

# Criterion

## DSD

BUSINESS SYSTEMS

### Comprehensive suite of HCM solutions



#### User Interfaces

Mobile  
iOS & Android

HTML5 -  
Tablets Laptops

Multi-Language

Administrator

Employee/  
Manager  
Self-Service

#### HUMAN RESOURCES

- Demographics
- Job History
- Document
- Management
- Benefits
- Management
- Time Off Plans
- Position
- Management
- Timesheets

#### TALENT ENGAGEMENT

- Recruiting
- Applicant Tracking
- On/Off Boarding
- Performance
- Management
- Learning
- Management

#### PAYROLL

- Multi-State
- Multi-Country
- Union/Davis-Bacon
- Labor Distribution
- GL Integration
- Premium Rate
- Calc. W2, 941, T4, ROE

#### TIME & ATTENDANCE

- Badge Terminals  
(Bio-Metric and Badges)
- Scheduling based on  
skills, certifications and  
rotations

#### Foundation

Workflows

Customization  
(Fields/Localization/  
Tables)

Dashboards  
& Reporting  
(Standard, Custom,  
Data Grid)

Extensions  
& Apps

Admin  
Configuration

#### Infrastructure

100%  
RESTful APIs

Data  
Encryption

POD  
Architecture

Field Level  
Security

Data  
Segregation

UI Framework

## HR Administration Record keeping & Functionality

### Profile

- Demographics

### Payroll

- Tax Profile (exemptions)
- Incomes
- Bank Accounts
- Pay History

### Document Management

- Multiple secured Data Folders
- Issuing of custom fillable forms (with e-signatures) to individuals & groups of employees

### Employment

- Employment Information
- Primary Position
- Additional Positions
- Position History
- Tasks

### Dependents & Contacts

### Additional Information

- Addresses
- Demographics
- Prior Employment

### Benefits

- Benefit Plans (Medical, etc.)
- Time Off plans
- Time Off History
- Life Events

### Workers Compensation

### Customization

- Fields
- Workflows
- Localization

## ADDITIONAL CAPABILITIES

### Position Management Records

- Position Details
  - FTE & Pay Range control (optional)
- Position/Job Classification
- Job Description
- Job/Position Assignment

### Org Charts

- Up to 4 different Org Chart views

### Reporting

- Standard (100+)
- Custom Report Writer available
- Ad-Hoc/Data Grid reporting

## Employee & Manager Self-Service

### EMPLOYEE OPTIONS

#### Feeds & Communities

#### Task Assignments

- Open/Off Boarding
- Approvals

#### Events

#### Time Off Balances & Requests\*

#### Time Collect Thru Timesheets\*

- In/Out, Punches, total hours
- Time distribution based on different Labor Categories
- Team Time Offs
- Team Timesheets\*
- Team Attendance

#### Pay

- Taxes\*
- Deductions
- Incomes
- Bank Accounts\*
- Pay History

#### Benefits

- Benefit Plans (Medical, etc.)
- Open Enrollments\*
- Life Events

#### Learning

(Requires Talent Module)

- Active\*
- Completed
- Manager
  - MyTeam\*
  - Instructor Portal

#### Performance

(Requires Talent Module)

- Personal Journals
- Manager Journal Entries
- Historical Team Reviews
- Historical Personal Review
- Personal Goals\*
- Team Goals\*

#### Recruiting

(Requires Talent Module)

- Manager - Job Postings

#### Career

- Education\*
- Skills\*
- Certifications\*

\* Employee Can Update, Based On Security Profile

## Employee & Manager Self-Service

### MANAGER OPTIONS

#### Employment

- Employment Information
- Primary Position
- Additional Positions
- Position History

#### Personal Information

- Demographics\*
- Address\*
- Dependents & Contacts\*

#### Settings

- Security\*
  - 2 Factor Authentication (2FA)
- Look & Feel\*
- Calendar Configuration\*
- Delegation\*
- Team Delegation\*

#### Calendars

- MyCourses
- My Time Off
- My Team Time Off
- Company Time Off
- My Team Birthdays
- Company Holidays
- Company Events

#### Resources

- My Documents
- Company Documents
- Team Documents
- Company Videos
- Reports
- Forms\*
- Company Directory
- Company Org Chart(s)

\* Employee Can Update, Based On Security Profile

## Payroll Functionality

### ADMINISTRATIVE FUNCTIONALITY

#### Employee Record

(Same As In HR With Proper Security Profile, Or Limited)

#### Payroll Batch Creation

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly
- Special Batches
- Special Tax Processing

#### US Tax Tables

- Federal, State, Local and School Districts

#### Canada Tax Table

- Federal & Provincial

#### UK Tax Tables

- HMRC certification - pending (November 2020)

#### Batch Processing

- Import of Approved Timesheets
- Import of Unique incomes
- Import of Unique Deductions
- Union Payroll Calculations
- Piece Rate (gross up to meet minimum hourly rates)
- Addition of other incomes
- Editing of taxes/deductions
- Batch Approval
- Export of Batch into Excel

#### Payroll Processing

- Print Checks
- Generate ACH/EFT
- Transmit File for External Payroll Processing
  - In US only
- Creation of GL Batch
  - Transmission by API or CSV
- Payroll Reporting
  - WH347 (Certified Wage Reporting)
  - Batch Reporting
  - Tax Reporting
    - 941
    - W2 & T4 generation
    - Custom & Ad-Hoc Reporting

#### Payroll Outsourcing

(Optional Services, Available In US, Only)

- ACH Distribution and Check Printing
- Tax Filing and Reporting
  - Pay Period
  - Quarterly
  - Year End
    - W2 Filing & Printing
- Garnishment Payment Processing
- New Hire Reporting

## Talent Management

### ADMINISTRATIVE & EMPLOYEE

#### Recruiting

- Job Posting Creation and Publishing
- Scheduling & Tracking Candidate Interactions
  - Meetings, Phone Calls
- Collecting of documents and forms from Candidates
- Candidate Application & Form completion
- Tracking Progress through User Defined Steps
- Initiate Background Checking through 3rd Party integrations
- Pre-Boarding Task(s) Assignment & Tracking
- Standard and Ad-Hoc Reporting
- One-Click New Employee Hiring

#### On-Boarding

- Build Standard On-Boarding Task Lists
  - Including sequence and days to complete
- Assign On-Boarding based on Employee Role
- Task include:
  - Form Completion with E-Signature\*
  - Employee System Tasks\*
    - Add Banking information\*
    - Add/Edit Address\*
    - Enroll in Benefits\*
    - Add Dependents\*
- Auto Assign Training
- Employee Tasks (assign to current employee to complete)
- Videos & Document Assignment

#### Performance Management

- Create Rating Scales
- Create Competency Library
  - Including Open ended Questions
  - Assign Unique Ratings to each Competency
- Create Review Cycles
  - Annual, Semi-Annual, Quarterly or Monthly
- Self, Manager, Peer or 360\*
- Track Progress
- Create Interview Templates for Recruiting
- Create Ad-Hoc Reviews for Coaching
- Employee and Manager access through Self-Service\*

#### Learning Management System (LMS)

- Import Courseware from 3rd Parties
- Courses can be:
  - Word, PDF, Excel, PPT - URLs
  - SCORM or AICC
- Courses can auto-alert and be auto-reassigned
- Assign Courses/Classes based on
  - Employee Group
  - Specific Employee
- Allow Employee to Choose from Catalog\*
- Create Learning Paths
- Create Certification processes
- Instructors can be in-house or external
- Class Rosters can be updated by Instructors\*
- Employee and Manager Access through Self-Service\*

\* Employee Can Update, Based On Security Profile