

# Modernize



Isn't it time your benefits and HR management caught up with the rest of your company.



**PAPERLESS** - Paper forms and files are replaced by a centralized HR management console and employee portal that's always up-to-date.



**EFFICIENT** - Manage your interactions in one place so you can spend more time growing your business and less time on manual processes.



**ACCESSIBLE** - Help your employees help themselves by allowing HR and employees to find the information they need without having to call for support.



**CONTROL** - Go beyond the basics and improve communication and engagement with quick access to reports and configuration tools.



## FOR HUMAN RESOURCES

- Improves communication
- Gain instant access to your data
- Easy to use and customize
- Streamlines benefit shopping experience
- Modernizes employee management



## FOR EMPLOYEES

- Easy access to HR information
- Intuitive benefit enrollment
- On-the go mobile access
- Paperless on-boarding
- Employee self-service

## Getting Started with Employee Navigator

Manage and automate HR and benefits enrollment.

1

### THE BASICS

- Personnel records management
- Salary history
- Dependent management
- Emergency contacts
- License & certificates
- Education
- Job descriptions

2

### STREAMLINE

- New hire and open enrollment
- Defined Contribution
- Decision support
- Medical, dental, vision
- Critical illness & accident
- Life & disability
- FSA, HSA & transit accounts
- EOI & COBRA support

3

### NEXT LEVEL

- Online personnel notes
- Event transaction logs
- Track & approve employee changes
- Event based compliance triggers
- Customizable onboarding
- Document uploading for employees