HUBbasic, HUB, WorkforceHUB Features

	HUBbasic	HUB	WorkforceHUB
Employee Portal	✓	✓	✓
Payroll Features			
• Payroll information delivery and archive (*select platforms) – pay stubs, W2, direct deposit, 1099/1095, payroll and quarterly reports	✓	✓	✓
• Employee self-updates – W4, direct deposit, and address	✓	✓	✓
• Proactive pay notifications via email or SMS	✓	✓	✓
Document & Link Library			
• Direct access to company-wide documents such as handbooks and procedures available with read receipts	✓	✓	✓
• Links to any company resources, partners or services	✓	✓	✓
• Employee virtual file cabinet, shared or private employee documents such as employment contracts and performance reviews, available with read receipts	✓	✓	✓
Engagement Features			
• Employee Rewards – Employee perks program with discounts on hundreds of products and services	✓	✓	✓
• Company Directory	✓	✓	✓
• Message Board – company-wide messages prominently displayed	✓	✓	✓
• Check-Ins – instant feedback surveys on employee satisfaction/engagement and company culture		✓	✓
• Recognition Wall – employee posts of accomplishments		✓	✓
• Suggestion Box – Anonymous suggestions, feedback or requests to management		✓	✓
Onboarding			
• Paperless workflow for employee onboarding		✓	✓
• Document reviews with electronic signatures		✓	✓
• Federal and state forms, I9, custom documents/questions, direct deposit and more		✓	✓
Benefits Enrollment			
• Employee benefit tracking and enrollment		✓	✓
• Benefits selections and authorizations		✓	✓
Performance Reviews			
• Employee performance review workflow		✓	✓
• Manager review of employee performance and signature collection		✓	✓
Customizable Workflows			
• Workflow builder with steps, questions and documents		✓	✓
• Build in approvals and signatures		✓	✓

HUBbasic, HUB, WorkforceHUB Features

	HUBbasic	HUB	WorkforceHUB
HR Reporting and Alerts			
• Custom report builder to generate HR reports in HTML, CSV or PDF format		✓	✓
• Automated alerts to employees and managers to send reminders of key tasks to perform or important HR information		✓	✓
Basic Time and Attendance			
• Web and app-based time and attendance tracking		✓	✓
• Time-off requests		✓	✓
• Job and labor allocations		✓	✓
• Time card review and approval		✓	✓
• Manager reports		✓	✓
• Mileage, tip and expense reporting		✓	✓
Advanced Timekeeping – TimeWorksPlus			
• Robust timekeeping			✓
• Support for hardware clocks			✓
• Flexible scripting for max flexibility on overtime calculations, job costing, PTO policies and more			✓
• A library of detailed or customizable reports for workforce management			✓
• Basic scheduling with schedule enforcement			✓
Advanced Scheduling – TimeSimplicity			
• Advanced scheduling to handle dynamic, complex, multi-shift, multi-location schedules			✓
• Self-serve scheduling, shift trade board			✓
• Compliance features for ACA, PBJ, EEOC and other labor regulations			✓
• Schedule notifications and change alerts			✓
• Drag and drop schedule creation			✓

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WORKFORCE MANAGEMENT