

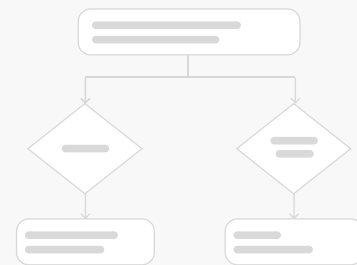
Employee document management and process automation software for the public sector

Accelerate HR Processes

Convert paper forms to digital and streamline manual HR processes. Configure and automate the routing and signature processes for each form to make compliance fast and easy.

Form Workflow

W4 Changes



Self Service Portal

Casey Akers

Life Events Update >

Overnight Parking >

Update Contact Info >

Direct Deposit >

Update Beneficiary >

Emergency Contact >

Update W-4 >

Tuition Reimbursement >

Elevate the Employee Experience

Improve workplace satisfaction and HR customer service by providing employees anytime access to start a request. Always have a copy of completed forms to provide checks and balances prior to making changes in payroll or other systems.

Reduce HR Burden

Employees have anytime access to completed forms and performance evaluations in their personnel file. Automatically send completed forms in Onboard and completed evaluations in Perform to the employee file in eForms.

Documents

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Folders > Onboard



I-9



Direct Deposit



W-4



Copy of DL



Copy of SSN



W-2