



Things Your HCM Solution Should Do

With the right workforce and spend management solution, you can save time, reduce costs, and minimize risk almost immediately. You can also empower strategic HR, Finance, and IT decision-making for years to come. Use this checklist to evaluate core capabilities that align with your current needs, while positioning your organization for future growth. Then download the complete [buyer's guide](#).

Payroll + Time and Labor



Payroll ☒

Reduces manual data entry and errors with automation, improving accuracy and enhancing the employee experience.

Time and Attendance ☒

Streamlines time management tasks and ensures accurate time collection with intuitive tools.

Scheduling ☒

Provides transparency and flexibility to optimize coverage, prevent unexpected labor costs, and keep employees informed.

Human Resources + Talent Management



Recruiting ☒

Accelerates strategic hiring while delivering an efficient and personalized application experience.

Onboarding ☒

Sets up new hires for success and speeds time-to-productivity with digital pre-boarding and automated workflows.

Performance Management ☒

Promotes goal alignment and fosters collaboration between managers and employees for stronger performance.

Compensation ☒

Helps ensure fair, competitive wages by providing visibility into market pay data, performance, and pay history.

Learning Management System (LMS) ☒

Offers access to high-quality training courses to promote safety, compliance, and employee growth.

Communication Tools ☒

Provides an organization-wide communication platform that encourages knowledge sharing and engagement.

Recognition and Rewards ☒

Simplifies administration while offering customizable, measurable programs that boost engagement and productivity.

Employee Listening ☒

Automates employee feedback at scale with statistically validated tools, customizable surveys, and actionable insights.

Workforce Analytics ☒

Facilitates data-driven decisions with real-time, centralized HR, finance, and operations reporting.

Spend Management

Expense Management ☒

Enables touchless expense reporting and built-in compliance to speed up reimbursements while providing greater control.

Headcount Planning ☒

Streamlines hiring with centralized processes, automated permissions, and real-time insights.

Corporate Cards ☒

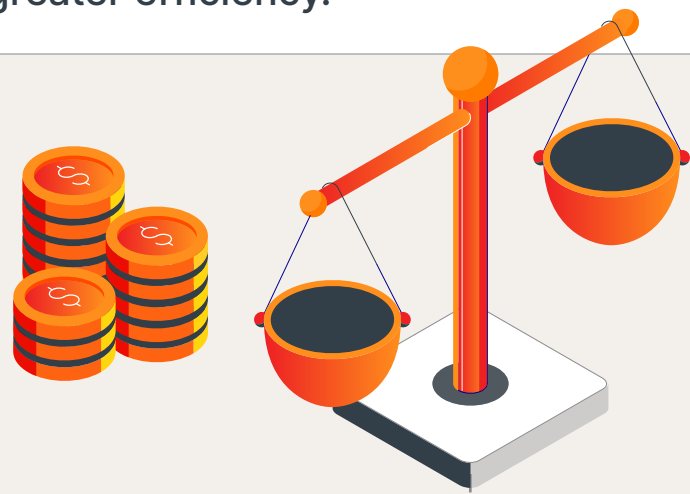
Empowers teams with flexibility, streamlines receipt matching, and codes spend in real time for greater efficiency.

Accounts Payable ☒

Automates invoice processing, approval routing, and vendor management to streamline operations and ensure compliance.

Guided Procurement ☒

Makes purchasing requests simple and compliant by guiding employees through the process.



Usability

Mobile App ☒

Offers a single app for admins, supervisors, and employees with easy access to pay, schedules, announcements, and more.

Employee Self-Service ☒

Helps employees find information and access tools to complete routine tasks like clocking in and requesting time off.

User Interface ☒

Guides users through actions to make navigation intuitive and easy to learn.

System and Security

Integrations ☒

Connects easily to other systems like ATS, benefits, POS, and background checks as well as your general ledger (GL) and ERP.

Security ☒

Manages critical business information and protects client data with industry-accepted solutions and practices.



Data Privacy ☒

Adheres to strict governance and accountability guidelines and upholds ethical data practices.

AI Use ☒

Discloses how, why, and when products use AI and holds AI systems accountable by humans.

Ready to transform how you work?

Choosing the right HCM platform can streamline workflows, reduce risks, and boost engagement. Paylocity offers a scalable, unified solution with proven ROI and top-tier support.

[See How](#)

