

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 | | | ✓ |