



HRIS & Onboarding

From onboarding to payroll to employee management, data should flow seamlessly.

No more importing, exporting, or double data entry.
No more stacks of paper or approval bottlenecks.

It's time to automate HR.



HR that Works for You - and Your Employees!

By bringing the essential functions of Payroll and HR together, iSolved simplifies your people management with its HRIS (Human Resource Information System). All critical functions are in one database - and fully integrated with payroll.



Easy for You

The HR section of iSolved is the central location in managing your employees' information all in one place.

- Information - View current information by employee. Views are setup and customized so you see the information YOU need.
- Documentation - Access all documents stored electronically per employee quickly and securely.
- Performance Appraisals - Create your own custom reviews and set up email alerts for reminders.
- Certifications and Training - Track certification renewals and training status with email reminders and expiration dates.
- Record keeping - Document OSHA incidents, disciplinary actions, and keep track of company assets like laptops, tools, and cars
- Onboarding - Streamline the new hire process, and stay compliant with no missing paperwork



Easy for Them

With Employee Self Service, new hires and current employees can easily submit, sign, and view information electronically.

- New hire forms submitted electronically
- Documents are stored securely
- Employees can access payroll details
- Customized fields allow employees to view/change what YOU want them to. They can update their address, direct deposit account, tax withholdings, and more!

OnBoarding

Hiring new candidates can be tedious and inefficient. New hire paperwork can become overwhelming. Native to iSolved, this paperless onboarding module notifies the appropriate personnel in a timely manner and takes them through all of the necessary steps, tasks and forms that are part of a your company orientation. iSolved Onboarding will streamline and allow any New Hire to enter information directly into iSolved, avoiding multiple data entry.

Features

- Workflow automation
- Electronic signatures
- Built in I-9 and E-Verify tools
- Built-in onboarding wizard customizes templates and creates layers of approval
- Document storage within iSolved
- Customize multiple onboarding templates for different employee groups
- Control permissions and assign defaults by roles or locations
- Determine which fields are required or optional

Benefits

- Manage onboarding and compliance documentation in a single platform
- Avoid bottlenecks with improved efficiency and data consistency
- Workflow automation enables collection, tracking, and storage of all forms and documents including Federal and State tax forms
- Ensures compliance and streamlines the new hire process
- Easily generate EEO reports

Efficient. Accurate. Flexible.

A better onboarding process can improve job performance and satisfaction by clearly communicating job expectations, company policies, and values.

Logical, Accurate Registration Process



- The new hire receives an email authentication link to access the Onboarding Wizard
- The new hire completes information and uploads supporting tax documentation (W-4, I-9, Direct Deposit)
- If required information has been omitted, the new hire will be prompted and unable to proceed until that step is completed
- The employee reviews and confirms all information before submission
- An assigned editor can enter additional information (e.g., salary, verification)
- Auto-generated emails are sent to HR and supervisors to keep them apprised of the new hire's progress