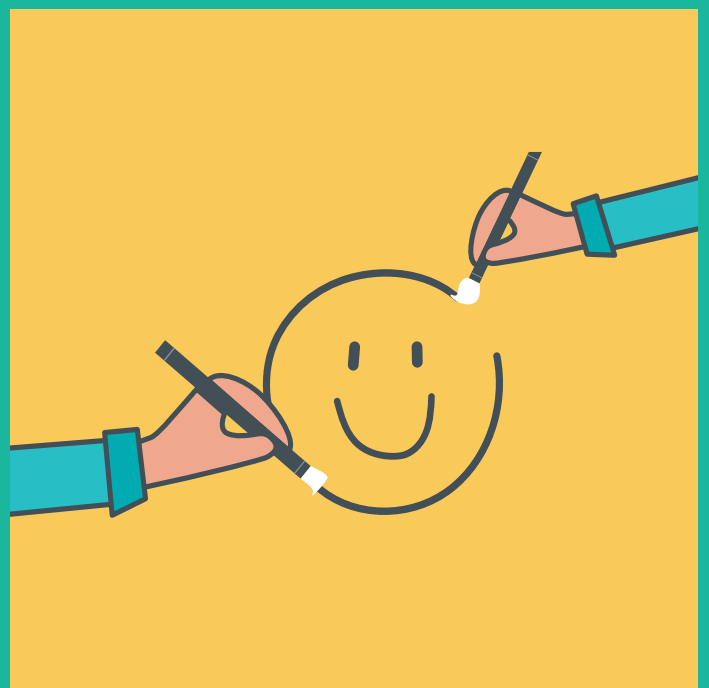
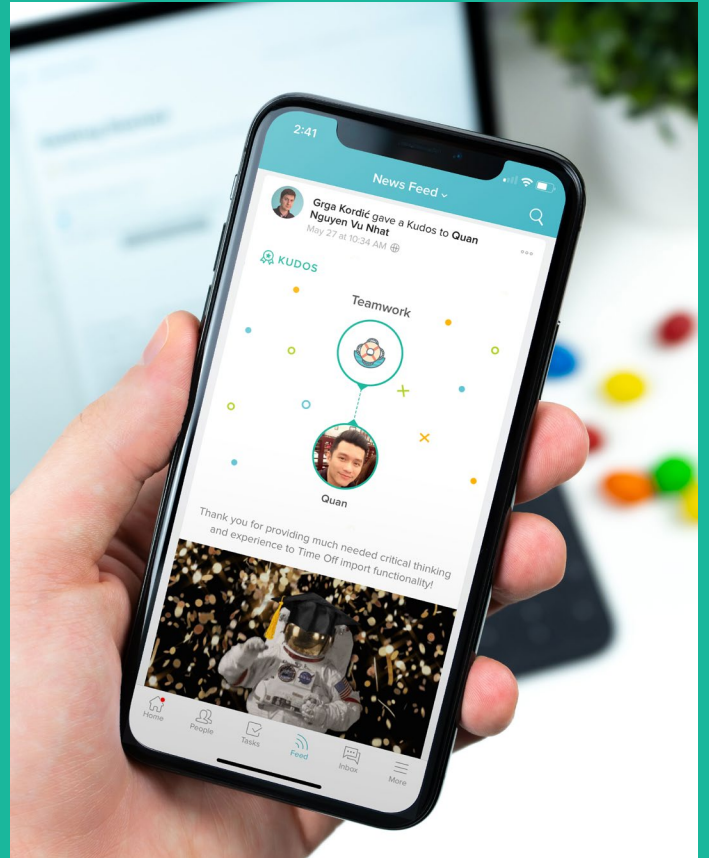


# Workmates Features

A detailed look at all of the features and capabilities available in Workmates will show you how employee engagement, communication, and rewards & recognition will never be the same.



# Table of Contents

- Employee Communication and Engagement** ..... 04
  - Personalized Newsfeed ..... 05
  - Company Announcements ..... 06
  - The Company Directory ..... 07
  - The Org Chart ..... 08
  - Communication Options ..... 09
  - Calendar View ..... 10
  - Information Access (Group Channels) ..... 11
  - Employee Engagement ..... 12
- Recognition and Rewards** ..... 13
  - Kudos ..... 14
  - Badges ..... 15
  - Kudos Leaderboard ..... 16
  - Rewards ..... 17
- Employee Advocacy** ..... 18
  - Content Distribution ..... 19
- A Modern, Social Intranet** ..... 20
  - Powerful Analytics ..... 21
  - Content Management ..... 22
  - Mobile Employee App ..... 23
  - Part of the HR Cloud Family ..... 24
- Third-Party Integrations** ..... 25
  - ADP Integration ..... 26
  - Zoom Integration ..... 27
  - Dashboard and Reports ..... 28

# Workmates:

## A Better Employee Experience Starts Now

Workmates is a cloud-based, employee experience (EX) platform that transforms company culture by improving employee engagement, internal communications, recognition and rewards, and employee advocacy.

### Why Workmates?

HR Cloud believes that an exceptional employee experience drives productivity, morale, and retention to new levels—all while elevating the corporate brand and aligning the workforce against the company's specific goals.

---

*“Workmates has helped me learn more about the workforce and has revealed some surprising information I wouldn't have without this solution. Workmates really gives employees a voice and an overall say in how the business evolves.”*

Michael Hawkins  
Franchise Owner, Interim HealthCare SLC

---

# Employee Communication and Engagement

Workmates gives you all the tools you need to interact and collaborate with employees to share information and transform culture.

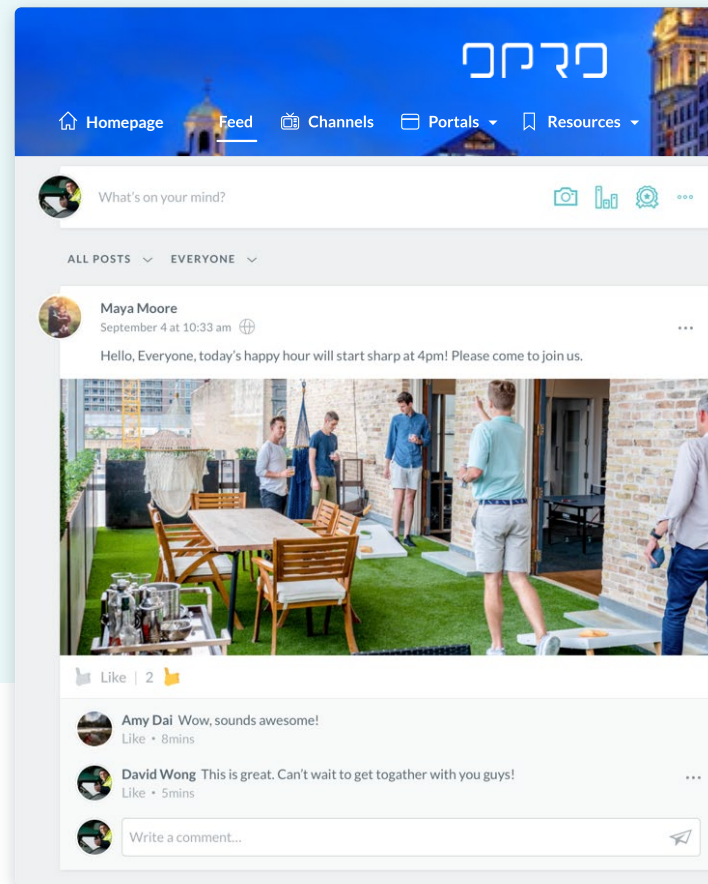
It also includes employee engagement tools that improve communication while still having a little fun. Whether it's uploading GIFs, pictures of employees, interactive surveys, or more, Workmates improves communication and engagement in a fun, natural way your employees will love.

[Learn More](#)

# The Personalized Newsfeed

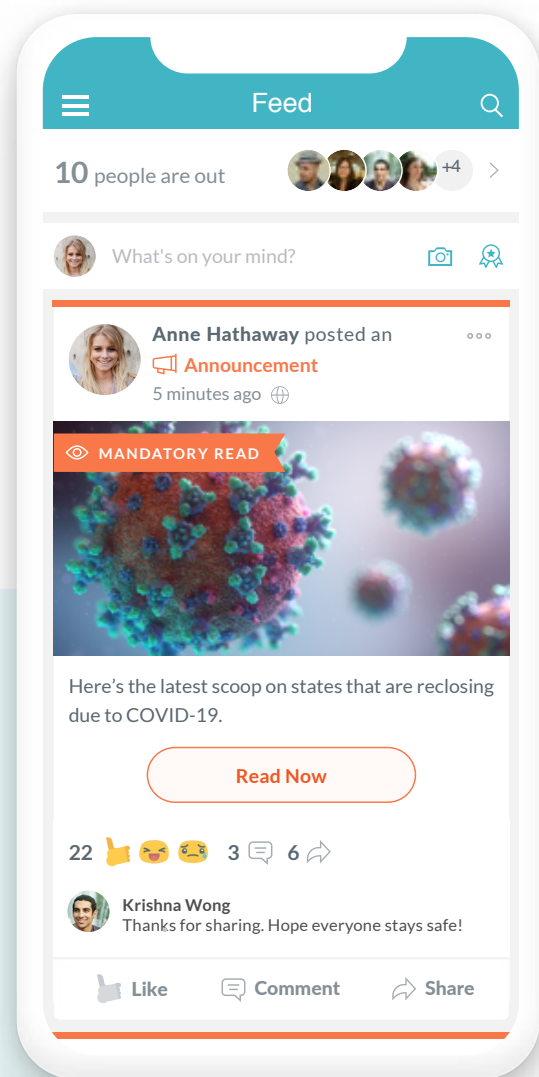
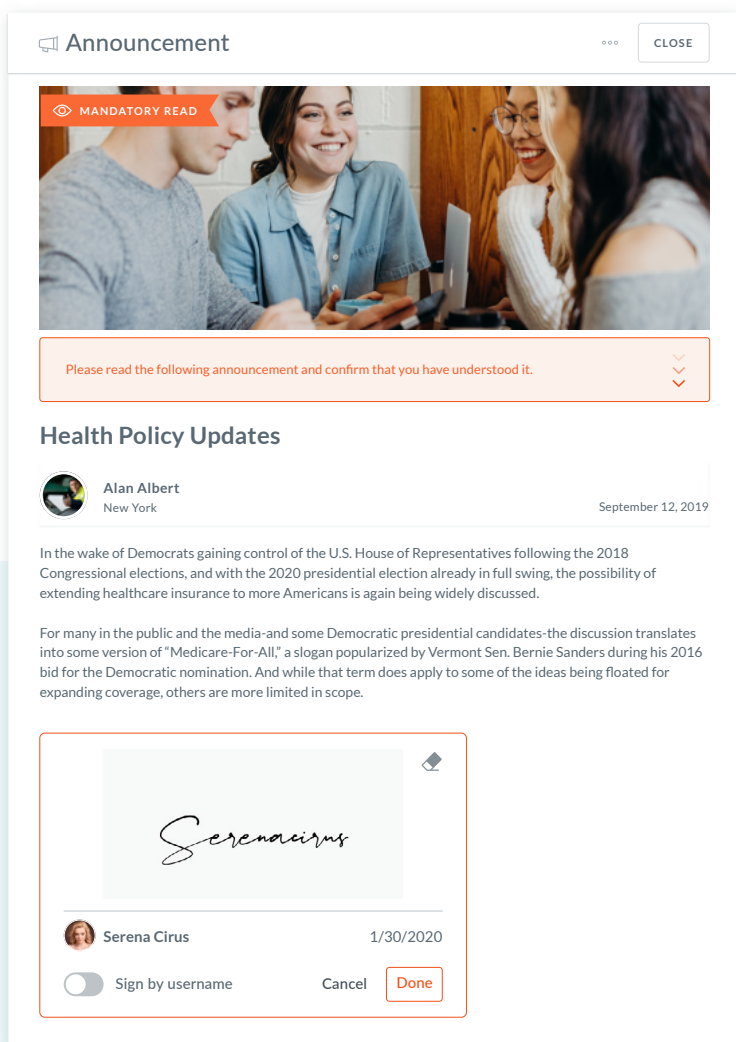
The focal point of your company's employee experience is the personalized newsfeed. This centralized newsfeed becomes a single hub any user can use to communicate just about anything happening at your company.

- Company announcements
- Employee advocacy posts
- Out-of-office notifications
- Events
- Surveys and polls
- Peer recognition
- Employee spotlights
- New hire information/introductions
- Automated birthday and work anniversary announcements



# Company Announcements

Now you can send important updates and announcements to the entire workforce. Make sure employees understand your message with mandatory reads with signature required and other essential tasks.

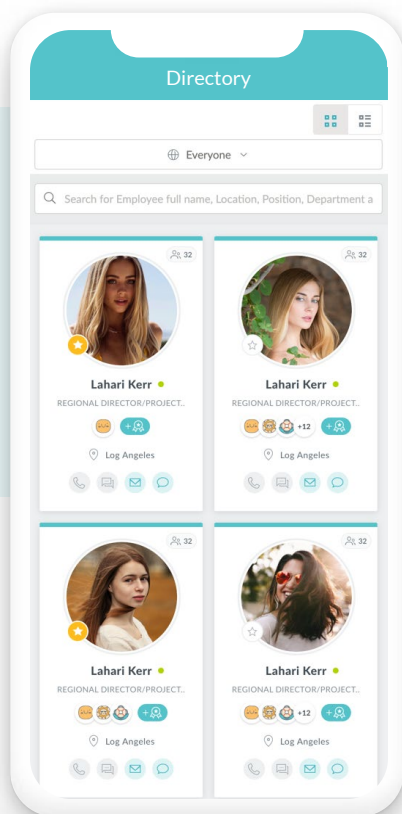


# The Company Directory

Workmates also includes a highly detailed, extremely intuitive company directory, so helpful in helping any employee put a face to a name or meet their peers.

It all starts with the employee profile. Each profile shows contact information, employee newsfeed posts, spotlights, recognition badges, calendars, where they fit in the overall org chart, and their external social media links.

Users can even browse, search, and create groups of favorite profiles. You can also limit access to control which employees can view certain profiles.

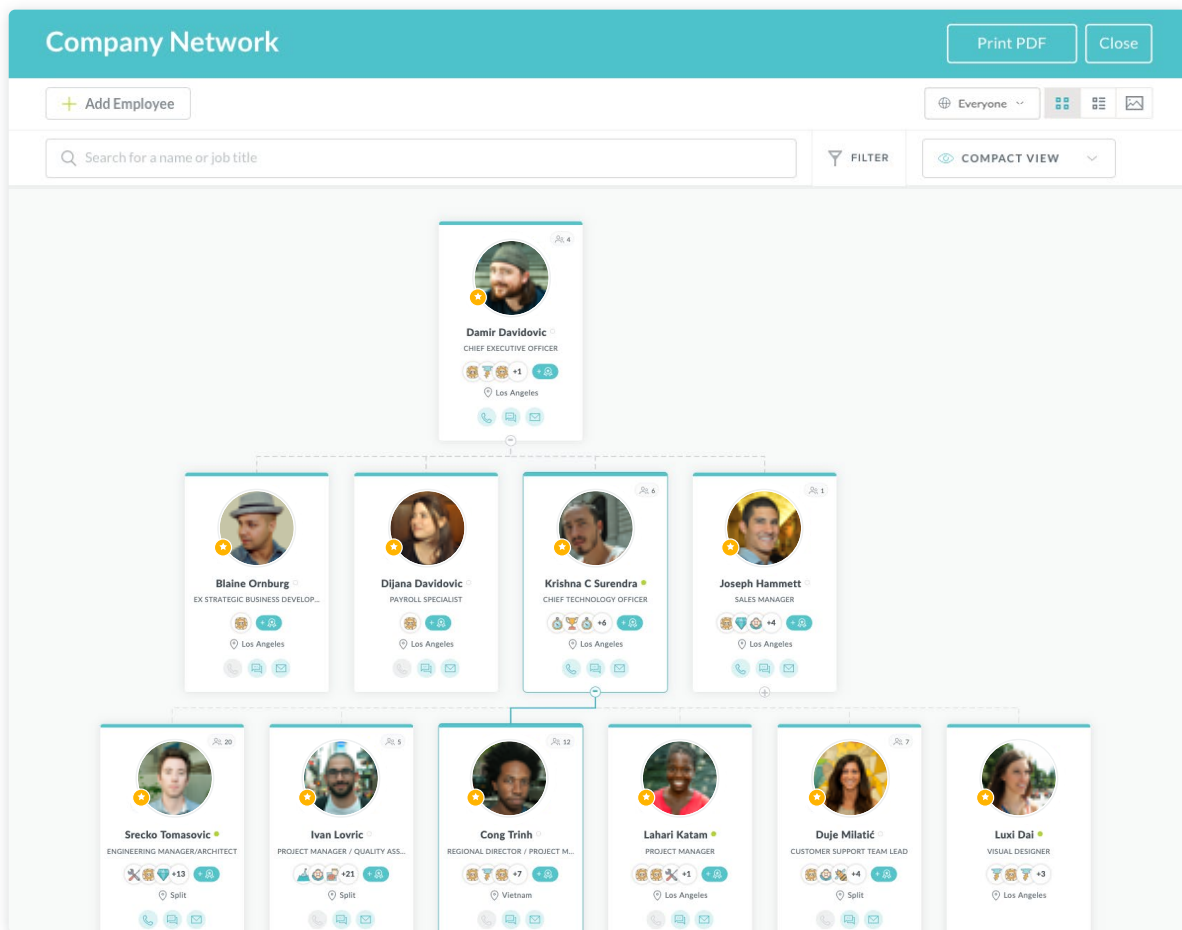


- 1 Fostering teamwork
- 2 Improving morale
- 3 Increasing productivity

# The Org Chart

Workmates also includes a highly visual org chart to let any employee see the entire workforce at a glance, or drill down for more information about a particular department or group.

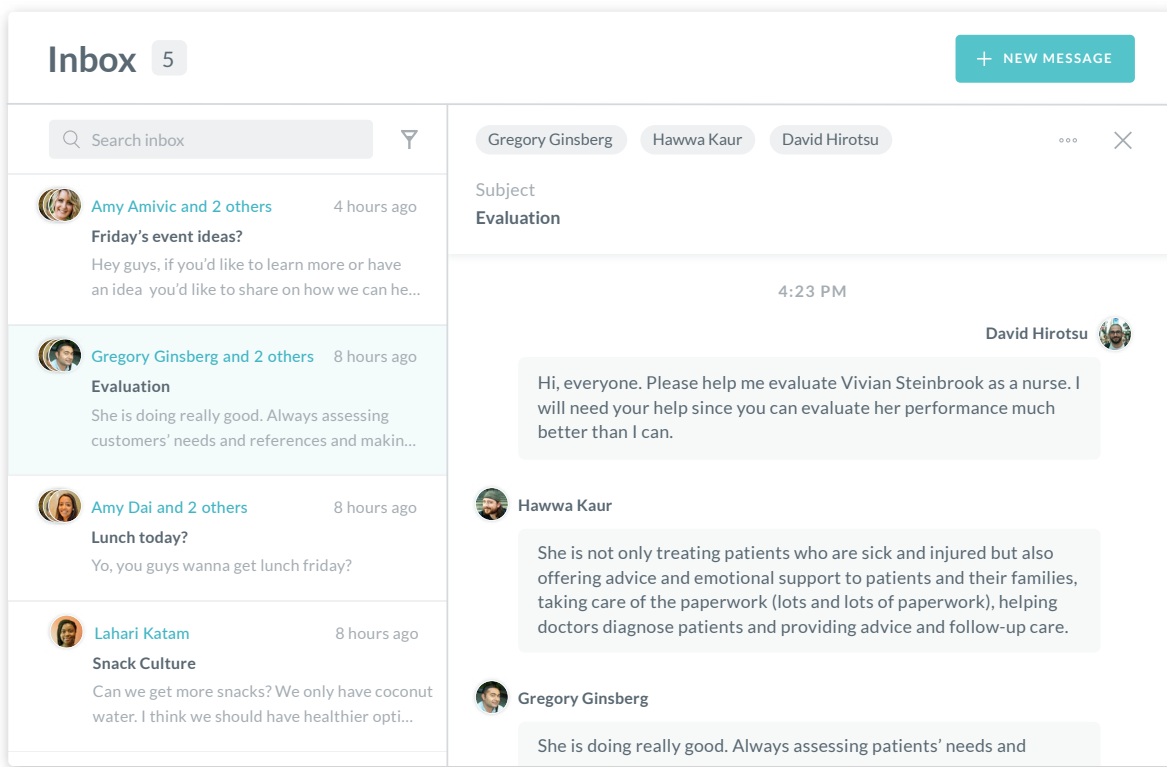
The org chart shows an employee's manager, department, and direct reports. It also provides many other helpful links to learn even more or start a conversation. You can also limit access to org charts so employees can only see charts related to their role, department, or function.



# Let Employees Communicate The Way They Prefer

Get ready for a faster, easier, and more effective way to manage employee communications.

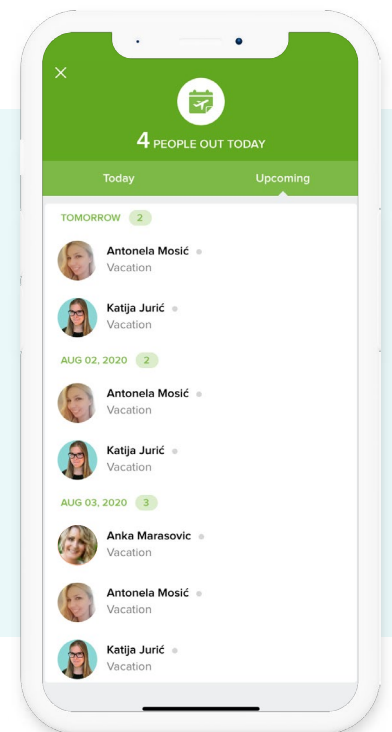
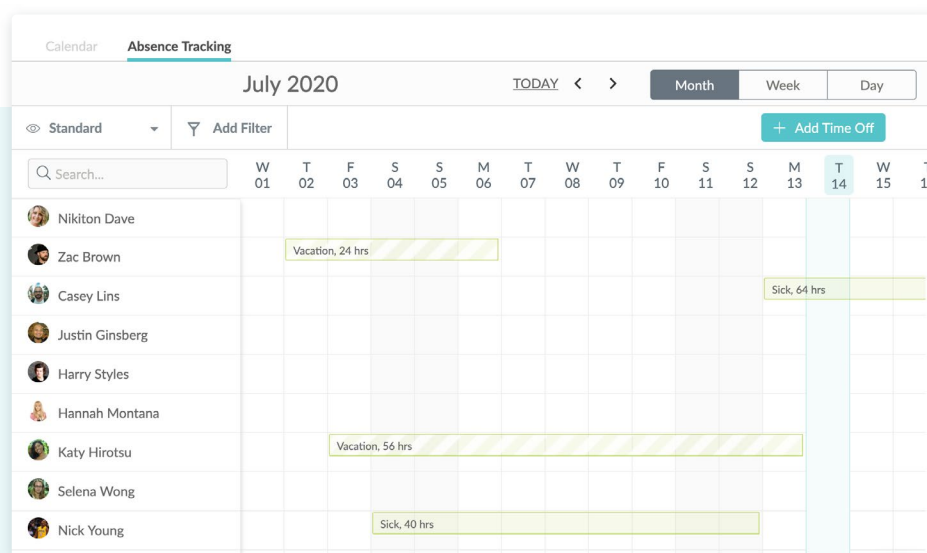
Workmates' Inbox lets any employee make a phone call, or send a direct message, text, or email from directly within the app. They can also start one-on-one or group chats within Workmates or another communication channel of their preference, such as such as Skype, Slack, Google Hangouts, and more.



# Calendar Views

Teams also love the complete insight they have to know who's in the office with the leave status widget, including a detailed calendar display. Now any user will have real-time insight into any employee's status, even across different time zones.

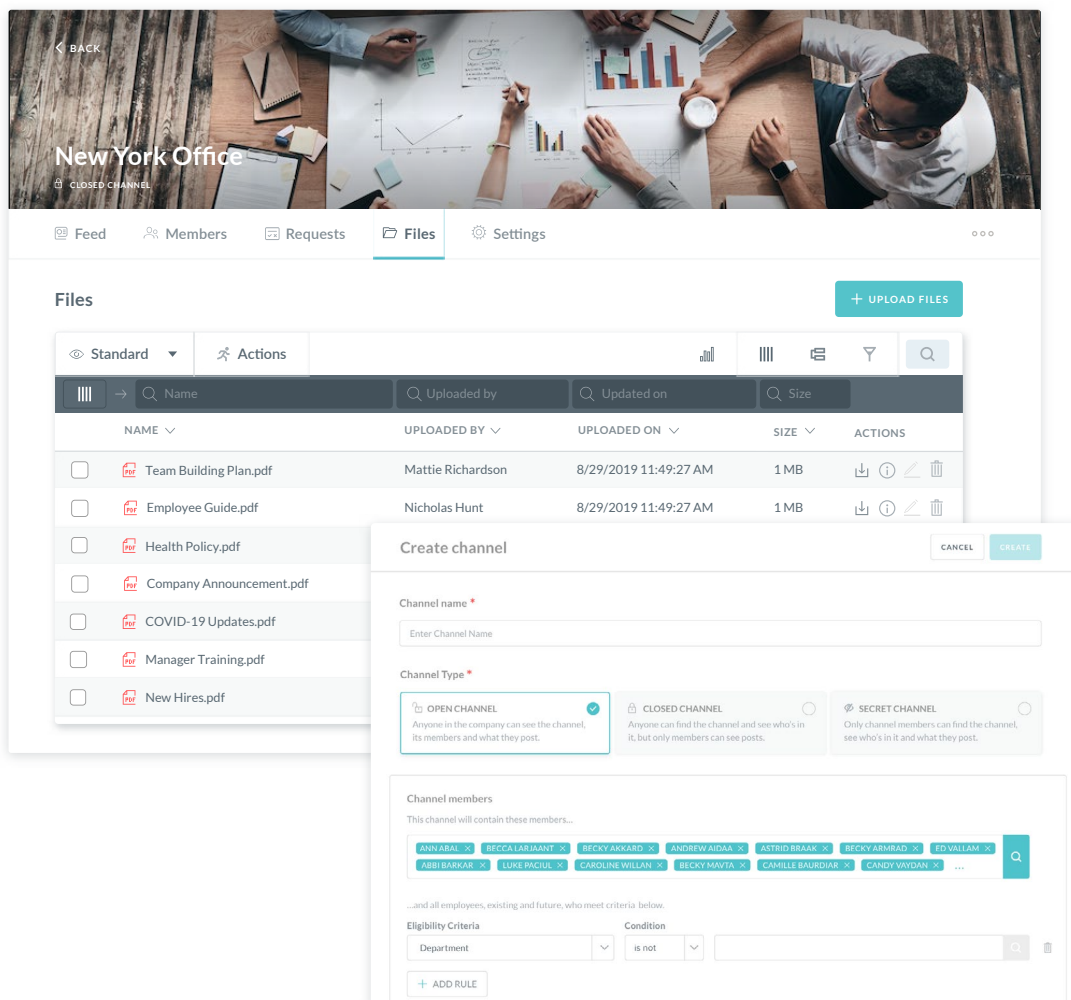
Workmates gives you a better way to track absences, including vacations, PTO, and sick/personal days, to let you know exactly where all employees are at any given time. Yet at the same time, users can keep calendar events private to protect personal information.



# Information Access

Behind the scenes, all of this information is personalized, controlled, and delivered by the employee's role, location, department, or hierarchy.

For example, using permission controls, system administrators can organize the newsfeed by groups or channels and can automatically assign content by role, location, interest, or other filter criteria. Employees can even create and subscribe to specific channels to make sure they receive all the information they need.



**New York Office**  
CLOSED CHANNEL

Feed Members Requests **Files** Settings

**Files** + UPLOAD FILES

Standard Actions

NAME	UPLOADED BY	UPLOADED ON	SIZE	ACTIONS
Team Building Plan.pdf	Mattie Richardson	8/29/2019 11:49:27 AM	1 MB	Download Info Edit Delete
Employee Guide.pdf	Nicholas Hunt	8/29/2019 11:49:27 AM	1 MB	Download Info Edit Delete
Health Policy.pdf				Download Info Edit Delete
Company Announcement.pdf				Download Info Edit Delete
COVID-19 Updates.pdf				Download Info Edit Delete
Manager Training.pdf				Download Info Edit Delete
New Hires.pdf				Download Info Edit Delete

**Create channel** CANCEL CREATE

Channel name \*  
Enter Channel Name

Channel Type \*

- OPEN CHANNEL**  
Anyone in the company can see the channel, its members and what they post.
- CLOSED CHANNEL**  
Anyone can find the channel and see who's in it, but only members can see posts.
- SECRET CHANNEL**  
Only channel members can find the channel, see who's in it and what they post.

Channel members  
This channel will contain these members...

ANNABAL × BECCA LABAJANT × BECKY AKKARD × ANDREW AIDAA × ASTRID BRAAK × BECKY ASHRAD × ED VALLAM ×  
 ABBI BARKAR × LUKE PACIUL × CAROLINE WILLAN × BECKY MAVITA × CAMILLE BAURDIAR × CANDY VAYDAN × ...

...and all employees, existing and future, who meet criteria below.

Eligibility Criteria Condition  
 Department is not

+ ADD RULE

# Employee Engagement

Employees can use polls, social feeds, polls, surveys, peer recognition, and more—all to help the entire workforce feel informed, valued, part of the team, and truly engaged with your company.

With Workmates, employees can easily post comments, start discussions, create an informative survey, share thoughts, and more. Workmates promotes teamwork and dialogue, and makes team communication fun. With Workmates, employee engagement feels like fun, not work.

Employee engagement becomes an important advantage:

According to research from Aon Hewitt, those companies with **high levels of engagement** (65% or greater) outperform the stock market, posting total shareholder returns **22% more than the average**.

On the other hand, companies with **low engagement** (45% or less) had total shareholder returns that were **28% lower than average**.

# Recognition and Rewards

One of the most effective ways to increase employee engagement and drive motivation is through the use of an employee recognition and rewards solution.

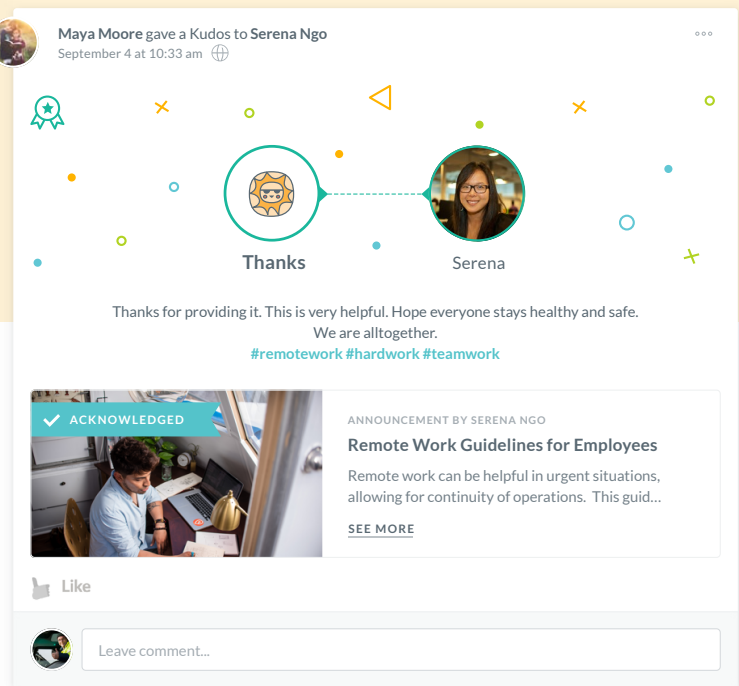
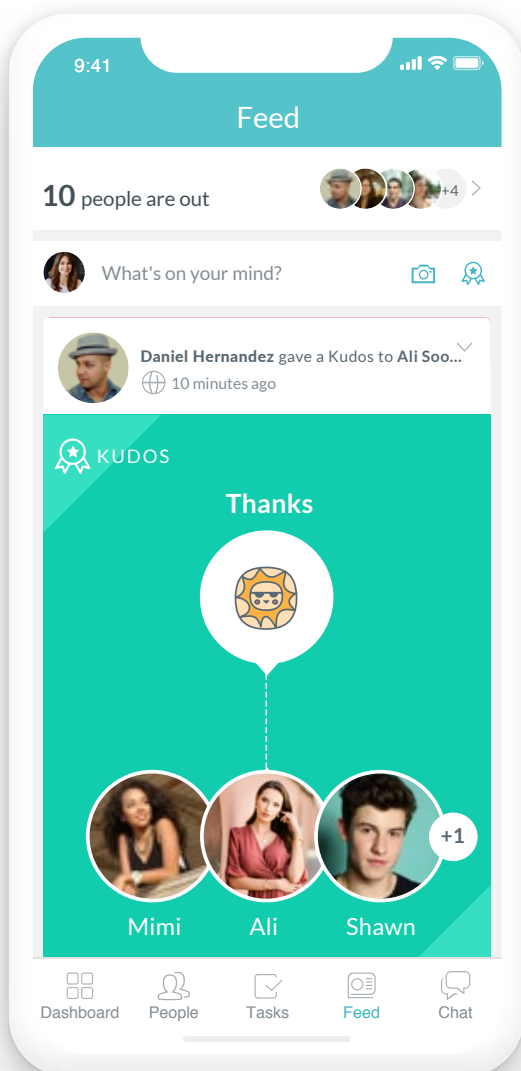
Peer-to-peer recognition is a great way to transform the company culture that fosters a sense of community and an ongoing commitment to excellence.

[Learn More](#)

# Kudos

Workmates lets any employee give a peer a virtual high five to recognize their accomplishments and great work they do every day.

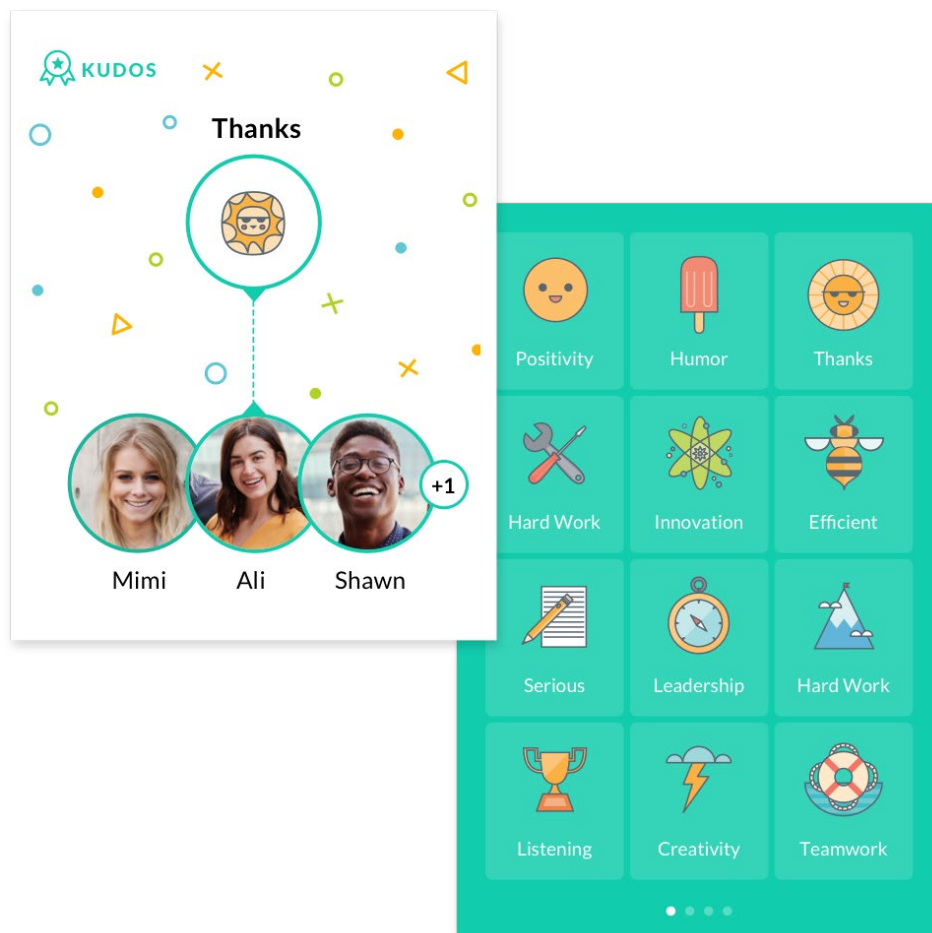
With our kudos feature, employees can praise any post author and even repost their content. All of this helps foster an environment focused on teamwork and collaboration.



# Badges

Workmates uses kudos badges, which can match your company’s branding, culture, and corporate values. You can even add pictures, hashtags, or a quick note to make the whole experience much more personal.

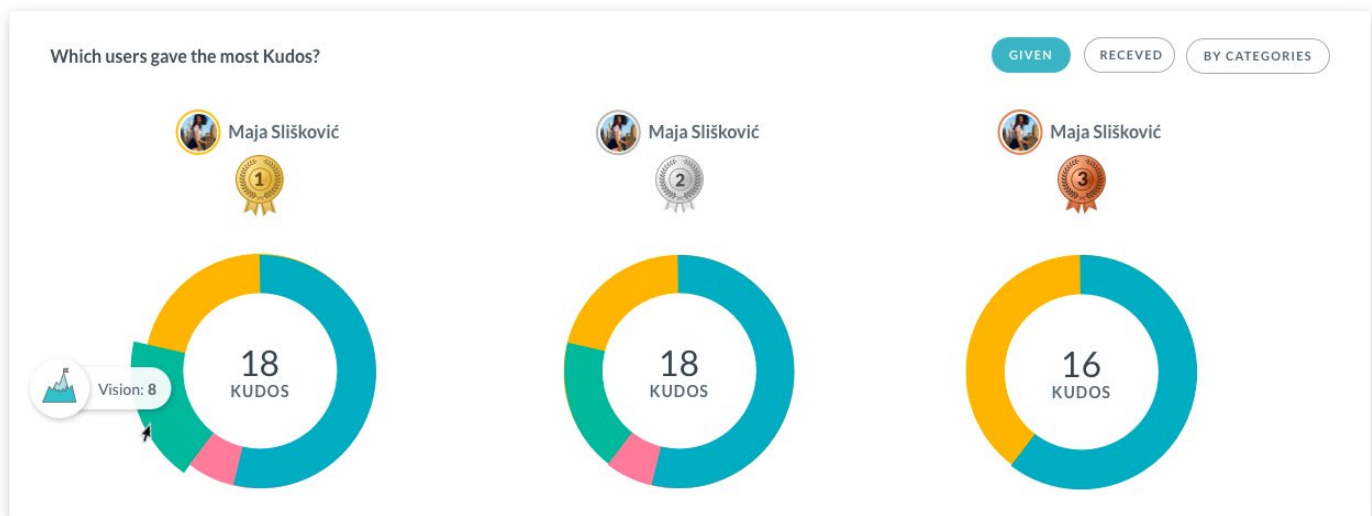
Kudos and badges can be displayed on the employee’s newsfeed, celebrating successes and wins.



# The Kudos Leaderboard

Top kudos recipients are showcased in a prominent leaderboard. Good for the employee, but it also highlights exemplary behavior that can inspire your entire workforce.

You can use detailed analytics for complete visibility into your company's use of the kudos feature. Quickly see who's using kudos, who has received them, specific badges received, and more.




# Rewards

If you choose to link kudos to rewards, employees can earn points that accumulate in their digital wallet. They can redeem them for gift cards, corporate items, or other “thank yous” that have been approved by your company.


Budgets and spending limits can be allocated by location, department, or manager. Employees can even re-gift some of their points to co-workers.

### Gift Card


Back Redeem

74   
Points Available


#### Amazon.com Gift Card



Choose amount



\$31 of \$74 maximum  
\$1 minimum redemption



# Employee Advocacy

Employee advocacy turns your entire team into powerful brand advocates and company promoters by letting them post pre-approved marketing and corporate content on their social networks.

This helps boost your company's marketing/sales, recruiting, and brand awareness while reducing your online marketing and recruiting costs.

With Workmates, your employees become powerful advocates, willing and able to embody your company's best interests, promote your products and services, and contribute to a much stronger culture.

[Learn More](#)

# Content Distribution

## ✓ Increase Employee Advocacy

Happy, engaged employees become your most powerful advocates. With Workmates, your employees will be willing and able to embody your company's best interests, promote your products and services, and contribute to a much stronger culture.

## ✓ Extend Your Reach

Employee advocacy expands your total reach—and amplifies your brand and the platforms you're already using. Not only does this help create an army of advocates to represent your brand, but one that can help grow your business.

## ✓ An Experience that Pays Off

Focusing on employee advocacy through more-effective communications has a direct impact on attracting and hiring top talent, enhancing employee engagement, and improving overall retention.

## ✓ Broadcast to All Employees

With Workmates, you can broadcast information across any device or communication channel. You can create a CEO channel to give leadership a voice to communicate with any employee (one to one or at scale) or distribute content and news that employees can easily post to their own social media sites.

# Workmates is A Modern, Social Intranet

Our corporate intranet solution gives you the tools to share information and increase communication with the entire workforce as your company grows.

Portals, pages, and content are created and presented based on employees' roles, location, department, org chart hierarchy, or any combination of assignment criteria.

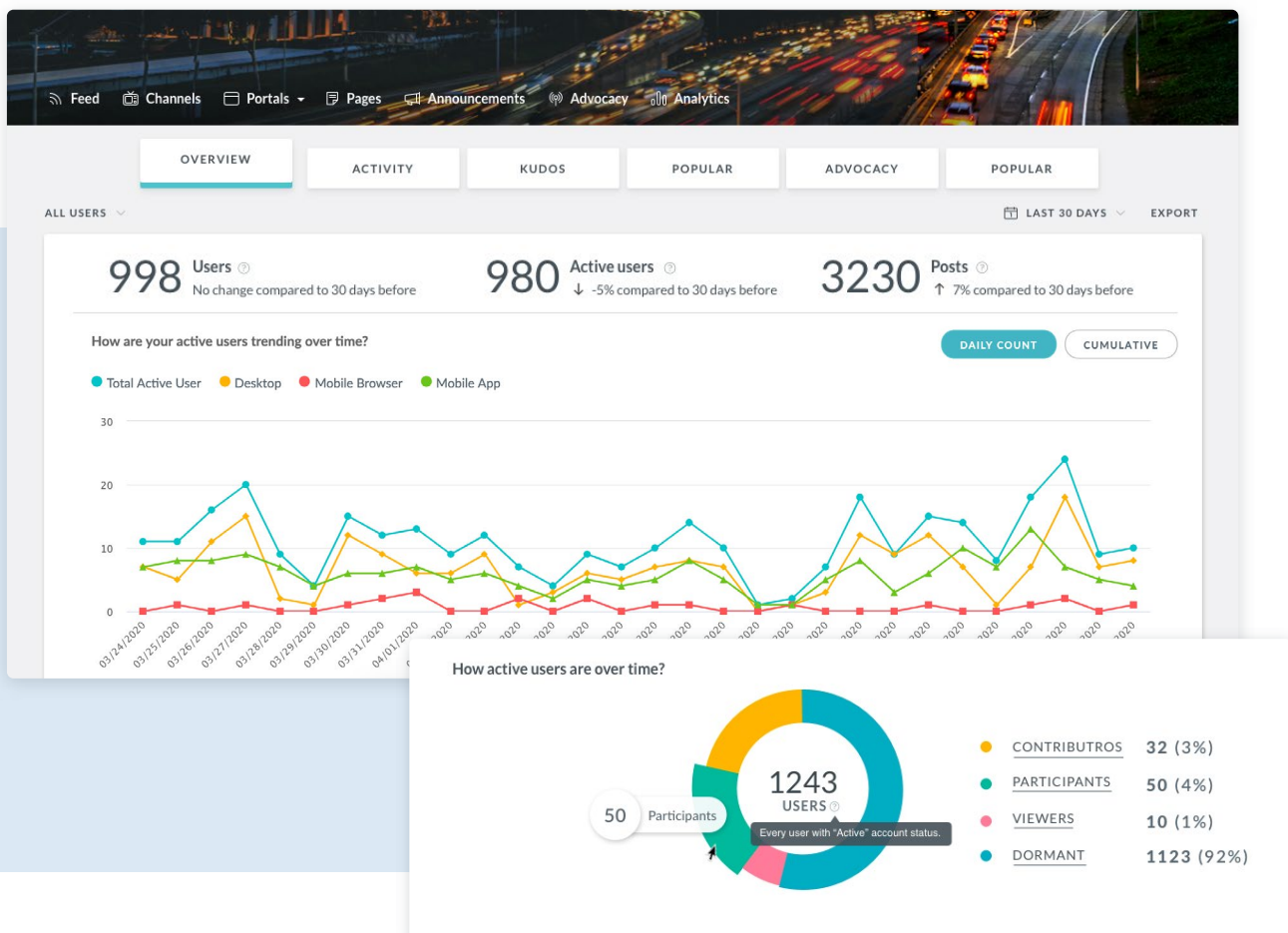
Pages can be easily created and maintained by non-technical staff through an intuitive drag-and-drop interface.

[Learn More](#)

# Powerful Analytics

It's one thing to make your content available, but it's also important to understand how this content is being used.

Workmates delivers powerful analytics and intuitive dashboard reports so you can see your most active users, contributors, viewers, content assets, and much more.

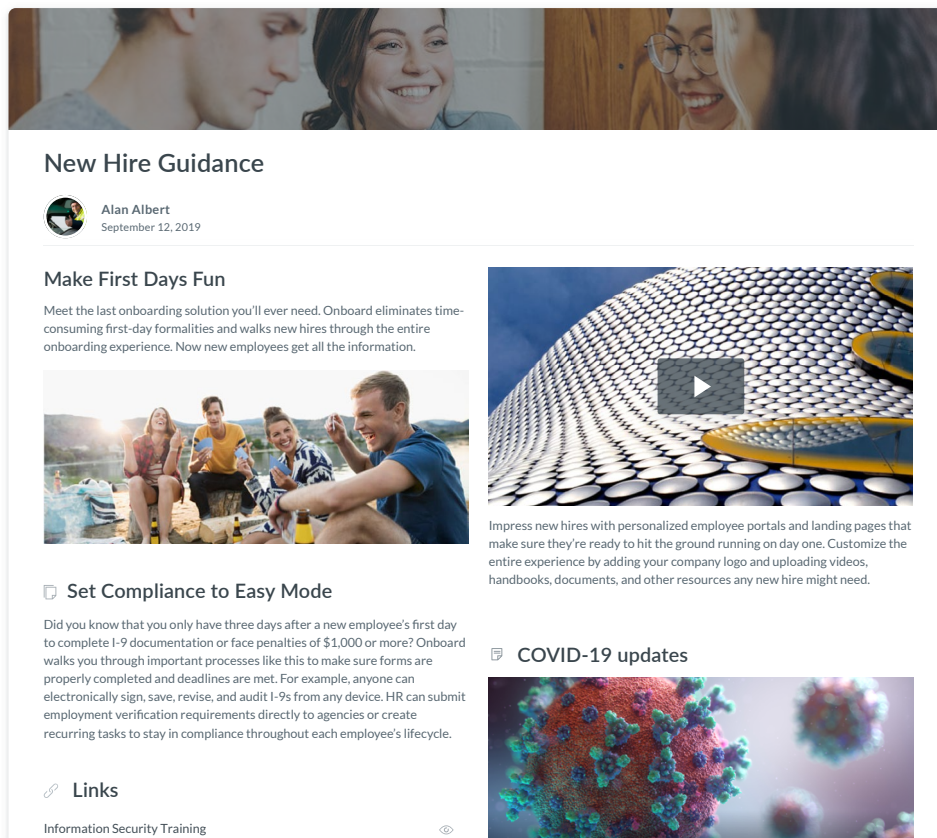


# Content Management

An entire folder of internal communications/documents can be shared instantly with selected individuals or even your whole global staff.

Customizing and adding branded pages, as well as uploading documents and content, is easy and intuitive. Content widgets give options for documents, newsletters, videos, links, pictures, and rich text editing.

You can create a document and video library and maintain it on the Workmates platform for use across multiple pages. Workmates even integrates with leading document and content management systems, helping to keep your content up to date.

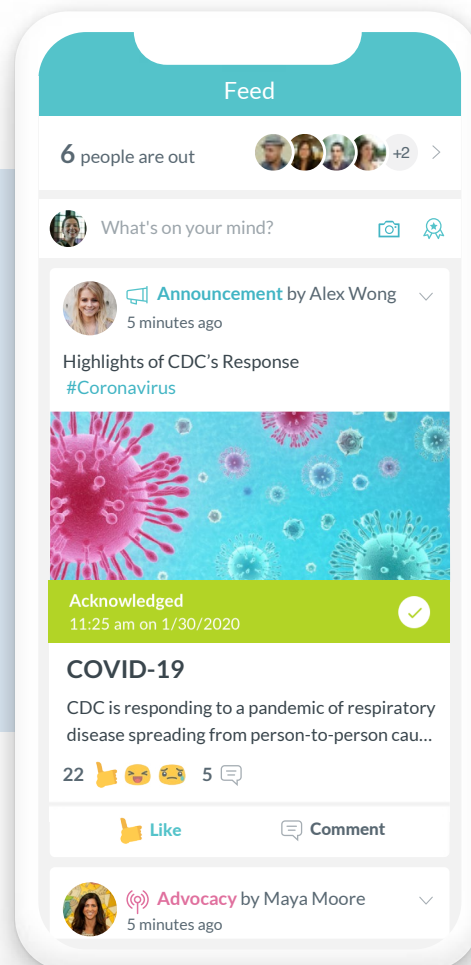
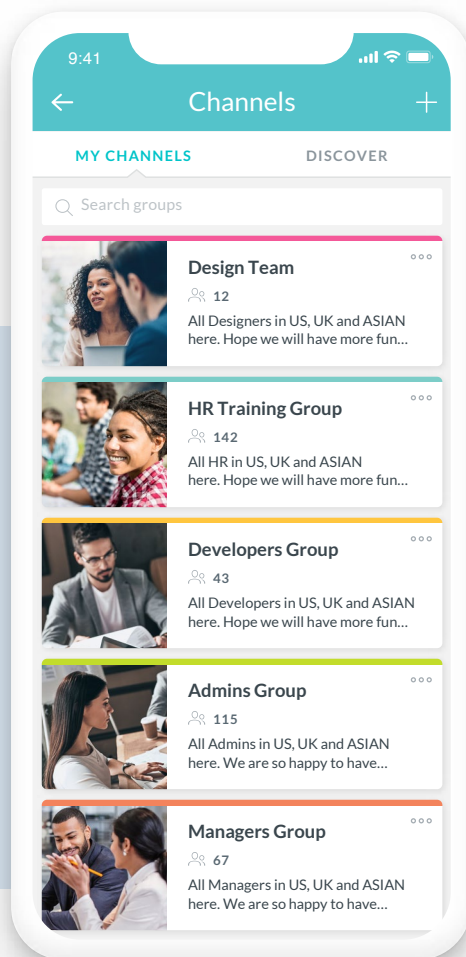


The screenshot shows a content page with a header image of three people smiling. Below the header, the main content area includes:

- New Hire Guidance** by Alan Albert, dated September 12, 2019.
- Make First Days Fun**: A text block followed by a video player showing a group of people on a boat. The video description reads: "Impress new hires with personalized employee portals and landing pages that make sure they're ready to hit the ground running on day one. Customize the entire experience by adding your company logo and uploading videos, handbooks, documents, and other resources any new hire might need."
- Set Compliance to Easy Mode**: A text block explaining the importance of completing I-9 documentation within three days to avoid penalties.
- COVID-19 updates**: A text block followed by a video player showing a 3D model of a virus particle.
- Links**: A section with a link to "Information Security Training".

# Mobile Employee App

With a powerful, yet user-friendly mobile app, Workmates connects remote employees or field-based workers without access to a laptop. This is critical to help the entire workforce feel informed, valued, part of the team, and truly engaged with your company.



# Part of the HR Cloud Family

Our out-of-the box integration connects Workmates with HR Cloud's leading HR solutions, such as Onboard, People HRMS, and other solutions in our HR suite. Single sign-on (SSO) functionality streamlines the entire process.



## Onboard

Drive Engagement with great Onboarding Experiences for New Hires



## Workmates

Employee-Centric Engagement, Internal Communications, Social Intranet and Recognition



## Time-Off

Accurate and Easy PTO Tracking



## Recruit ATS

Post jobs, evaluate candidates, and hire the best with our applicant tracking system



## Performance Management System

Automate your evaluation cycle, centralize feedback, and encourage incremental growth.



Benefits



People



Kudos



Assets



Offboard

# Third-Party Integrations

Workmates integrates with ADP, UltiPro, and other leading payroll providers as well as with many communications tools your employees may already be using, including Slack, G Suite, Skype, Google Hangouts, and more.

Workmates also seamlessly integrates with your corporate enterprise systems and external cloud providers to enable inter-application workflows and data retrieval. You can store, access, and visualize any relevant data from any of your sources or connect to any system with our open APIs.

[Learn More](#)

# ADP Integration

With a simple and effective integration, you can import employee and company information from ADP directly into HR Cloud.

HR admins can seamlessly pull ADP data with a single-click import process that starts immediately or by setting a recurring import to pull new data every day.

Workforce data, such as company hierarchy and employee location, is populated and ready for use in Workmates.

**ADP Integration**

Status ✓ Consented

**Automatic Import**  
Enabling this will automatically import updated data from ADP into HR Cloud. Daily imports will occur at 12:00 AM PST.

**Import**  
Manually import data from ADP when you choose.

**Import Complete!**

13982 of 13982 records - Imported on August 14, 2018 at 12:08 PM 100%

	ADDED	UPDATED	SKIPPED	TOTAL
EMPLOYEE	3080	8711	13	11804
DEPARTMENT	0	523	0	523
LOCATION	1	238	0	239
POSITION	0	904	0	904

# Zoom Integration


Workmates also offers a seamless integration to the Zoom video conferencing application so employees can schedule and initiate Zoom conference calls within the Workmates platform.

### Add Event

Cancel Save

**Event Title \***

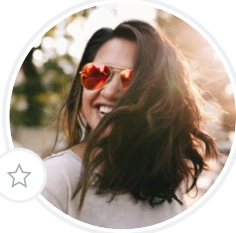
**Event Location \***


 Meet on Zoom

**Start date and time \***


**End date and time \***



**Description**

  
**Lahari Kerr** ●  
REGIONAL DIRECTOR/PROJECT  
MANAGER/ BOARD MEMBER

 +12

Log Angeles



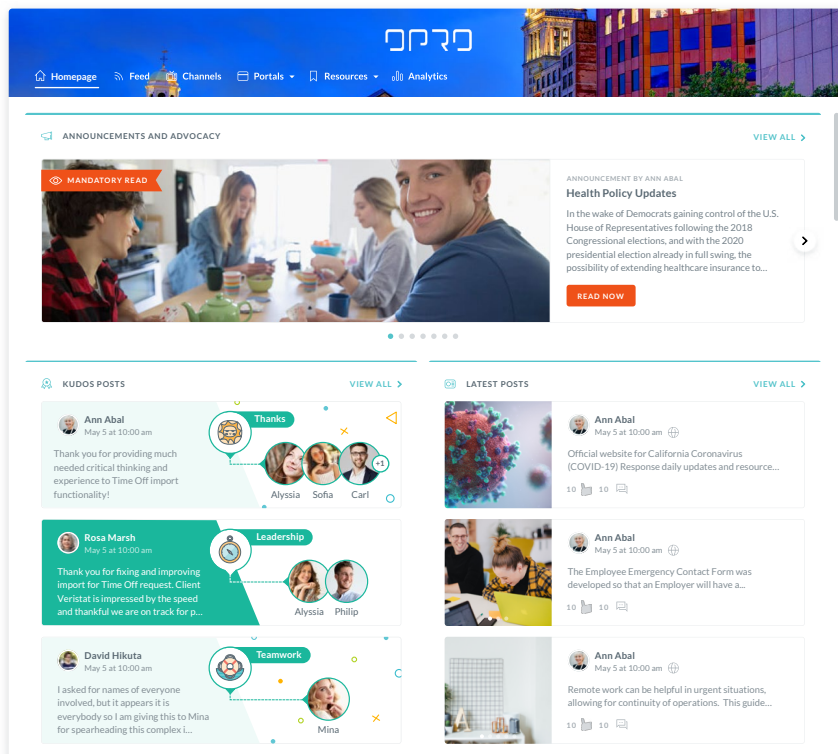
-  Zoom Meet now
-  Zoom Schedule a meeting

# Dashboard and Reports

Get instant access from our dashboard to view real-time reports. We can also add custom fields to track additional information in an employee profile, such as point of sale (POS) metrics.

HR Cloud can also connect to third-party reporting applications such as Microsoft's Power BI.

HR Cloud recently redesigned the Workmates dashboard view to make it more user-friendly, intuitive, and effective. Any user can quickly drill down to find exactly what they're looking for or create a custom report to gain real-time visibility to the data that matters most to them.



# The Right Platform For The Right Results



Workmates now gives you an easy-to-use, flexible, and powerful employee engagement and recognition platform that integrates with your enterprise systems.



Investing in Workmates will help you increase sales, create a positive culture, and engage a happier workforce reduce turnover, and improve its overall financial performance.

Trusted by:

the  
beautiful  
group

VEOLIA

La Senza

Osmose

SPARKPOWER  
CORP

art in  
action

For more information, please visit:

[Workmates by HR Cloud for ADP Workforce Now®](#)

[Workmates by HR Cloud for ADP Vantage HCM®](#)

[Workmates by HR Cloud for RUN Powered by ADP®](#)

[Book a Demo](#)