



Get to Know Our HR Tools

JUSTWORKS.



CERTIFIED PEO

What's included:

Justworks' platform and tools help businesses like yours grow with confidence. Use this guide to review what's included and compare your options.

3 Meet Justworks

PEO Meets Modern SaaS

Full-Service Support

6 Get to Know Our HR Tools

Reporting

Timecards

Work History & Work ID

HR Support

MEET JUSTWORKS

We've got your back.

Take the busyness out of running a business and alleviate the unknown.

We've combined a simple platform and exceptional 24/7 customer service with the power of a PEO. Justworks plans include access to high-quality benefits, seamless payroll, HR tools, and compliance support—all in one place.

PEO Meets Modern SaaS



Affordable Benefits

Provide your team access to big-company benefits and perks they deserve — all at affordable rates.

- Medical, dental, and vision insurance
- 401(k) retirement
- Life insurance
- Health and wellness perks
- HSAs & FSAs
- Pre-tax commuter benefits



Automated Payroll

Schedule payroll seamlessly and make any payments you need to — at no extra cost.

- Full-time and part-time employees
- Contractors and vendors
- Bonuses, commissions, and expense reimbursements



HR Tools

Ditch the spreadsheets and manage your team from one place.

- Company calendar and directory
- Paid time off tracking
- Online employee onboarding
- Document center to store all your essential employment docs
- Reporting
- Pre-built reports to track key business metrics



Compliance Support

Don't sweat the small stuff. Lean on us for employment-related compliance support.

- Payroll taxes (940/941s)
- Tax forms (W-2s & 1099s)
- Workers' compensation
- Multi-state employee management
- Harassment & inclusion training
- Disability insurance

Expert Support From Real People. Anytime.



We know running a business isn't exactly a 9-5 job. That's why we offer our customers full-service support, whenever and wherever. By phone, email, chat, or Slack, Justworks' dedicated team is standing by 24/7, ready for the tough questions you and your team throw our way.

OUR SUPPORT CHANNELS



PHONE

(888) 534-1711



EMAIL

support@justworks.com



CHAT

In Justworks



SLACK

slack.justworks.com



SMS

(858) 247-0005

Find the support
you need

ADMINS

- ✓ Benefits support
- ✓ Payroll support
- ✓ HR support
- ✓ Compliance support
- ✓ Onboarding support

EMPLOYEES

- ✓ Benefits support
- ✓ Payroll support
- ✓ Onboarding support

GET TO KNOW OUR HR TOOLS

HR Tools That Take the Busyness Out of Growing a Business

We've built the HRIS tools and integrations that keep your team running smoothly and on the same page. Streamline your day-to-day and consolidate your team management software with Justworks.

Reporting



When growing businesses have access to valuable business data, they're able to make smarter decisions. With reporting by Justworks, you can make sense of your data, faster.

Our pre-built reports combine only the most relevant data points and present them in a comprehensible and usable way so you can begin to see trends and build insights. There's no need for you or your team to be subject-matter experts or Excel whizzes.



Last Pay Change

Track and analyze your team's pay rates and increases to see who may be eligible for a raise.



Work History

Spot trends in work history to see how your team has progressed.



Headcount

See how your business's headcount has changed over time to gauge your growth.



PTO Balance

Monitor PTO balances and how they translate to dollars and cents.



Onboarding Status

Track each step of the onboarding process to ensure new hires are set up for success from day one.

Timecards



We're committed to making payroll simple and effortless for everyone on your team. For hourly and non-exempt salaried employees, we do this through Timecards - an easy way to record, submit, & approve hours worked.

Justworks' Timecards are simple and flexible, and include helpful features like:



Saving Timecards

Save employees' time with the ability to save Timecards throughout each pay period.



Synced PTO

Reduce the back-and-forth between approving and paying paid time off (PTO).



Import Multiple Pay Rates

Bulk import multiple pay rates for employees.

Work History & Work ID



Keeping information organized and secure across your company's different systems or tools isn't easy, and preserving institutional knowledge and keeping things from getting lost in the shuffle can take up a lot of time. Tools that help keep track of all this for employers will help your business run more smoothly.

Work History

The Work History feature provides employers with an easy-to-access, holistic timeline for each employee and contractor. An employee's history goes way beyond compensation, and Work History shows it all in one snapshot.

This tool also helps you to empower your more senior staff to be better managers, by giving managers access to work histories of their direct reports.

Work ID

Work IDs provide a unique ID within Justworks that's assigned to every employee or contractor at your company. With Work IDs, you can easily link your team member's information across systems or reports without relying on personal information like last names or social security numbers.

Work IDs are editable and can be changed to match any unique IDs your company already has in place for your employees or contractors. Work IDs help to keep employee information safe, secure, and organized.

HR Support



Justworks gives you access to HR professionals, as well as resources and tools, to help you manage your most important assets — your employees.

Resources

Justworks helps you navigate the challenges of HR by providing:

- Access to knowledgeable HR Consultants to answer your HR-related questions.
- A helpful HR resource center, including tools from our preferred provider ThinkHR, to build an employee handbook, templates for employee contracts, offer letters and HR policies.
- Updates and articles about changes to HR and employment laws.

See It In Action



Justworks' HR Tools provide the information and features you need to be the best employer you can be. Ready to experience it for yourself?

Request a Demo

(888) 749-7785
experts@justworks.com

OR

**[Click here to
get started](#)**

10 employees or fewer

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