Namely HR for Humans

Namely System Details

Namely — HR for Humans
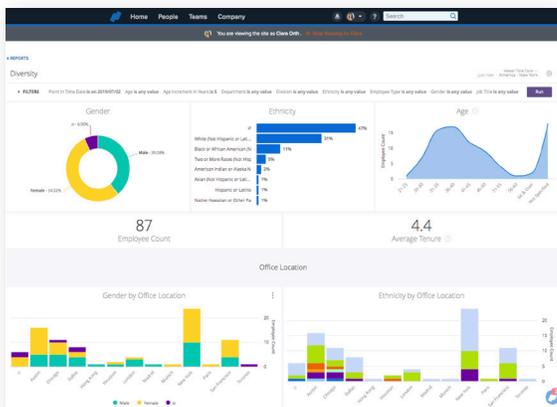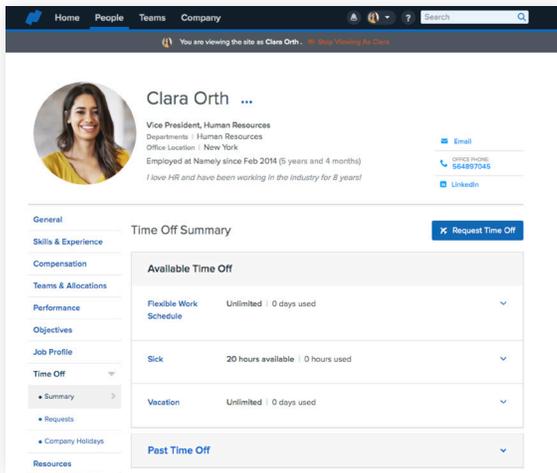
Modern HR

A simple, flexible, and modern technology for all of your core HR needs in one platform.

Namely's Modern HR offering is simple, flexible, and covers all of your core HR needs in one platform designed with end-users in mind. It handles your employee profiles, time-off tracking, reporting, and more. Keep your people engaged with a social news feed, and allow them to access the functionality on-the-go through a mobile app.

Onboarding

- Unlimited templates
- Pre-start date kick off
- Personalized company branding
- New hire data collection
- E-Verify Integration
- Document Acknowledgement
- E-signature
- Task lists
- Pre-built ATS integrations

Company

- Social news feed
- Org chart
- Employee directory
- Custom organizational units
- Custom teams
- Unlimited, role-based workflows
- Employee allocations
- Custom roles and permissions
- Unlimited document resource storage
- Mass e-signature
- Mass imports
- Important date reminders
- SSO support

Employee Profiles

- Manager and employee self-service
- Employee biography and image
- Job & salary history
- Skill and experience tracking
- Unlimited custom fields

Time Off

- Unlimited time off plan types
- Unlimited company holiday schedules
- Automatic accruals (daily, weekly, semi-monthly, monthly, annually)
- Carryover rules
- Online PTO requests and approvals
- PTO notifications and alerts
- Company calendar view
- Google, Outlook and iCal integration

Reporting & Analytics

- Real-time custom reports
- Intuitive report builder with sorting, filters, and exports
- Reporting on custom fields
- Delivered best practice dashboards
- Multiple point-in-time filters
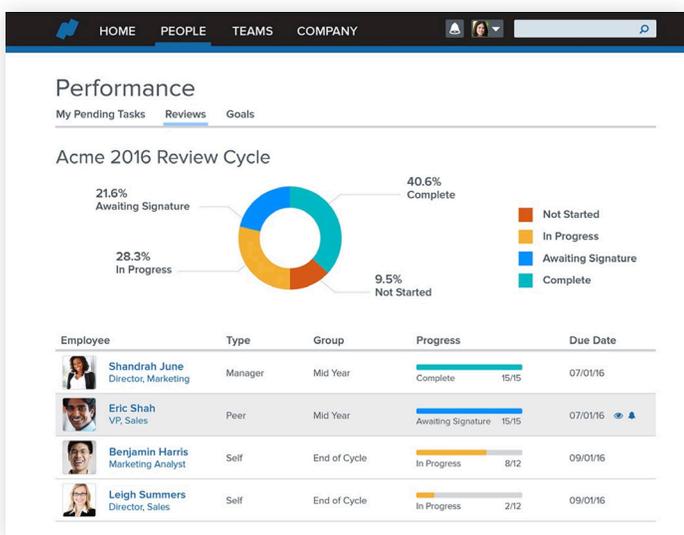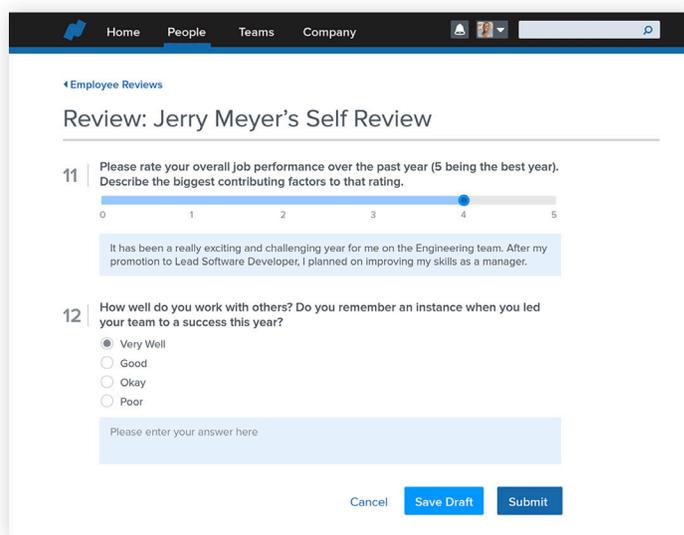- Graphic visuals
- Export/download

Mobile

- Login TouchID or FaceID
- Profile overview
- Activity feed
- Employee directory
- PTO requests and approvals
- Holidays
- Paystub and balances
- W2s and 1099s*
- Benefits information*
- Office locations
- Company resources
- Namely Blogs
- Link to time entry*

Namely HR for Humans

Talent Management

Designed to help you create a culture that grows your people and your company.

From year-round goal collaboration and peer recognition to more formal performance evaluations, employees and managers are empowered to provide constructive feedback and stay engaged.

Goal Management

- Company, department, and individual goals tracking
- Company, department, and individual goal alignment
- Goal tags, weighting, and tasks
- Embedded social feed and goal change audit
- Integrate goals and competencies to performance cycles

Performance Acceleration

- Unlimited custom performance templates
- Anytime performance cycles
- Automated reminders
- Self, manager, and peer feedback
- Configurable performance improvement plans
- Configurable new hire checkpoints
- Configurable competency library
- @Appreciations (employee recognition)

Comply Database

Powered by ThinkHR

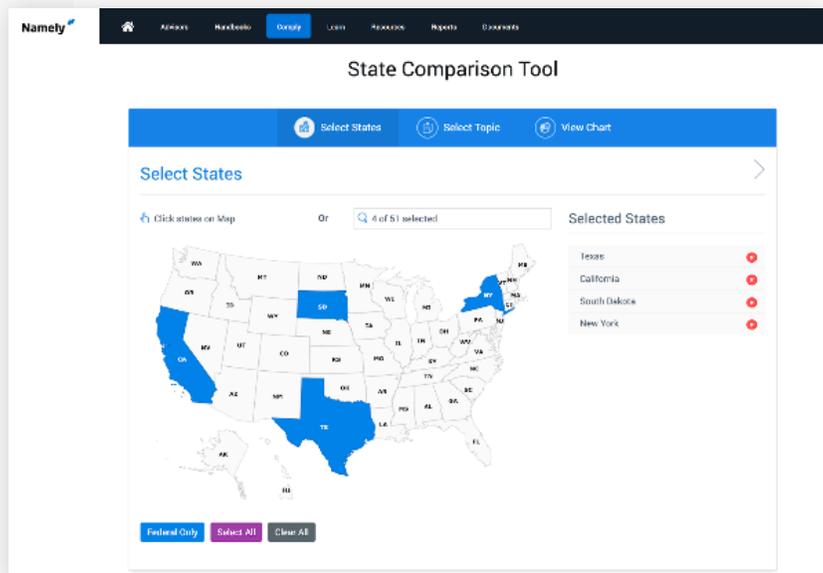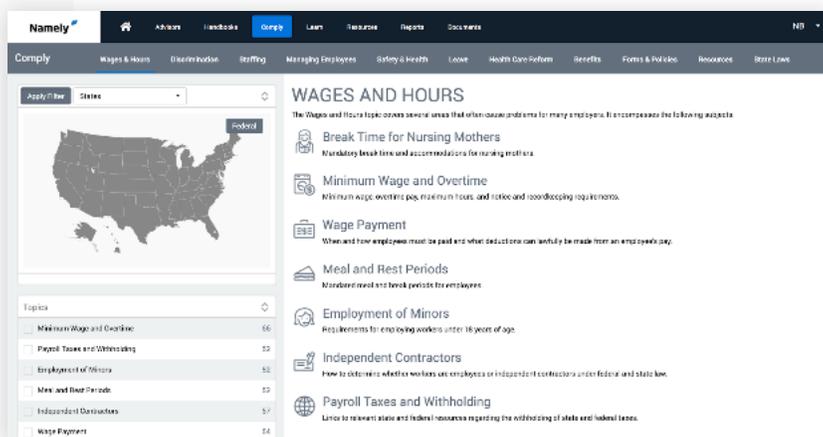*Stay informed on constantly evolving compliance regulations.*

Namely Comply Database delivers high quality content combining expert analysis of employment laws and regulations, best practice information, and intuitive tools that show HR leaders what to prepare for, provide the guardrails for when something happens, and outline the necessary steps to move forward.

Tools

- Q&A database
- Job description builder
- Salary benchmarking library
- HR audit checklist
- Worker classification tool
- New hire toolkit
- Recruiting toolkit
- Termination toolkit
- Employee leave toolkit
- State comparison tool
- Compliance calendar

Content

- HR compliance news
- Law alerts
- HR & compliance whitepaper library
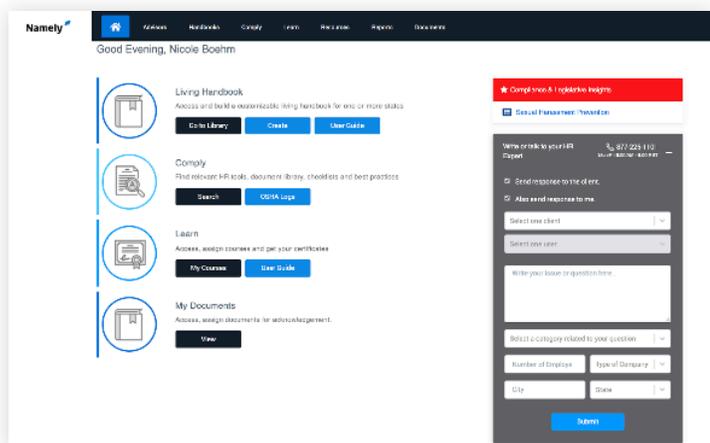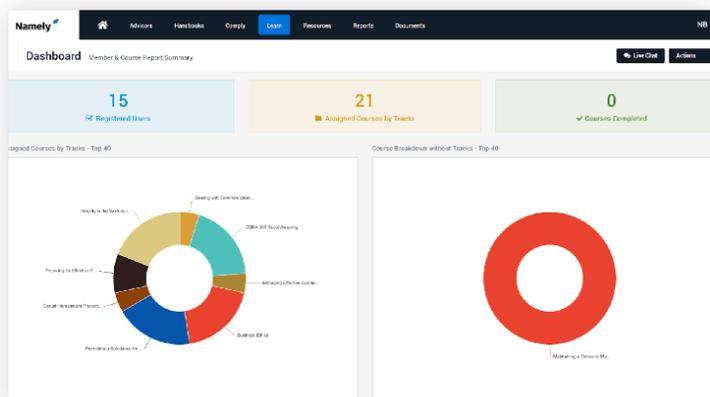- HR & compliance webinar library
- Forms and guides

Namely HR for Humans

Comply
Advice & Action

Powered by ThinkHR

Reduce risk with powerful technology and access to live expert HR advisors.

Namely Comply Advice & Action is a comprehensive, end-to-end, people risk management solution that is supported by expert services. This offering fills a critical need for midsize businesses by helping them mitigate the numerous people-centric compliance risks that exist in every organization.

Learning Management System

- Course catalog
- My Courses status page
- Admin dashboard
- Custom course uploader
- Delivered training content
  » Harassment
  » Compliance & Legal
  » Environment & Climate
  » Workplace Safety
  » Human Resources
  » Computer & IT
  » Customer Service
  » Professional Development
- Course tests and quizzes
- Certificates and reporting
- Relevant resource links
- Course track creation and assignment
- Uder activity reporting

Dynamic Handbook

- Multistate
- Federal
- Policy update alerts
- Team share and edits
- Spanish translation
- E-Signature
- Custom text features
- Download word or PDF
- Duplicate option

Compliance Services

- Access to SPHR and PHR certified Live Advisors
  » Phone
  » Electronic submission/chat
  » Mobile
- Answers to questions on topics including:
  » Discrimition, EEO, and ADA
  » Employee relations
  » Policies and procedures
  » Recruiting and hiring
  » Conflict resolution
  » Terminations
  » Leaves of absence - FMLA, PDL, USERRA
  » Worker classification
  » Workers compensation
  » General benefits compliance
  » COBRA, ERISA, ACA
  » HIPPA
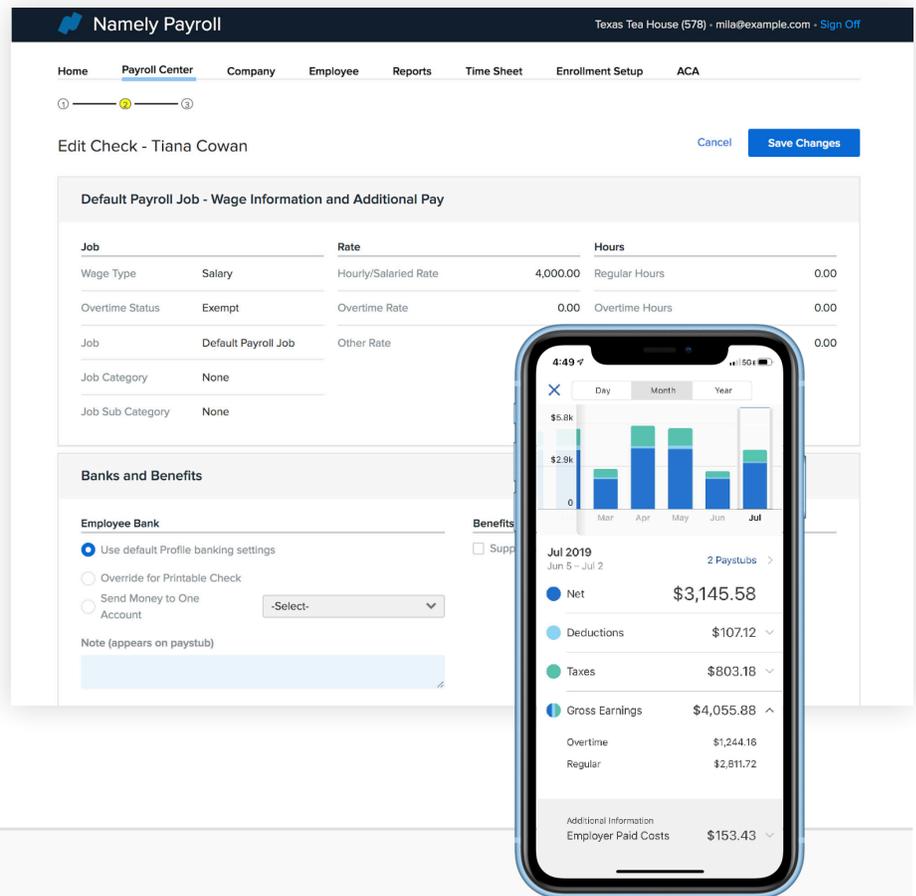 » Workplace Safety
  » Unlawful harassment

OSHA

- Case creation and logs
- OSHA 300/300A
- OSHA 301
- Recordable Incident Help Wizard
- Graphical OSHA Report

Payroll

Full-service payroll solution integrated with your HR and benefits information.

Our technology is paired with best-in-class support from payroll and tax experts— ensuring worry-free payroll processing days. Reduce errors, save time, and provide a better experience for employees.

System Processing

- Support for all pay frequencies
- Unlimited pay frequencies/pay groups
- Unlimited off-cycle pay runs
- Employee and contractor payroll
- Unified HR and deduction information
- Garnishment administration
- Hours import
- Additional pay/reimbursement import
- Recurring earnings
- Dual state taxation
- Delivered preview reports
- Delivered post payroll reports
- Delivered EEO-1 report
- Custom GL report
- Gross-up calculator tools
- Pay history
- Automated salaried proration

Self Service

- Direct deposit update
- Paystub history (active and terminated)
- Year-end tax forms (active and terminated)
- W2 online opt-in affirmation
- Mobile pay view - day, MTD, and YTD
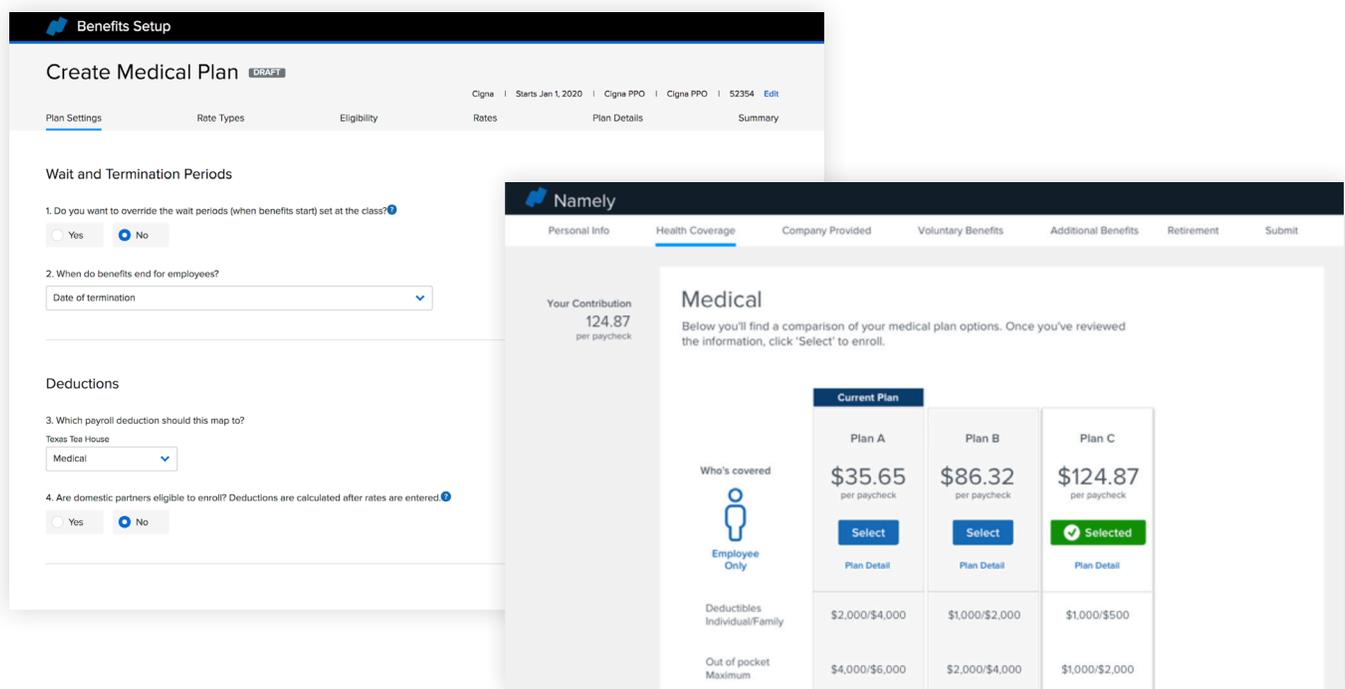- Mobile 1099 and W2 forms

Full-service Payroll Support

- Tax calculation updates (federal, state, and local)
- Quarterly and year-end tax filing and reporting
- W2s, 1099s, 940s, and 941s
- New Hire State Reporting
- Tax notice resolution

Namely HR for Humans

Benefits Administration

Take the complexity out of managing benefits and open enrollment.

Empower employees to make smart election choices with embedded support in a modern enrollment wizard. Intuitive configuration tools and automated data flow simplify benefits administration and give HR teams time back in their day.

Enrollment Wizard

- Employee and employer contribution display
- Waive coverage option
- Embedded plan details
- Plan comparison charts
- Contextual help and alerts
- Affirmation statement
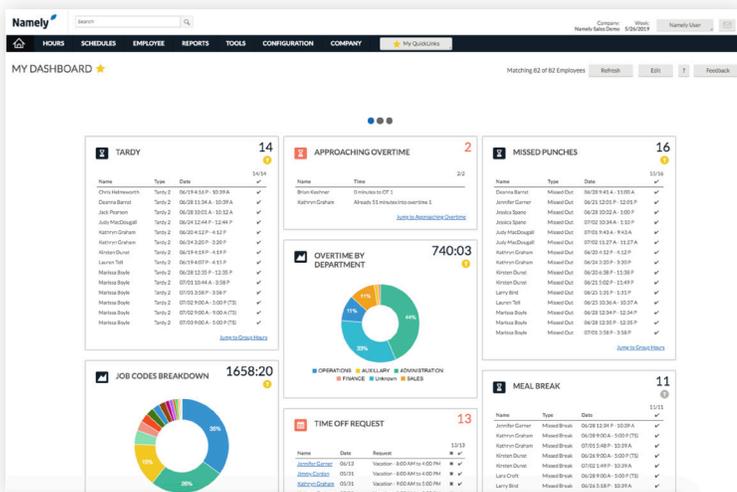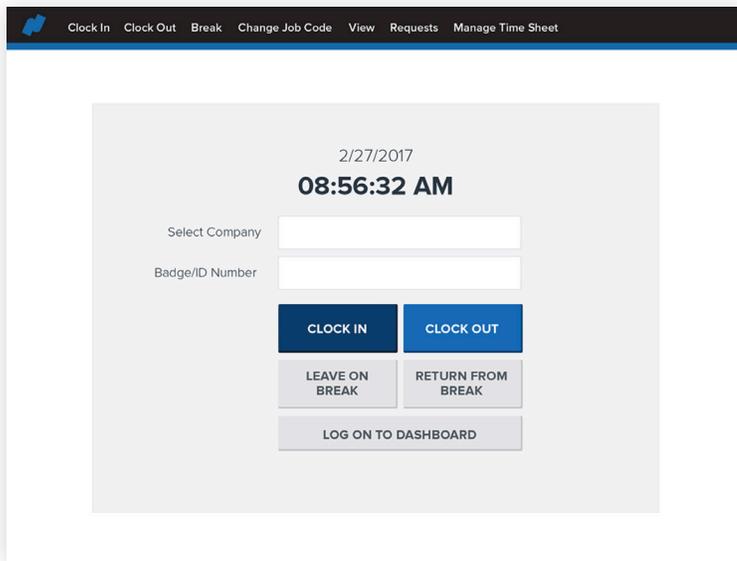- Approval process

Administration

- Open enrollment and life event management
- Plan configuration
- Eligibility rules
- ACA reporting and filing
- Electronic carrier feeds*
- Deduction integration to Namely Payroll

Namely | HR for Humans

Time & Attendance

Powered by TCP

Manage your hourly workforce with confidence.

Make tracking hours, time off accruals, and schedules simple for you and your hourly employees. Our powerful technology handles even the most complicated hourly considerations like meal break rules and fluctuating overtime, while providing insights into critical time management data.

Time Entry

- Web punch
- Timesheet (auto-populate option)
- Kiosk*
- Mobile with geofencing
- Physical/biometric clock*
- Missed punch prompt
- Break tracking
- Job/project code tracking
- PTO requests
- Accrual forecasting

Time Management

- Timecard & PTO approvals
- Meal break rules
- Robust exception Reporting
- Overtime calculations and management
- Shift differentials
- ACA eligibility reporting
- Audit trails
- Mass updates
- Manager dashboard
- Employee status dashboard
- Point/Occurrence Tracking*
- FMLA management*
- Robust export/imports
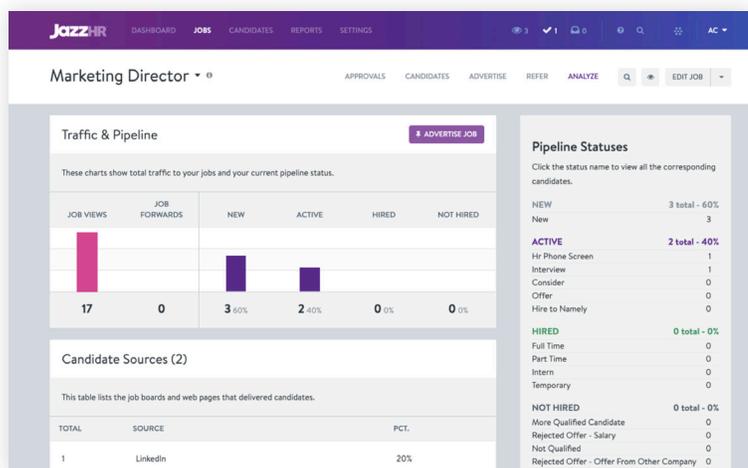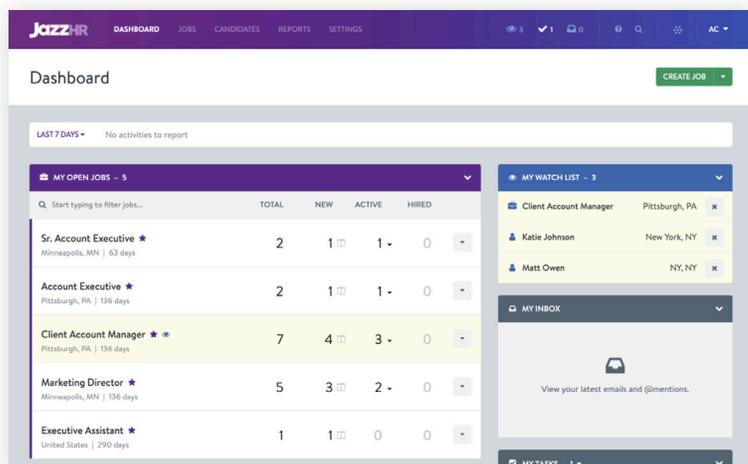- Scheduled reports
- Qualification tracking

Scheduling

- Recurring schedules
- Shift swapping and dropping*
- Shift offer sequences*
- Shift dashboard and roster*
- Shift qualifications
- Drag and drop scheduling*

Namely HR for Humans

Recruiting
Powered by JazzHR

JazzHR is a powerful and user-friendly recruiting solution that is integrated with Namely and designed to help midmarket businesses find and hire the right talent, faster.

JazzHR makes it easy to attract candidates, organize recruiting tasks, coordinate interviews and feedback, extend offers and gain insights to optimize the art of recruiting. Selected candidates make a seamless transition to new hires within Namely's Onboarding solution.

Applicant Tracking System
- Job-specific Recruiting Teams
- Custom Job Workflow Stages
- Email Message Templates
- Bulk Email Candidates
- Contacts Manager

Job Postings + Syndication
- Mobile Friendly Job Board
- Customizable Job Applications
- Post Jobs to Free Job Boards
- Purchase Premium Job Listings
- New Candidate Email Alerts

Interviews + Assessments
- Background Checks
- Recruiting Calendar
- Gmail & Outlook Calendar Sync
- Interview Guides

Offers + eSignatures
- eSignatures Integration
- Document Storage/Organization
- eTemplate Management
- Enhanced Security Privileges

Reporting + Compliance
- Candidate Reports
- Job Reports
- Compliance Reports
- Optimization Reports
- Custom Reports Builder

Jazz Crowd
- Mobile Resume Screener
- Resume Uploader & Parser
- Searchable Resume Database
- Employee Referral Management
- Import Candidates to HRIS
- Roles & Privileges Management
- LinkedIn Recruiter Integration
- Job Approval
- Auto-send Emails
- Candidate Evaluation Templates
- Skills & Coding Test Integrations
- Video Interview Integrations
- Tokened Offer Templates
- Offer Letter Generator
- Offer Drafts & Version History
- Recruiting More Efficiently
- Making Competitive Offers