

# Surprisingly easy, **remarkably efficient** HR data management

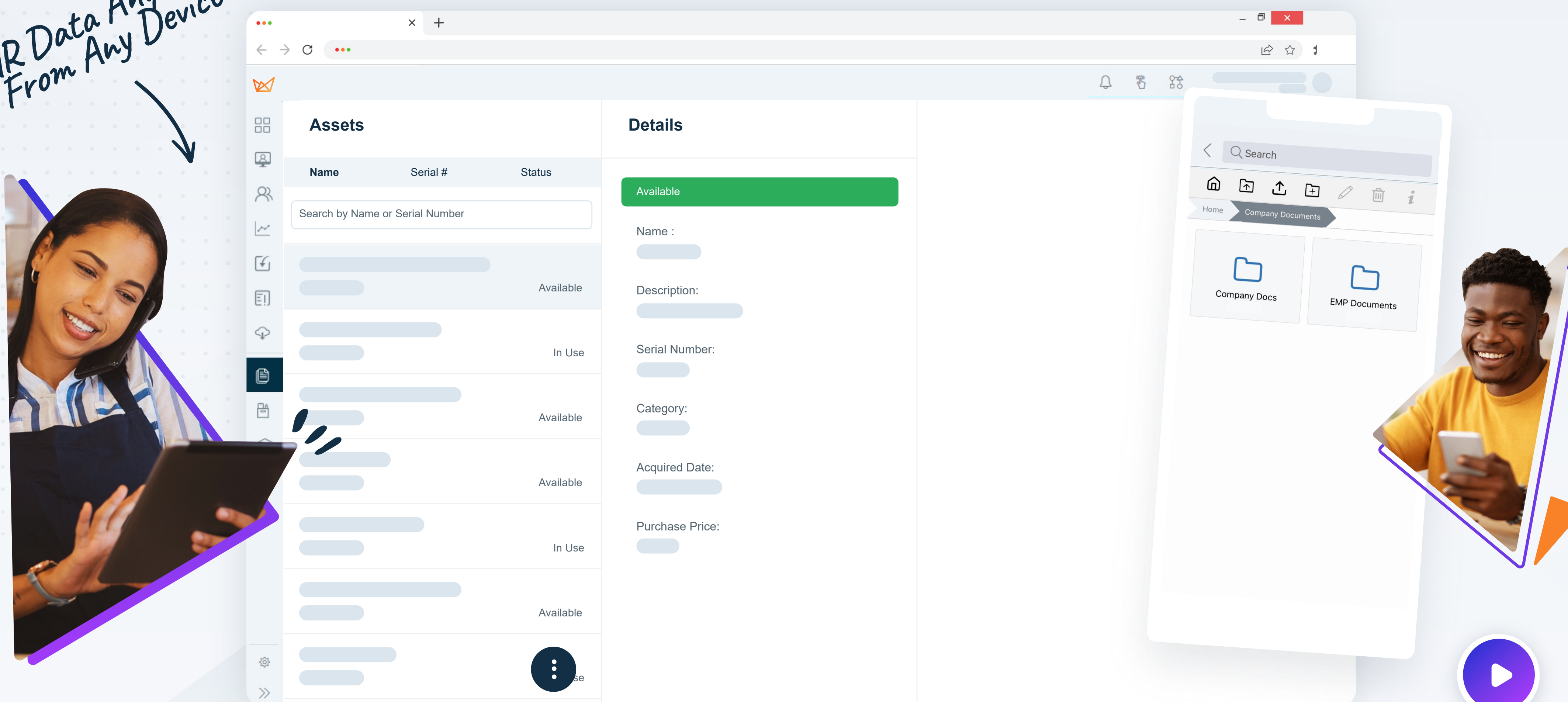
Centralized Storage,  
Retrieval, Reporting  
And Updates



# Easily manage it all, from assets to employee records

WorkEasy HR Data Management gives you one place to create templates, autofill fields, require e-signatures, and manage records.

*HR Data Anytime,  
From Any Device*



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## Assign assets

Manage and track all company assets assigned to every employee, anywhere.



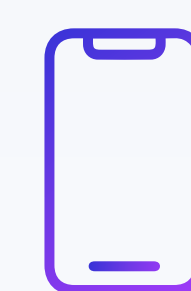
## Gather e-signatures

Create templates, insert e-signature fields, quickly send signature requests.



## Manage employee records

Customize and collect employee profile data; track changes in comp, group assignments, and more.



## Access on the go

Access and manage HR data and documents anywhere, anytime, on any device.

## One place for all your HR data



### Create document templates

Create customized, reusable document templates (e.g., IRS Form I-9) and set them to be auto-filled with employee data.



### Share with employees

Efficiently upload documents and easily share them with employees from any device, anywhere — to be accessible on any device.



### Implement e-signatures

Save time and ensure accuracy by quickly sending, requesting, and obtaining legally binding e-signatures from employees.



### Access data from any device

Get real-time alerts and notifications. Access and manage HR data and documents anywhere, anytime, on any device.



### Empower your workforce

Employees, managers, and leaders benefit from centralized employee records and asset management, a document center, and an employee portal.

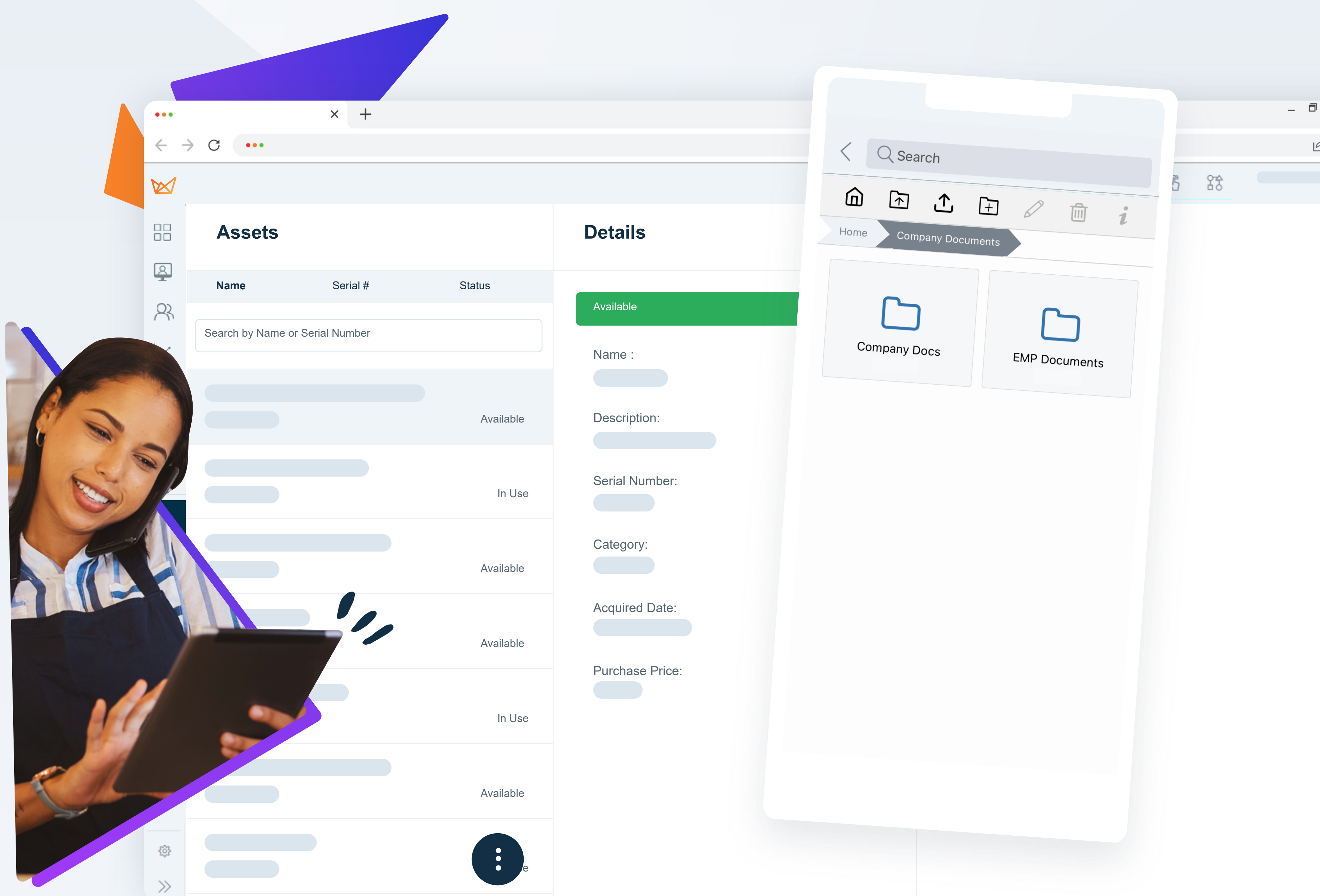


### See total costs

Get a clear, uncomplicated picture of total costs and accurately manage the total costs for all assets, by individual, group, location, or other parameter.

# HR data remarkably easy

From creating templates and automatically pre-filling them to assigning assets, we make it super-easy to manage HR data.



 [Click to Play Video](#)

## Drive employee engagement

Employees can easily update personal information, access documents, view assigned assets, and keep track of time & attendance data.

## Assign and manage assets

Efficiently and at a glance, see a complete list of every asset assignment — including which employee an asset was assigned to and when.

## Prevent asset loss

Easily make necessary changes and updates for asset assignments directly on each employee's profile — always know where every asset is.

## Simplify your data and your life

Tap into a range of features that make it super-easy to manage HR data, from real-time alerts, to an employee profile designer, to creating security groups and privileges.

## Deploy employee self-service

Allow employees to update personal information, emergency contacts, access company handbooks, and track company-issued devices to save time and reduce headaches.

## Give employees helpful insight

Keep employees engaged and informed by providing them access to their timesheets, upcoming schedules, time off balances, and more.

## FAQs

### How secure is my data with WorkEasy HR Data Management?

WorkEasy HR Data Management prioritizes data security, ensuring all your HR data is securely stored, retrieved, and updated

### Does WorkEasy Software provide a digital, court-acceptable audit trail of all e-signed documents?

Yes, our e-signature and audit trail features fulfill HIPAA, SOC2, and 21 CFR p11 compliance.

### Can I use WorkEasy HR Data Management to send announcements and updates?

Yes, any document created in WorkEasy HR Data Management can be shared with employees— and you can require receipt acknowledgments.

# Beyond Features and Functionality: Dedication, Pride, and Years of Experience

We do more than put the most innovative workforce management tools in your hands. We support you at every step with teams of specialized experts dedicated to making your experience remarkable.



Talk To Us