



## ActionHRM

### Everything You Need in a Single, Integrated HR Management Solution

Most HR departments are plagued with inefficiencies that drive up costs, hurt service quality, and increase compliance risk. In most cases, this is due to reliance on fragmented systems for tracking and managing employee data, manual processes that lead to delays and errors, and burdensome compliance enforcement and tracking.

ActionHRM addresses these challenges by supporting all HR processes, information, management, tracking, and reporting activities using a single, integrated, on-demand solution that's affordable and incredibly easy to use. Ideal for small and midsize businesses, the software gives you all of the benefits of an enterprise-class HR software solution – but in a solution that's affordable and easy to deploy. You'll gain automated, streamlined HR processes that:

- **Turn your HR department into a productivity engine** that cuts operational costs related to all employees – not just HR staff
- **Reduce compliance risk** by proactively identifying, controlling, and managing health and safety
- **Free your HR staff from administrative burdens** so they can be more responsive, strategic, and focused on higher-value activities

### A Comprehensive Solution Configured for Your Business

Automate and configure best practice-based HR processes for:

- **Compensation and Benefits Management:** Manage compensation and benefits information using a single system
- **Employee & Manager Self Service:** Pass simple, routine tasks to employees and managers to free up staff resources
- **Environment, Health, and Safety Management:** Identify, control, track, and manage workplace health and safety issues
- **HR Records Management and Reporting:** Create a single, secure system of record for HR records and reporting
- **On Boarding & Off Boarding:** Streamline and automate employee on-boarding and facilitate smooth transitions
- **Performance Management:** Provide a secure but transparent system for managing standard and 360-degree reviews
- **Recruiting:** Streamline your recruitment process and convert successful applicants to employees with a few mouse clicks
- **Skills, Certification, and Training Management:** Analyze skill gaps and address them with targeted training
- **System Administration:** Configure the system for your business and create audit trails
- **Time and Attendance Management:** Centrally manage vacation and time and attendance with online workflows



## Realizing the Benefits

No one else offers such comprehensive HR management functionality in such an affordable, easy-to-use solution. Our customers realize benefits right from day one.

### Increased Productivity

Automate manual work and streamline HR processes so that day-to-day work happens faster, more accurately, and more efficiently. It's easy with ActionHRM because the software:

- Centralizes all HR-related data and integrates core HR activities and processes
- Supports workflow-driven tasks
- Enables employee and manager self-service

### Improved Compliance

Use ActionHRM to integrate the processes and controls you need to enforce procedures and regulatory compliance while limiting opportunities for fraud. Now you can:

- Ensure that staff follow and complete procedures correctly – every time
- Automatically generate a complete audit trail for every activity and data change
- Control user permissions and data access rights
- Easily track employee incidents, employee license and certifications, and job skill requirements

### Scalability While Controlling Costs

Get on-demand, enterprise-class HR management functionality that grows with your business. Now you can:

- Empower your HR staff to do in less time
- Push data updates and simple tasks to employees and managers via self-service HRM
- Go paperless to reduce tasks such as filing, copying, and manual, inter-office handoffs

### Simplified IT

Simplify your IT landscape with ActionHRM, an on-demand HR management solution that:

- Replaces a patchwork of disconnected HR systems with a single, integrated application
- Offloads IT management to the experts at ActionHRM

### Ready to Learn More?

Contact us directly at 888-480-0219 or sign up for a free trial and experience ActionHRM for yourself at [www.actionhrm.com](http://www.actionhrm.com).

