

### **Focus on people - not paperwork & processes**

Too often, manual processes and time-consuming administrative tasks associated with managing employee data, benefits, and compliance can keep organizations from focusing on initiatives that boost workforce productivity, improve employee engagement, and drive better business outcomes.

Wurk automates core HR functions such as onboarding and benefits management while providing a single database that stores and tracks all employee data in one location. Automated workflows, configurable forms and reports, and real-time access to accurate, consistent employee information help reduce administrative workload and minimize compliance risk. This solution also offers optional modules for talent acquisition, performance management, and compensation planning.

### **Automate processes for a paperless HR environment**

The Wurk platform stores all employee records in a single database and eliminates the need for duplicate data entry. Easy-to-use tools and reporting help you manage compliance with ever-changing labor laws and regulations. Role-based web and mobile self-service empowers employees and managers to view and update information at their convenience. And real-time access to consistent, up-to-date personnel information helps organizations improve the employee experience and drive engagement.

### **Source, evaluate & track best-fit candidates**

In today's competitive job market, optimizing recruiting and hiring processes is critical for attracting top talent. Proactively source candidates by posting job listings to your career website and free job boards and leverage premium, fee-based job board integration. Create a positive applicant experience that reinforces your brand and lets candidates search for jobs, upload resumes, and apply online. Automated notifications and configurable email communications drive pre-hire engagement for more effective recruiting, and dashboards deliver at-a-glance visibility into key hiring metrics as well as other strategic insights.

### **BENEFITS**

- Streamline HR processes with a paperless system that eliminates duplicate data entry and error-prone manual tasks
- Hire best-fit talent with an optional talent acquisition solution that provides a positive applicant experience and makes it easy to source, track, and evaluate top candidates
- Simplify benefits management for multiple plan types with self-service tools and instant visibility into enrollment status, eligibility, and costs across the employee base
- Drive employee engagement with talent management solutions that help you develop, reward, and retain a high-performing workforce
- Improve HR decision making with real-time access to accurate, consistent employee data

## Onboard new hires quickly & effectively

When applicants are hired, their online information flows seamlessly into the HR module's employee record. Wurk includes a configurable onboarding checklist with task assignments and time frames so you can track the process from start to finish. Automated reminders keep onboarding steps - from submitting custom forms with electronic signatures to self-enrolling in benefits plans to completing orientation workshops - moving forward for a smooth transition that optimizes new-hire engagement.

## Streamline benefits enrollment & management

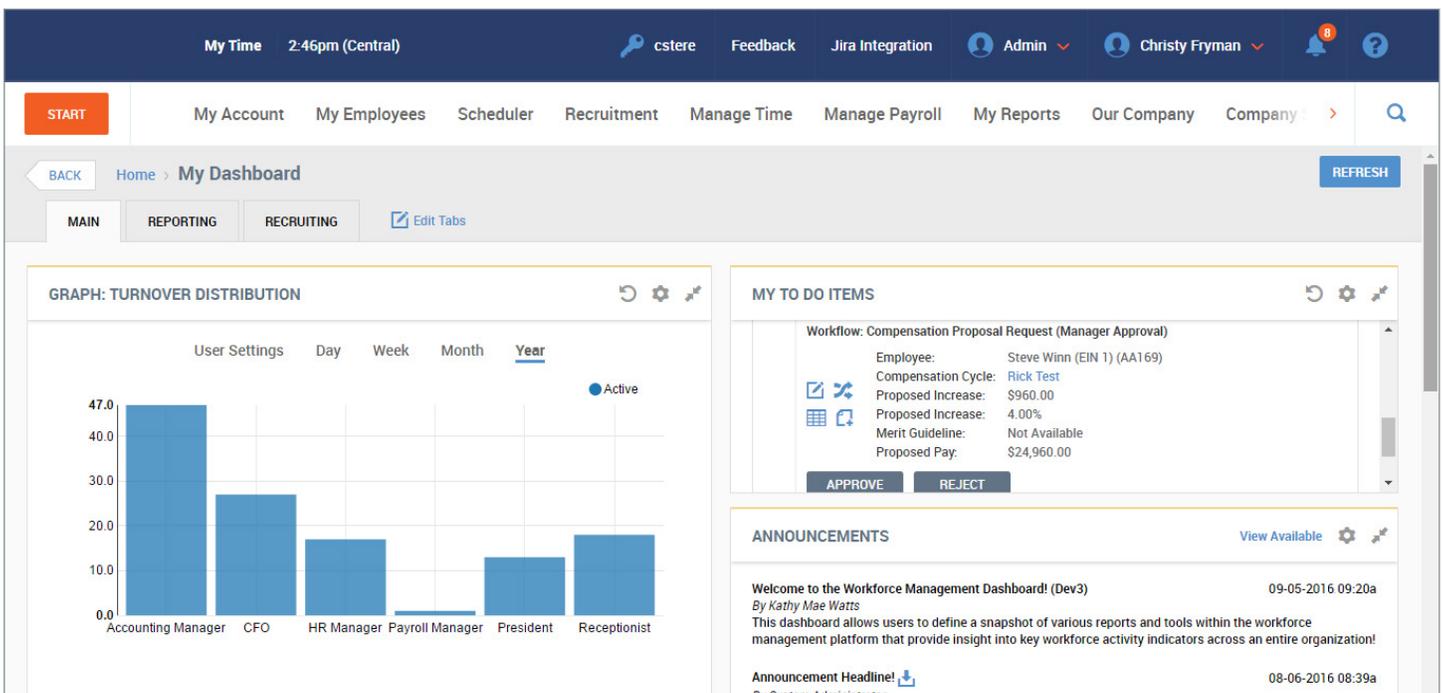
Set up, configure, modify and manage multiple benefit plan types with on-demand visibility into eligibility, enrollment status, and costs across the employee base. It's also simple to modify the benefits reports to meet your organization's specific requirements. Self-service tools empower employees to select plans and make life event changes on their own, reducing your administrative workload.

## Be aware of employee development

Track employee skills and certifications with customizable reports that show who needs training and when they need it. Our HR solution enables you to define training courses, assign employees, and track completion. You can even schedule internal classes, monitor open seats, and report on participation and results to improve employee engagement and development.

## Optimize employee engagement & performance

Drive employee engagement and productivity with momentum-building performance management capabilities. Wurk delivers performance development tools that support continuous performance feedback, making it easy for managers to define and track individual employee goals with associated weights and to nurture successful outcomes. Create organization-, department, or job-specific appraisal forms, define cascading goals, and automate the performance review cycle to reflect your established processes. Alerts and reminders keep form completion, feedback, and approvals on track.



Configurable dashboards and reports provide real-time access to accurate, consistent employee data, giving you the organizationwide visibility and insight needed to drive better decision making.

