



All your employee information in one place

Tools to help you manage employee information, visualize your company's structure, manage important documents, and track employee time off (coming soon).



MANAGE YOUR DEFAULT PROFILE TEMPLATE

- Employee info**
3 subsections • 18 fields
- Job info**
6 subsections • 22 fields
- Documents**
2 subsections • 18 fields (All hidden)
- Benefits**
1 subsection • 7 fields

Customizable employee profiles

Keep all employee information in one place with customizable employee profiles. Employees can update their own profiles if any of their information changes, and you can customize the profile templates to collect and organize different information based on location, department, and more.

Searchable employee directory

The employee directory provides a list of all employees, making it easy to search and find specific employees.

Directory

[Add employee](#)

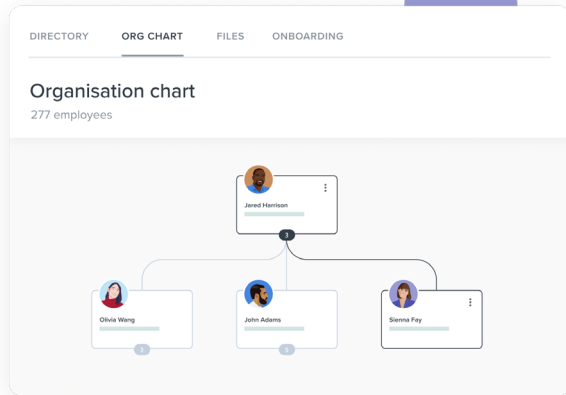
Sort by: Name

Search.. All statuses All departments All locations

SHOWING 552 EMPLOYEES

Olivia Wang
Program manager

Reports to

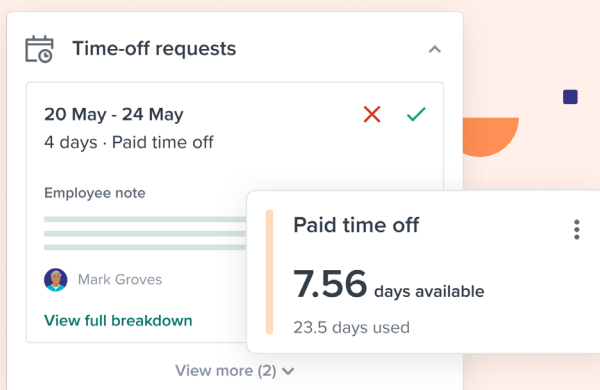
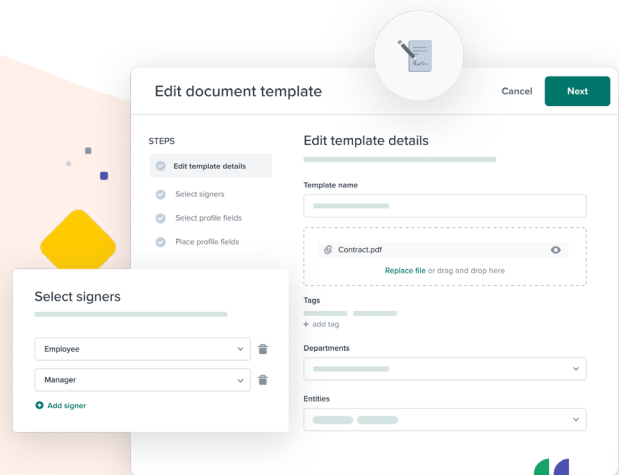


View your company's hierarchy

Visualize your company's structure with the organization chart, making it easy for new hires or current employees to learn your structure, and know who to reach out to for cross-company collaboration.

Manage all employee documents with e-signatures

Store all HR-related files in one central location with our document management feature. You can organize the files into folders based on location, department, and more. Turn any file into customizable document templates to be filled or e-signed, making it easy to share and track important documents with employees and new hires.



Time off management COMING SOON

Easily track and manage employee time off with our time off management system. Employees have easy access to requests and track their time off, and managers can easily approve or deny requests. The system offers multiple policies and accrual options, and includes a calendar feature to see when everyone is out of the office. Approval workflows are also included to ensure that time off requests are addressed, even if the manager is unavailable.

[Pricing >](#)

[Product overview >](#)

