



# GovConPay Summary of Services and Features



## Core Services

### Payroll

- Unlimited online payrolls
- Federal, state & local tax filing service
- State & Federal unemployment insurance
- Direct deposit, check or pay card
- State new hire reporting
- Wage garnishment processing
- Mobile App
- Online employee paystubs & W2/1099s/1095s
- 300+ standard reports & custom report writer
- Real-time payroll preview
- Group term life calculation
- Employment verification services

### HRIS/HCM

- Employee & manager self-service
- Employee communications portal
- Secure online document storage with role-based security
- Configurable workflow & approval & notification process
- Unlimited organizational structure
- Compliance tracking & reporting (I-9, EEO, OSHA, VETS 4212)
- Online employee documents & policy acknowledgement with E-sign
- Tax update wizard (E-sign W-4)
- Job history
- Salary history
- Track education, company assets, certifications/licenses, skills/training
- Miscellaneous/custom fields
- **NEW!** Digital Labor Law Poster Center – Federal, State, Local and GovCon

[www.govconpay.com](http://www.govconpay.com)

## Modern Technology Platform

- Modern, responsive web design hosted on Microsoft Azure
- True multi-tenant database
- Adaptive Employee Experience – Any device/anywhere/anytime
- Bi-weekly release cycle
- Continuous product development
- Industry, market & compliance updates
- Competitive updates
- MS Teams chat integration

## Employee Marketplace

- Exclusive Perks and Discounts
- Travel related purchases
- Events
- Dining and wellness access
- Electronics
- Retails and apparel

# Optional Services

## Attract & Hire (Recruiting & Applicant Tracking)

- Branded & mobile-friendly career site
- Requisition process
- Job ad writing
- Job questions
- Auto disqualify
- Job posting
- Company career page
- Employee referrals
- Text to apply
- Job alerts
- Assessments
- Interview guides
- Skills test
- Video interviews
- Calendar integration
- Offer letters
- Reference Checks
- Background checks/Drug screening
- Custom tags
- Reports/dashboards/analytics
- Candidate ranking
- Unlimited user accounts

## Benefits Administration

- Multiple benefit plan types
- Benefit cost analysis
- Flexible rate structures (Age Banded & Salary Tiers)
- Unified with payroll to calculate & manage deductions
- Manage complex eligibility rules
- Online Open Enrollment through desktop or mobile app
- Life events wizard
- Dependent & beneficiary tracking
- Robust benefit reporting
- Role-based reporting access for brokers/advisors
- ACA Measurement Dashboard
- Annual 1094-C filing & 1095-C Form preparation
- Integrated COBRA & FSA Administration (3rd party fees will apply)

# Optional Services Continued

## Onboarding & Offboarding

- Configurable onboarding & offboarding
- Unlimited templates
- Custom messaging
- Fillable forms
- Employee acknowledgements
- Custom links
- Compliance
- Workflow automation
- Pending employee dashboard
- e-Verify
- WOTC

## Compensation Management

- Compensation planning
- Configurable eligibility rules
- Automatic reminders
- Comprehensive dashboard
- Seamless payroll integration

## Share (Employee Engagement)

- Employee Portal
- Feed wall
- Feedback & praise
- Employee surveys
- Collaboration & crowdsourcing
- Rewards & recognition
- Interactive org charts

## Perform (Performance Management)

- Customizable performance review templates
- 360 degree peer review process
- Company & Employee goal management
- Nine-box technology
- Manager dashboards

## Learn & Grow (Learning Management System)

- Full LMS & LXP
- Personalized curriculum
- Customizable content
- Pre-built library of over 150 courses
- Gamification
- SCORM compliant
- Content marketplace with 85K courses

## Predictive People Analytics

- Centralized analytics dashboards
- Predictive modeling
- Historical trend analysis
- Benchmark Insights for salary, tenure, and turnover
- Key events overlay
- Voice navigation & virtual assistant
- Artificial Intelligence

## Giving & Volunteering

- Manage end-to-end corporate giving & volunteering campaigns
- Automate processes from campaign launch through tax reporting
- Seamlessly process employee donations with payroll integration
- Initiate employee spotlights, competitions, & other milestone activities
- Consistently communicate giving program goals & milestones
- Connect to a network of over two million non-profit organizations
- Promote company-sponsored nonprofits & social causes

# Consulting & Professional Services

## **HR Consulting Services:** HR Advisor

- Dedicated, cost effective certified HR advisors
- HR audit/discovery & proactive compliance advising
- Employee handbook, forms, policies, templates & job descriptions, etc.
- Customized HR action plan, unlimited support, meetings & updates
- HR training, webinars, tools, newsletters, & alerts
- Employee classification & FSLA review
- Our unique combination of isolated HCM support & HR support

## **Managed Payroll**

- Handle all the payroll administrative duties
- Update the payroll system with all Employee related information
- Adding new hires & terminations
- All changes to demographics, tax filing & exemptions, direct deposit, deductions, salaries
- Setup any new earnings/deduction codes
- Implement any additional items the client might need in the future (ESS, Leave plans, 401K, Time)
- Key in or import the payroll information on processing day
- Payroll preview done – if needed a preview payroll register will be sent back to a client for review
- Per client's schedule – Preview & process after 12:00 noon on processing date

