

# InfinityHR

**Manage Employee Data,  
Reduce Administrative Tasks,  
and Empower Employees with HRMS**



Archbright is committed to offering the best-in-class of HR technology to help members like you improve the health and efficiency of your HR function.

If your HR team is overwhelmed with manual processes, buried in employee files, and frustrated by redundant and repetitive tasks, it is time to consider implementing a Human Resources Management System (HRMS) solution.

We are pleased to offer InfinityHR, the most complete and affordable Internet-based solution for benefits enrollment, benefits administration, and HR process management available for small and mid-size companies.

InfinityHR allows employers to electronically store, track, manage, analyze, and evaluate HR-related data in a single system. It also empowers employees to update their data, keep track of their details, and self-serve answers to urgent questions—all without involving HR.



# This easy-to-use platform may include one or all of the following modules depending on the needs of your organization:

## **Core HR Management.** Improves the overall efficiency of your HR function by standardizing processes, streamlining responsibilities, and centralizing information.

- Workflow can include as many steps and resources as needed, automatic triggers, set schedules, and document attachments.
- Employee and manager portals allow both users to update and access information without going through the HR department.
- Report and analyze data through a library of standard reports, or customize your own, all exportable to a multitude of formats.

## **Benefits Management.** Oversee benefits and apply deductions to employee records and allow employee input on these elections.

- Connect employees, administrators, and carriers through one central system—accessed anytime via the Web.
- Employees can compare, analyze costs and enroll online at time of hire or during annual open enrollment.
- Employees can print consolidated benefit statements at any time.

## **ATS (Applicant Tracking System).** Manage and automate the entire applicant and talent acquisition process.

- Create job requisitions and customize job-specific questions.
- Use the recruiting portal to track referral sources and customize email templates to communicate with applicants.
- Promote EEO/OFCCP compliance through tracking, storing, and analyzing of recruitment data.

## **Performance Management.** Record job descriptions, employee training, and annual reviews in one convenient location.

- Allows employees to review goals set by management as well as set personal goals.
- Employees and managers complete reviews directly through the Employee Portal.
- Provides key insights into employee performance and growth.

InfinityHR can be implemented quickly, affordably, and without IT resources. Archbright's HRMS Team can help you get started right away.

To find out more, call us (206.329.1120 or 509.381.1635) or email [info@archbright.com](mailto:info@archbright.com).

