Criterion

Comprehensive Suite of HCM Solutions

Criterion's HCM software combines big-enterprise power with up-to-date simplicity, giving mid-market and enterprise organizations an HCM platform that matches their needs.

The platform consists of three modules: **HR**, **Payroll**, and **Talent Engagement**. You can use one, two, or all three of these modules. Each is completely flexible to your unique needs, processes, and organization.

Modernize Your HCM

Administrators and employees can access Criterion via mobile, tablet or desktop to find information, update data, or log key activities. 24/7 and anywhere in the world (with multilingual capabilities).

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Human Resources

- Comprehensive HRIS
- Benefits Administration
- Workforce Management
- Position Management
- Document Management
- Reporting & Data Access
- Employee Self-Service
- Manager Self-Service
- Customization

Payroll

- Powerful Payroll
- Flexible Payroll Batch Processing
- Payroll Validations & Corrections
- Time Capture
- Expense Reimbursements
- Complex Calculations
- Payment Processing
- Tax Reporting
- GL Integration
- Employee Self Service (also on Mobile)

Talent Engagement

- Applicant Tracking/Recruitment
- On Boarding & Off Boarding
- Performance Management
- Learning Management
- Compensation Management

100% REST APIs

Data Encryption

POD Architecture

Field Level Security

Data Segregation

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HR Functionality

Comprehensive HRIS

- Drag and Drop Dashboard Creation
- User-Driven Analytics & KPIs
- Employment Information
- Effective Dating for all Employee Actions
- Profile and Personal Demograhics Information
- Dependent Information
- Health & Welfare/Workers Comp. Tracking & Reporting
- E-Verify
- Integration with WOTC Services
- Org-Charts with 4 different reporting structures
- Security Role Driven profiles

Benefits Administration

- Benefits Administration
- Open Enrollment, New Hire Enrollment, Life Events
- ACA Reporting
- Carrier Connectivity (EDI Files & Custom Files)
- Effective dated Benefit Deductions – carried to payroll

Workforce Management

- Workforce Management/Time Sheets
- Flexible Time Collection via Timesheets and Mobile App
- Time Clock Terminal Software & Kiosk Capabilities
- Time capture with up to 11 dimensions
- Union Rule Configuration for Contract Premium Pays
- Time Off / Leave Management – Unlimited plans
- Repetitive & Shift/Rotating Based Scheduling

- Time Approval by Project & Piece Work
- Time Card Approval Workflows
- Multiple Supervisor Approval per pay period by time worked
- Digital Sign-off and Time Card Attestation - Configurable
- Alerts for Overtime and Breaks
- **ACA Approaching 30 hours Worked Reporting

Position Management

- Position Classification FT/PT/Temp/IC/HCE
- Multiple Positions & Rates
- Position Management
- Position Control
- Union Job Classifications & Rate Tables
- **Budget Tracking & Analysis by Position

Document Management

- Digital Documents & Forms
- Configurable Forms Designer
- Multiple Folders w/ access security for Administrators, Managers and Employees
- Reporting on Forms data and surveys
- E-Signature capabilities
- Fed & State documents for compliance

Reporting & Data Access

- Dashboard Reporting & Real Time Analytics
- Standard & Compliance Reporting
- Ad Hoc Drag & Drop Reporting
- SQL Access
- Scheduled Reporting
- Reporting on Configurable Forms and Screens Data

Employee Self-Service

- Employee Engagement & Company/Department News Feeds – configurable by employee type
- Benefits - Open Enrollment, Life Events, View Plans Enrolled In
- Time Off Requests
- Time Entry
- Documents – restricted by security profile
- Employee/Manager Feedback Confidential Reporting
- Surveys with NPS Scoring Alerts
- Configurable Settings & Profiles
- Absence Management Chatbot
- 2 Factor Authentication
- Multi-Language Support
- IOS & Android Apps

Manager Self-Service

- Timesheet Review & Approval
- Time Off Review & Approval
- Attendance Tracking
- Attestation

Very Configurable Feature Delivery

- Configurable Fields, Forms & Documents
- Configurable/Custom Screens - Client Configurability
- Notifications via Text & Email
- Operates like In-house application / Access to Tables
- Workflows
- Single Sign On - Azure, Okta etc.

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Payroll

Powerful Payroll

- Analytics Dashboard
- Labor Distribution
- Multiple Companies/Entities
- Multiple Countries - Tax rates automatically updated for US, Canada and UK
- Multiple Pay Cycles within each Company
- Multiple Pay rates / Individual in a single pay cycle
- Multiple Bank Accounts for payment
- Employees Multiple Bank Accounts (%, fixed amount)
- Unlimited Batch Processing including within the same pay period and month
- Certified (WH-347) reporting - Davis-Bacon, Integration with LCP Tracker
- On & Off Cycle Processing
- Unlimited Incomes – taxable & non-taxable - Effective Dating for each employee
- Unlimited Deductions - Effective Dating for each employee

Flexible Payroll Batch Processing

- Hourly, Salaried, Contractor can be processed together
- Special Pay Period
- Special Tax Considerations
- Externally calculated Incomes Import
- Externally calculated Deductions Import
- Calculate/Recalculate Gross to Net (unlimited)
- Employee's Pay Record, viewable/editable
- Import of external Incomes & Deductions
- Add/Remove Employees during batch creation
- Bonus, Commissions
- Notes to Employees
- Modify Batch screen for sorting, filtering

Payroll Validations & Corrections

- Previous Pay Batch Comparison
- Retro-Pay Calculations
- Export of Batch to Excel

Time Capture

- Approved Time Data added directly from Criterion HCM Timekeeping
- 3rd Party ERP and Time Clock Import through direct integrations

Expense Reimbursements

- Approved Expenses added directly from Criterion HCM Expense Management
- Import of expenses

Complex Calculations

- Gross up Pay
- Union Pay Calculations (Fringes & Deductions based on CBAs)
- Configurable Treatment of Tax Calculations for Incomes and Deductions

Payment Processing

- Direct Deposit (ACH, EFT, BACS), Check, Pay Card
- Standard and Custom Check stock formats
- Payment type can be changed at Pay Processing
- On Demand Pay integration with Clair
- ACH Integration with Kotapay
- Paycard integration with FinTwist

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Payroll (continued)

Tax Reporting

- Multiple options depending on your needs
- Standard Reports Provided for In-House Filing
- Integrations for Full Service Filing
- Assisted Tax Filing with Aatrix

GL Integration

- API and CSV integrations with popular systems
- Built-in apps for Sage, Acumatica, Microsft Dynamics, IFS and many more

Employee Self Service (also on Mobile)

- View Incomes & Deductions
- Add/Change/Modify Tax Filing Status
- View Pay History - Download Pay Period Statements
- Add/Edit Direct Deposit Details - %, Fixed Amounts, select Pay Period
- Expense Reporting

Reporting & Data Access

- Dashboard Reporting & Real Time Analytics
- Standard & Compliance Reporting
- Ad Hoc Drag & Drop Reporting
- SQL Access
- Scheduled Reporting
- Tax Reporting options
- Compliance - USA - W2, 940/941, Canada – ROE, T4, T4A, UK – P11D

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Talent Engagement

Applicant Tracking / Recruitment

- Recruitment/Application Analytics Dashboard and Reporting
- Connectivity frame for job posting to website and internal job board
- Workflow back to hiring managers
- Online Applications (including E-Signature)
- Question sets – including "knock out" questions
- Interview template for recording notes
- Job requisition forms with workflow
- Position Management
- Application & Resume digitally parsed to collect candidate data
- Email and Text message communication to Candidates
- Preboarding Portal
- Offer Letter
- Background Screening – through Partners
- Job Board Integrations - Over 25,000 Job Boards

On-Boarding & Off-Boarding

- New Hire Wizard
- Tracking of Hiring steps
- Auto-movement of all data collected in the recruitment process to Employee Record
- Unlimited Onboarding & Offboarding Templates
- Workflow for onboarding & offboarding
- Trackable onboarding and offboarding tasks

- Forms, Documents, Electronic Signature Docs, Learning, Tasks & Benefits Enrollment
- Alerts related to task completion

Performance Management

- Company & Employee Goals
- Manager Reviews of employee
- 360 degree reviews
- Multiple Frequency Options
- Unlimited Competencies
- Unlimited Review Templates and Types
- Digital Review Storage
- Digital Signature Sign-off on Reviews

Learning Management

- Auto-assign courses based on employee group
- Assign courses by manager
- Employee selects from Course Catalog
- SCORM File or AICC formats supported
- Word, Excel, PowerPoint, Text, PDF formats supported
- Training Tracking - Upcoming, Past Due, by Course, by Class, by Employee
- Reporting on Training
- Certifications - Uploading, tracking/alerting on expiration date(s), Recertification process
- Skills Library - Unlimited Skills Categories, Skill Levels
- Searchable Library to find qualified employees

Compensation Management

- Unlimited number of distribution rounds
- Restricted based on security profile
- Additional Employee/Position Data can be added
- Date of last pay raise
- Last Performance Review rating
- Pay Range for Employee's position
- Merit & Bonus distributions
- Budget distribution
- Workflow process for Compensation Approval
- Effective Date Compensation Distribution to Payroll

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Self-Service

Recruiting

- View Job Postings
- Candidate information/details
- Communicate internally with Recruiter(s)
- Conduct Interviews

On-Boarding

- View all outstanding personal tasks (both new hire & other employees)
- Due dates color coded for priority completion
- Complete assigned tasks
- Complete/Sign/Submit forms
- Update personal data – Address, Dependents, Banking details, etc.

Performance Reviews

- Complete Reviews
- View Review History - Both Personal & Direct Reports
- Maintain Journals - Both Personal & Direct Reports (maintain private journals)
- Feedback - Request & Receive
- Set/Update Goals – Company, Personal & Direct Reports

Learning Management

- View Courses/Classes Assigned
- Select new Courses/Classes from Course Catalog
- View Course History
- Instructor Access to Roster, Attendance, Grading

Expense Reporting

- Take a picture & upload receipts

Surveys

- eNPS
- Anonymous responses available

Calendars

- Upcoming Company Events
- Birthdays
- Training
- Time Off – Personal & Team

Additional capabilities

- Feedback - Named & Anonymous
- Engagement & New Feeds
- Configurable Fillable Screens
- Reusable Forms
- Company Documents Library
- Company Videos
- External Links

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System Configuration

HR Administration

- ACA - 1094/1095 reports & transmission to IRS
- Benefits - Date Effective including new Rate Tables, Formula Driven Plan Qualification
- Carriers
- Company Events
- Delegations
- Employee Groups
- Holidays
- Jobs
- On & Off Boarding
- Open Enrollments - Multiple Enrollment capabilities, New Hire, Life Events
- Projects
- Salary Grades - Grades, Steps in Grade Ranges
- Screening
- Task Groups/Projects - Subprojects & Cost Codes
- Create Tasks, Assign to Employees to track time or auto-distribute based on %
- Time Offs - Unlimited Time Off Plans, Accrue, Block Issue, Carry Over (or not, or a limited amount and a limited time)
- Work Locations
- Work Periods – Standard Work Hours

Payroll Administration

- Bank Accounts
- Multiple Payroll Accounts for each Company
- Deduction Frequencies
- Deductions
- GL Account Mapping
- GL Integration w/Labor Distribution
- GL Accounts
- Incomes - Taxable or Non
- Pay Groups
- Payroll Schedules
- Shift Rates
- Tax Rates
- Time Clocks
- Timesheet Layouts
- Union Rate Tables
- Fringes and Deductions (Employee and Employer Contributions)
- Workers Compensation

Recruiting Administration

- E-Verify
- Job Publishing Sites
- Question Sets
- Recruiting Settings

Compensation Administration

- Compensation Rounds
- Merit increases and bonus allocations - $ or %

General Administration

- Dashboards
- Documents
- Forms
- Self-Service Links
- Videos

Learning Management Administration

- Certifications - Track Expirations & Renewals
- Classes
- Courses
- Instructors
- Learning Paths
- Skills Library

Performance Management Administration

- Company Goals
- Rating Scales
- Competency Library
- Review Periods
- Review Templates

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System Configuration (continued)

Employee Engagement Administration

- Badges
- Communities
- Confidential Reporting
- Survey's eNPS
- Survey eNPS Results
- Feedback
- Reports
- Screens

Task Scheduler

- Automate processes
- Reports – Standard, Custom & Ad-Hoc
- Auto add Benefits & Benefit Plan Calculations
- Certification Expiration & Overdue Notifications
- Time Off Accruals & Timesheet Alerts
- Employee/Course Scheduler
- Apps
- Carrier Connects

System Configuration

- API Keys
- Apps
- Calendar Policies
- Classification Codes
- Code Tables – Modify existing & create new Code Tables (drop down menu selections) including language

- Compensation Types – create new based on (non)cash, (non)taxable, (non)subject combinations
- Custom Fields and Formats
- Custom Localization
- Custom Reports
- Custom Screens
- Data Import
- Deduction Types
- Document Delivery – W2s, T4s, P11Ds, Paychecks from 3rd Party Payrolls
- Employers - Unlimited
- ESS Widgets
- External Systems
- Field Configuration – Audit any data field
- General Ledger
- Notifications & Layouts – Customize Message & Delivery – Email, SMS Text & ESS
- Overtime Rules
- Password Policies – Password complexity
- Payroll Settings
- Report Settings – Date, Time and Name formats
- Security Profiles
- Self-Service Help
- Support Access - Limit Client Support access by IP Address & Expiry Time
- Tax Engine
- Workflows

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Technology & Security

Hosting

- Amazon Web Services (AWS)
- SOC II Compliant
- Public Cloud, Private Cloud, On-Premises
- Hosting facility is dictated by company location (US, Canada, UK)

Security Structures

- POD Architecture
- Limited number of clients/POD
- Multi-Server Farms
- 100% Uptime
- Uptime Monitoring

Security Monitoring

- Amazon Inspector
- Amazon GuardDuty
- Amazon Macie

Access Monitoring

- All access to Criterion HCM is through RESTful API calls
- All calls are logged at Load Balancer
- Kibana is used to monitor access - Login Attempts, Error Logs
- AWS CloudWatch monitors all activities

Data Encryption

- All data encrypted at rest
- Login Password Hashing - HmacSHA512, Unique salt for each user
- Database Passwords encrypted - 256 bit AES, Tenant's encryption keys, 90 day key rotation

Disaster Recovery

- To the minute recovery for last 35 days, weekly beyond
- Servers & Infrastructure can be rebuilt in less than 4 hours
- AWS Aurora maintains copies of data in 3 availability zones
- Read only replica in a different region than primary
- All backups are encrypted
- Annual testing

Multi-Level Employee Security

- 2 Factor Authentication (2FA)
- Single Sign On (SSO) - Azure, Okta

Software Stack

- HTML 5
- 100% RESTful API
- Play Framework, Scala
- AWS Aurora, MySQL

Support Portal Access

- All Criterion Implementation & Support is accessed through the Support Portal
- Clients, optionally, can enable Support Portal Access to their designated support person and can, optionally set expiration time
- All access by Criterion personnel through the Support Portal is logged and available for client review
- Access to the Support Portal is restricted to whitelisted IP Addresses
- Criterion personnel are restricted access to being either within Criterion offices or VPN
- Any terminated Criterion personnel's access is removed immediately

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About BAASS

At BAASS, we help growing companies reach their potential by enabling business transformation through the alignment of people, processes and technology. Our objective is to improve your operational efficiency and increase corporate effectiveness leading you to greater profitability. We offer a comprehensive range of services including requirements analysis, management consulting, system design, HRMS, BI, configuration, software training and technical support in accounting, ERP, CRM, e-business, custom solutions, and cloud solutions.

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