

# OUR SERVICES



**BRIGHTMATTER HR**

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# Human Resources Information System (HRIS)

At BrightMatter, we utilize a top-notch HRIS (Human Resources Information System) provided by a renowned industry competitor. This system offers a comprehensive range of packages and services to cater to your organization's varying support requirements. The software securely consolidates all employee files and personal information in a single location. Additionally, with individualized profile pages for each team member, the system serves as an engagement platform, as well as a powerful hiring and onboarding tool, facilitating the acquisition of new talent.

## What's Included

- ☐ Employee File Management
- ☐ Time Tracking & Hours Approval System with GPS
- ☐ Vacation & Time Away Tracking
- ☐ Who's Out and Celebrations Calendar
- ☐ Company Announcements
- ☐ Employee Engagement Surveys
- ☐ Performance Review Platform

# Payroll

We employ a sturdy payroll software that ensures punctual and precise payments. It also features a user-friendly interface, which enables employees to access their pay statements and payment history from any location at any time. This convenient interface further allows staff to check their deductions, tax slips, and even their vacation balance.

## What's Included

- ☐ Canadian Certified Payroll Management
- ☐ Set up & Processing
- ☐ Direct Debit Payments
- ☐ Government Remittances
  - ☐ CRA Payroll Remittances
  - ☐ Employer Health Tax
  - ☐ WSIB
  - ☐ T4s / End of Year Tax Documents
- ☐ Record of Employment Creation

## Benefit Services

We'll provide you with a competitive compensation package that includes health care spending accounts, predictable premiums, and seamless onboarding to attract and retain exceptional talent.

### What's Included

- ☐ Tailored Benefits Plan
- ☐ Employee Set Up & Orientation
- ☐ Premium Payments
- ☐ Claims Assistance
- ☐ General Inquiries
- ☐ Retirement Plans & Contributions
- ☐ Leave of Absence Assistance (Maternity & Parental Leave, Sick Leave, STD, LTD and more)

## HR Essentials Services

The HR Essentials plan is an ideal choice for employers who require basic coverage and prefer a greater level of assistance from HR professionals. This plan includes a dedicated HR Manager who oversees crucial people-management functions, such as employee onboarding, engagement, and compliance, to ensure your business runs smoothly.

### What's Included

- ☐ Employee Onboarding
  - ☐ Onboarding Documents
  - ☐ Employment Contracts
  - ☐ First Day HR Orientation
  - ☐ Tailored Employee Handbook
- ☐ Compliance
  - ☐ Provincial & Federal Legislative Compliance
  - ☐ Policy Development & Updates
  - ☐ Legislative Required Training
- ☐ Neutral Third-Party Contact for Employees
- ☐ Corrective & Disciplinary Action Plans
- ☐ Employee Releases & Exit Interviews
- ☐ HR Training for Management, Supervisors & Executives
- ☐ Employee Rewards & Incentive Programs
- ☐ Workplace Conflict & Resolutions

## Protection Services: Legal & Advice

Our team of professionals is well-equipped to handle legal matters related to employment contracts, terminations, discrimination, and harassment complaints while helping organizations develop and implement effective HR policies and practices.

### What's Included

- ☐ Employment Law (outsourced)
- ☐ HR & Employee Management Best Practices & Advice

## Recruiting

With years of experience and cutting-edge software, we can successfully identify and recruit the most talented individuals in the market. We collaborate with you to establish a customized evaluation board that guarantees the selection of the ideal candidate. Our hiring software offers a distinct candidate experience, giving your organization a competitive edge in today's hiring market by efficiently discovering, engaging, assessing, and recruiting the right candidate.

### What's Included

- ☐ Dedicated Recruiter
- ☐ Job Descriptions
- ☐ Job Board Postings
- ☐ Brand Promotion
- ☐ Applicant Tracking System
- ☐ Applicant Screening
- ☐ Initial Call Screening
- ☐ Short List for Interviews
- ☐ Ongoing Applicant Communication & Regrets
- ☐ Interview Training for Management

## Additional Services

If you didn't see the specific service you're looking for above, please refer to the section below to review all of our additional services. We do our best to offer a fully comprehensive scope of services and would be happy to discuss the ability to meet any other HR service needs you may require.

### What's Included

- ☐ Remote / Hybrid Work Policies
- ☐ Employee Engagement Surveys
- ☐ Specialized Training
- ☐ Health & Wellness Programs
- ☐ Internship / Co-Op Placements
- ☐ Team Events