:00 (8 hours) |

## Documents

📁 Features

📁 Templates

📁 Documents

📁 Support Materials

📄 Trainer Guide

**Download File**

Wednesday, 21 February

# 16:09:35

**Clock In**　**Clock Out**

# What's on *your* list?

## HR

| | everyday | elementsuite |
|---|:---:|:---:|
| Organisation management | ✓ | ✓ |
| New starters | ✓ | ✓ |
| Onboarding | ✓ | ✓ |
| Personal details | ✓ | ✓ |
| Right to work | ✓ | ✓ |
| Employment records | ✓ | ✓ |
| Employee files | ✓ | ✓ |
| Manage leavers | ✓ | ✓ |
| Absence management | ✓ | ✓ |
| Document management | ✓ | ✓ |
| Employee relations | ✗ | ⊕ |
| Advanced absence management | ✗ | ⊕ |

## Time & Attendance | Scheduling

| | everyday | elementsuite |
|---|:---:|:---:|
| Employee availability | ✓ | ✓ |
| Rota build tools | ✓ | ✓ |
| Shift allocation | ✓ | ✓ |
| Rota approvals/validations | ✓ | ✓ |
| Shift swapping | ✓ | ✓ |
| Integrations (standard APIs) | ✓ | ✓ |
| Sales/transaction forecasting | ✓ | ✓ |
| Timecard | ✓ | ✓ |
| Webclocks & clocking integrations | ✓ | ✓ |
| Premiums and bonuses | ✓ | ✓ |
| TRONC (tips) | ✓ | ✓ |
| WFM reporting | ✓ | ⊕ |
| Aggregated rota reporting | ✓ | ⊕ |
| Events integration (standard API) | ✗ | ✓ |
| Advanced sales/transaction forecasting | ✗ | ✓ |
| Site attributes for workload generation | ✗ | ⊕ |
| Workload generation (Shape of Day) | ✗ | ⊕ |
| Auto scheduling | ✗ | ⊕ |
| Shape of Day actuals | ✗ | ⊕ |

✓ included    ✗ not included    ⊕ add-on

# Pay

| Feature | | |
|---|---|---|
| Gross pay engine | ✓ | ✓ |
| Ad-hoc payments | ✓ | ✓ |
| Online payslips, P45s & P60s* | ✓ | ✓ |
| Payroll files | ✓ | ✓ |
| Wage banding and auto uplifts | ✓ | ✓ |
| Salary review | ✓ | ⊕ |
| Expenses | ✗ | ⊕ |
| Contractual benefits (new starter) | ✗ | ✓ |

\* for fully managed service providers only

# Recruit

| Feature | | |
|---|---|---|
| Vacancy management | ✓ | ✓ |
| Applicant management | ✓ | ✓ |
| Application form builder | ✓ | ✓ |
| Offer and hire | ✓ | ⊕ |
| Candidate portal | ✓ | ✓ |
| Job board integration | ✓ | ✓ |
| Interview management | ✗ | ✓ |
| Agency portal | ✗ | ⊕ |
| Recruitment microsite | ✗ | ⊕ |
| RTW validation | ✗ | ⊕ |

# Engage

| Feature | | |
|---|---|---|
| Branded look & feel | ✓ | ✓ |
| Company documents | ✓ | ✓ |
| People directory | ✓ | ✓ |
| Help & support | ✓ | ✓ |
| Links to your apps | ✗ | ✓ |
| Surveys and polls | ✗ | ✓ |
| Communications feed | ✗ | ✓ |

## Perform

| | | |
|---|---|---|
| Performance templates | ✕ | ✅ |
| Performance cycle administration | ✕ | ✅ |
| Performance review completion | ✕ | ✅ |
| Performance history | ✕ | ✅ |
| Peer recognition - feedback | ✕ | ✅ |
| 360° feedback | ✕ | ⊕ |
| Skills framework | ✕ | ⊕ |
| Talent profile | ✕ | ⊕ |
| Competency framework | ✕ | ⊕ |
| Benchmarking and succession | ✕ | ⊕ |

## Learn

| | | |
|---|---|---|
| Course administration | ✕ | ✅ |
| eLearning (SCORM) | ✕ | ✅ |
| Search & enrol | ✕ | ✅ |
| Knowledge test builder | ✕ | ✅ |
| On the job assessments | ✕ | ✅ |
| Training record | ✕ | ✅ |
| Configurable learning pathways | ✕ | ✅ |
| Waitlisting | ✕ | ⊕ |

# People perfection

In the dynamic realm of contemporary business needs, achieving all-round comprehensive and seamless solutions is essential for success
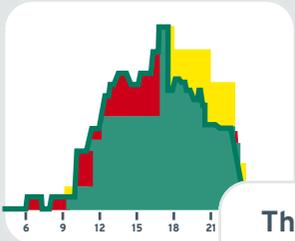
**Thursday**

12.78° / 16.03°

£4,060

£1,098

£5,787

300

## It's all about ease

Consolidate all your people processes under one roof with everyday. Save time and reduce the costs of managing disparate systems and complex tech stacks. And you can be assured that you'll have peace of mind knowing that everyday keeps you up-to-date with your staff's compliance

## And it's all about you

With everyday, we bring you a comprehensive solution that is built to adapt to your organisation's unique size and structure. Big or small, salaried employees or hourly, whatever industry you're in, it's all self-configurable to your needs

## Regular tech updates

We are committed to bringing you new features, improvements and optimisations to ensure you can always benefit from the latest technological advancements

## Mobile friendly

Experience seamless accessibility for managers, employees, and admins to stay productive anytime, anywhere directly from your mobile device
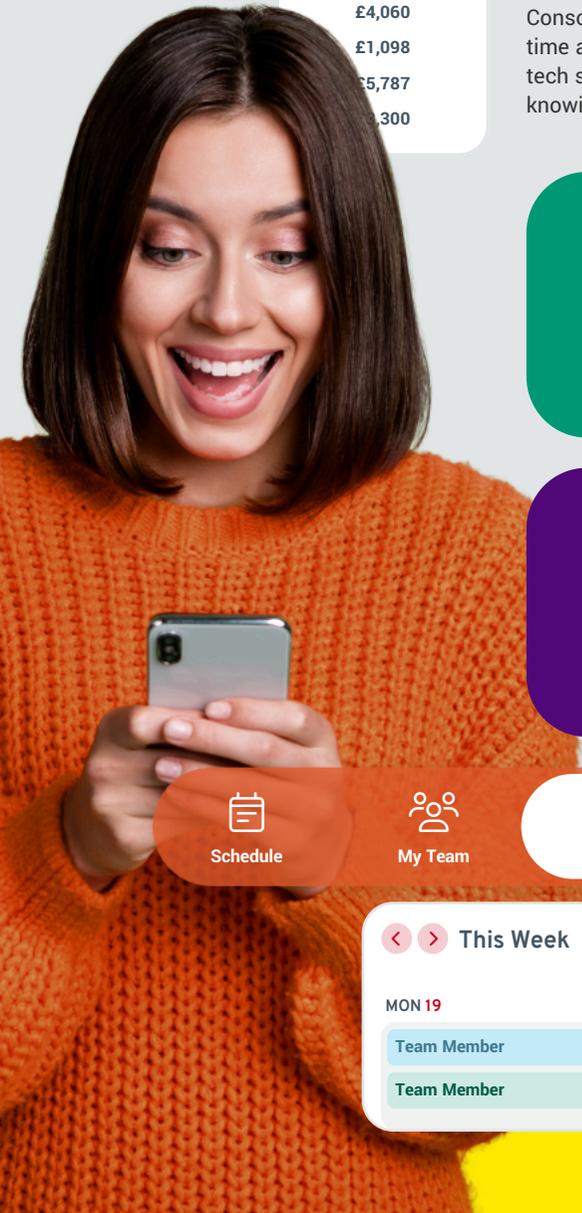
## Growth

As your business grows, so should your HR solution. everyday is an investment in your future, evolving with your needs, and being a dedicated partner in your growth journey

## Your look & feel

everyday is all about you – your platform will look and feel how you want it to for your business. Pick and personalise your colours, your tone, your pictures, and your whole branding across the platform to align with your company image

Schedule    My Team    Timecard    Web Clock    Availability

## Future-proof

everyday stands at the forefront of latest industry technological developments. With a 24/7 AI assistant (ELLA) by your side, you can ensure that the efficiency of your processes is maximised with its content generation capabilities

**This Week**

**MON 19**

| Team Member | 08:00 - 12:00 (4 hours) |
| Team Member | 18:00 - 22:00 (4 hours) |

In a market that's evolved, everyday stands as the game-changer. Say goodbye to playing catch-up with costs; embrace the power of real-time insights. After being onboarded in as little as 8 weeks, everyday puts you in the driver's seat, allowing you to steer your workforce, your biggest cost, with live data. No more post-payroll headaches — review everything in the moment, ensuring accuracy and control. Bid farewell to the dreaded phrase, "My hours are wrong," and lead your business proactively, not retrospectively

# It's time to reshape the future of managing costs. It's time for everyday

## For more information:

**Sam Buckley**

Chief Sales Officer at elementsuite

sam.buckley@elementsuite.com
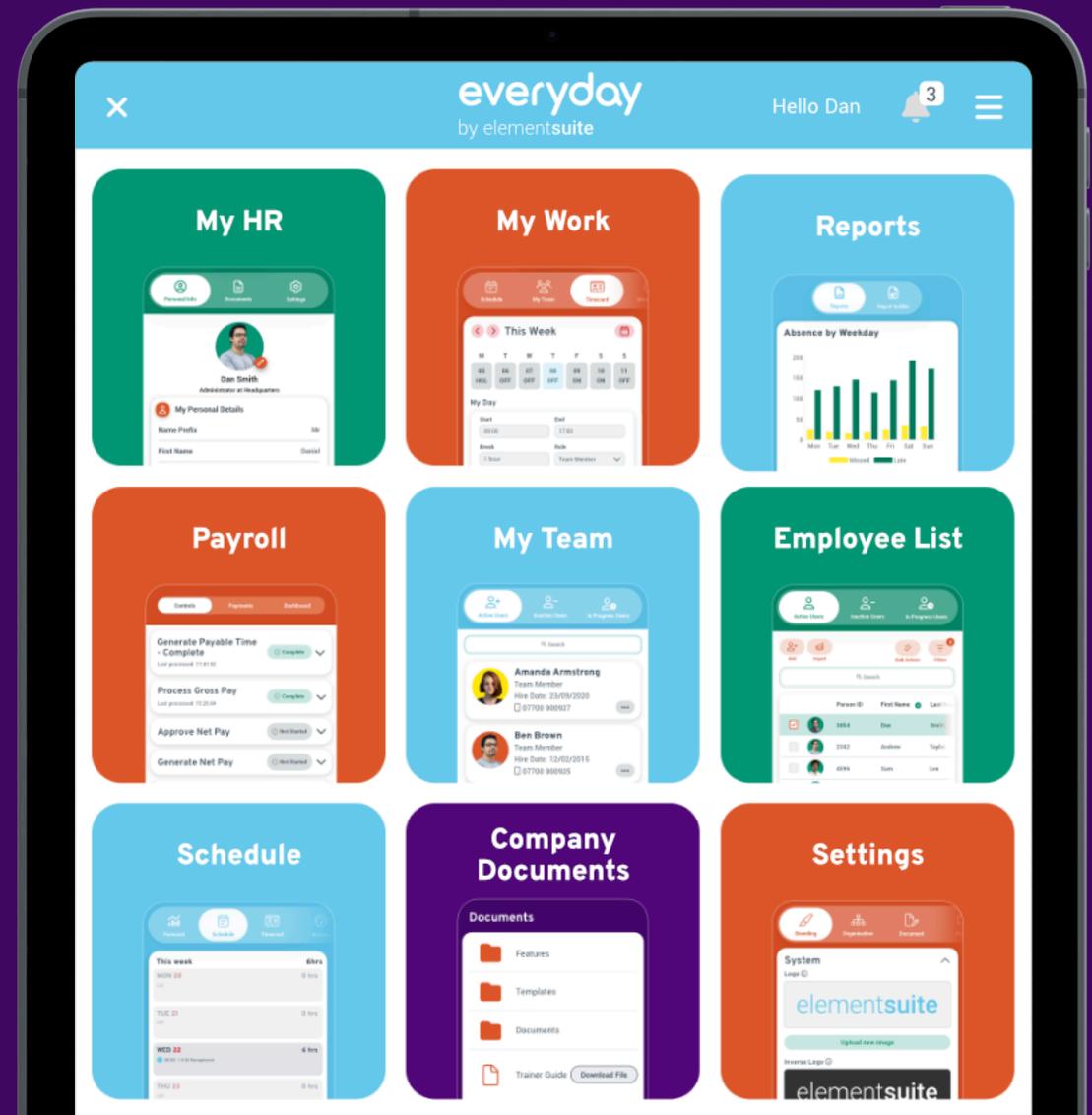
# Features glossary

We know there's a lot of terminology to get your head around when it comes to HR and Workforce Management tech, so we've created a little glossary that helps you know what's what!

To keep things simple, we've only included the everyday features below - click here to see our full feature list across all product offerings

## HR

**Organisation management**
Manage your organisation hierarchy in terms of business structure, locations and roles

**New starters**
Provide Pre-Hire access for new starters to sign their contracts and access useful documents e.g. employee handbook

**Onboarding**
Add pre-hire activities for new starters, sign documents and store documents e.g. handbooks

**Personal details**
Hold all your employees' personal records in one central place

**Right to work**
Capture and record your employees right to work information within the system

**Employment records**
Review and update your employees employment record within the system

**Employee files**
Your online filing cabinet! Keep employee documents in one place, including contracts, certifications, and other HR documents

**Manage leavers**
Manage leaver processes, including final holiday pay and termination letters

**Absence management**
Easy to configure absence management, requests and approvals

**Document management**
Create, manage and store employee contracts and letters throughout the employee lifecycle

## Time & Attendance | Scheduling

**Employee availability**
Input employee working patterns and additional roles

**Rota (schedule) build tools**
Build and edit rotas using templates and tools

**Shift allocation**
Easily change and adapt your shift allocation on the rota

**Rota (schedule) approvals/validations**
Publish rotas to employees and ensure they meet validations (e.g. working time directives)

**Shift swapping**
Enable employees to swap shifts on rota and find shifts in other sites/departments

**Integrations (standard APIs)**
Feed actual sales and budget data into the system via standard integrations

**Sales/transaction forecasting**
Forecast sales and transactions by site/department using actual sales/budget data

**Timecard**
Quickly confirm your employees worked time by dealing with your daily exceptions

**Webclocks & clocking integrations**
Our webclock allows your employees to clock in from a web-based device (e.g. a tablet) in your building

**WFM reporting**
Real time reporting and visibility on your rota forecasts or labour costs based on the timecards

**Premiums and bonuses**
Automatically generated timecard premiums or bonuses based on pre-defined rules

**TRONC (tips)**
Consume and allocate TRONC payments via standard rules and integrations

**WFM reporting**
Real time reporting and visibility on your rota forecasts or labour costs based on the timecards

**Aggregated rota reporting**
Multi-level reporting of all forecast and timecard data across your entire workforce

# Pay

**Gross pay engine**
Generate employee pay data in the system from salary, timecard, and absence information

**Ad-hoc payments**
Add one-off or recurring payments (or deductions) alongside core compensation, e.g. bonuses, overtime, deductions, etc.

**Payroll files**
Generate payroll files to capture all pay information and key changes made to employees to pass to your payroll provider

**Online payslips, P45s & P60s**
Provide access to online payslips, p45s & P60s for your employees (BDO clients or self-upload)

**Wage banding**
Define salary and hourly pay bandings based on the roles in your system

**Auto uplifts**
Age related uplifts based on national minimum wage rates

**Salary review**
Manage salary review process and add salary changes based on predefined rules and uplift amounts

**Payroll processing**
Manage your payroll processing steps and generation of your payroll files

# Engage

**Branded look & feel**
Create your own branded look and feel

**Company documents**
Store all of your up to date company documents in one place for all to access

**People directory**
Search for people within your company to find their contact information

**Help & support**
Ability to build your own help and support documents

# Recruit

**Vacancy management**
Publish and manage vacancies within your business

**Applicant management**
View and manage applications for your vacancies from application through to hire

**Application form builder**
Create standard and tailored templates from application through to hire

**Offer and hire**
Capture and send out offer information to successful candidates. Seamless integration with HR for new starter hire and onboarding

**Candidate portal**
Internal and external applicant portals where candidates can sign up and track the progress of their application via their portal

**Job board integration**
Publish vacancies to our set of pre-delivered third-party job board integrations