

How CommonOffice Can Save You Money

GET THE MOST BANG FOR YOUR BUCK



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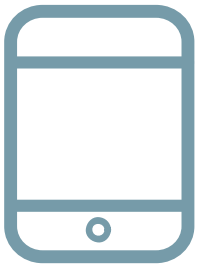
www.commonoffice.com

By: CommonOffice

CommonOffice Knows That Your Time Equals Money

That's why CommonOffice full service HRIS is the solution for saving!

Our automated software provides your organization with various applications that simplify the entire HR process. Continue reading to learn exactly how CommonOffice will save your HR department time and money.



Employee Self-Service

Our software allows for employees to input any and all personal information needed for HR purposes on their own. Having employees be responsible for their own profiles takes tedious work off the hands of HR managers and allows them to allocate their time towards more rewarding tasks.

Mobile Accessibility

CommonOffice offers an app that is accessible from both Apple and Android devices. This provides managers and employees access to all their HR data whenever and wherever. Having centralized data and easy accessibility results in improved performance overall.



E-Onboarding

CommonOffice's E-onboarding is simplistic and introduces consistency within your organization. We ensure that we are providing your HR department with all the tools necessary to prepare your employees. This could include sending out the employee's contract, the company handbook or additional information such as "what to expect on your first day". This automated system results in consistency amongst newly hired employees and simplifies the data collection process on both ends.





Benefit & Succession planning

Two unique applications that CommonOffice has implemented is benefit planning as well as succession planning. Through benefit planning employees are able to keep track of the benefits they are provided with and HR managers can control the type of benefits each employee receives. Succession planning is an application designed to strategically map out when HR managers should prepare for new hires. The software uses analytics from your company as well as outside sources to predict when current employees will be leaving the company. This is extremely valuable as it reduces the time lost from searching for a replacement last minute. HR managers will be prepared and will have more notice to find the perfect person for the job.

Powerful Performance Review

Lastly CommonOffice offers innovative and easily customizable performance management software. This application adds value to your HR process through employee and manager feedback. Utilizing this software allows employees to better achieve their goals, receive encouragement and easily find the root of underlying issues. You'll notice increased employee satisfaction, reduced turnover and as a whole a more efficient HR process.

Overall CommonOffice HRIS provides users with a software that helps to reduce the amount of time and money spent on tedious administrative tasks. It improves your efficiency and professionalism, all for an affordable price!