



Payroll • Time & Labor • HR

Easy Install • One System

### Selecting a Human Capital Management System

How to use this scorecard: Under the rank section, you can rank the items from most to least important. We have provided some of the main features of a high functioning HCM system. There are extra lines where you can add additional features you may be looking for. In the columns where it says Company 1, Company 2, Company 3, you can add each company you are looking at and then mark whether their company and solution offer the features listed. We hope you find this to be a useful tool in helping you choose your new HCM solution.

Rank	Scorecard Items	Company 1	Company 2	Company 3
	Provides a unified system. One employee record with real time updates and changes.			
	Cloud based system that is accessible from anywhere at anytime.			
	System can grow and change with the business.			
	System contains Payroll, HR and Time and Labor capabilities that can be turned on or off at any time.			
	Customized reporting capabilities that can easily be changed and saved.			
	Multiple report exporting options including Excel, CSV, PDF, etc.			
	Ability to assign multiple pay rates based on certain criteria- department, shift, job, etc.			
	Multiple clocking methods including physical clock, webclock, and mobile.			
	Mobile clocking uses location services to pinpoint punch location or can limit punching based on geofencing location based on address.			
	Can create onboarding and offboarding checklists.			
	Customize Performance Management options.			
	Customized recruitment capabilities as well as applicant tracking.			
	Customized benefits management and open enrollment.			
	Leave tracking- FMLA, short term and long term disability.			
	Advanced scheduling functionality.			
	Accruals management.			
	Provide great customer service. Actual person answers the phone- no call center.			
	Provide personalized training.			
	Provide built in knowledge base with documents and videos.			