



# Granite HR

## OUR PURPOSE & FEATURES



# PURPOSE

Granite HR was born with the idea of building a simple & less expensive HR platform. Associated Employers set out to fill the gap in small or medium-sized businesses for the monumental task of Human Resource Management. We wanted to make an HRIS that was easier, cleaner, & more helpful to small and medium businesses so they could exceed expectations with their employees. We've built powerful, customizable features with easy conventions and adding features monthly.

## FEATURES

### INFORMATION MANAGEMENT

- Custom field tracking
- Start/Stop intuitive onboarding & "offboarding" processes
- Job descriptions
- Employee self-service changes with HR approval
- Record searching
- Change history system with reporting
- Slate Payroll information syncing
- Census upload
- Probation tracking

### TALENT MANAGEMENT

- Custom hosted careers site
- Customized screening process
- Automatic applicant scoring
- Applicant tracking pipeline
- Interview calendar management
- Application sharing
- EEO/AA tracking
- Internal-first configurability
- Talent pooling
- Automatic rejection letters
- Automatic job listing to Indeed & Job Jupiter
- Manual source management
- Job listing analytics

### SELF-SERVICE

- Employee portal
- Assigned, signature-required documents
- Internal careers site

### AUTOMATION

- I-9 collection with supporting documents
- W-4 collection
- Online exit interviews
- Connect to your payroll provider

### PROJECT MANAGEMENT

- Collaborative workflows
- Assigned todos
- Per-project discussion boards
- Due/delayed/cancelled dates
- Prerequisite tracking

### ASSET MANAGEMENT

- Asset directory with categories
- Attribute tracking
- Assign sharable or single employee assets
- Document integration

### EMPLOYEE COUNSELING

- Behavioral/performance issue tracking
- Issue corrective actions
- Printable corrective actions
- Customizable corrective action process

### ORGANIZATIONAL

- Dynamic org chart
- Department/location management
- HR user management

### CUSTOMIZE

- Company branding with automatic color themeing
- Customize processes for recruiting & counseling
- Customizable email templates

### TRAINING

- Certification and training tracking
- Assignable HR webinar catalog

### HR RESOURCES & HOTLINE

- Online HR Resource or Reach a Live HR Professional

**AND MUCH MORE.**

**DEMO GRANITE HR NOW!**

