Get to Know Our HR Tools
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.

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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

Ready to start? Call (844) 749-7785
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.

- **Work History**
  Spot trends in work history to see how your team has progressed.

- **Last Pay Change**
  Track and analyze your team’s pay rates and increases to see who may be eligible for a raise.

- **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:

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

- **Saving Timecards**
  Save employees’ time with the ability to save Timecards throughout each pay period.

- **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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