



# Level-Up Your HR with Flexible Employee Management Software

A screenshot of the GoCo HR software interface for the "City of Pawnee" company. The interface includes a left sidebar with navigation links like "Inbox", "Team", "Company", "Workflows", "Benefits", "Payroll Sync", "Documents", "Reports", and "Import". The main content area shows company details such as "City of Pawnee", "EIN 123456789", and "Address 1 City Hall, Pawnee, Indiana 46000, United States". On the right, there are buttons for "Benefits", "Team Feedback", "Payroll Sync", "Documents", "Time Tracking", "ACA Compliance", and "Time Off". Overlaid on the screenshot are five callout boxes with icons and labels: "Hiring & Onboarding" (rocket icon), "Benefits" (umbrella icon), "Payroll" (piggy bank icon), "Time Tracking" (clock icon), and "Time Off" (clock icon).

**Hiring & Onboarding**

**Benefits**

**Payroll**

**Time Tracking**

Learn more and try it free at [goco.io/tour](https://goco.io/tour)

# GoCo Makes HR Work *Flow*

GoCo is modern **Employee Management Software**, built with flexibility and ease-of-use in mind. Unlike other HRIS platforms, GoCo is built to be flexible enough to support your existing processes, policies, and providers, so you don't have to change the way you work just to adopt a modern HR system.

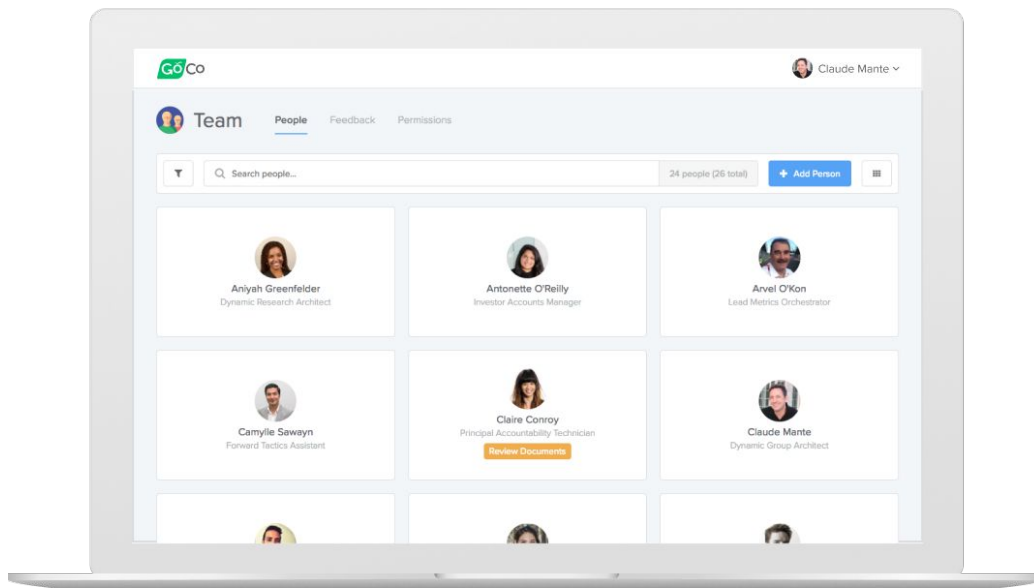
- ✓ Employee Management Software
  - ✓ Modern HRIS
  - ✓ Hiring, Onboarding & Offboarding
  - ✓ **New!** HR Workflow Automation
  - ✓ HR Documents & e-Signature
- ✓ Benefits Administration
- ✓ Embedded Payroll (or bring your own!)
- ✓ Time Off & Time Tracking
- ✓ **New!** HR Support On Demand
- ✓ Best-in-Class Client Service





# Modern HRIS

GoCo simplifies and streamlines all of your HR into a single, all-in-one solution. From employee onboarding to benefits administration and payroll, GoCo offers a truly consolidated experience, in a modern, easy-to-use interface.



- ✓ Modern, easy-to-use employee database
- ✓ Delightfully simple self-service employee portal
- ✓ HR document management & e-signature
- ✓ Org charts and team directories
- ✓ Track performance with team feedback between managers and employees



# Remote Onboarding & Offboarding

GoCo automates your hiring and onboarding workflow so you can greet your next new-hire with a smile on the first day — instead of a stack of paperwork.

The screenshot displays the GoCo onboarding interface. On the left, a 'Documents' panel lists five documents: 'YC Offer Letter' (View), 'YC Confidentiality & Invention Ag' (Aug 3rd, 2016), 'Form W-4 (2016)' (May 14th, 2016), and 'Form I-9 (2016)' (Mar 2nd, 2016). Overlaid on this is a 'Review & Sign Offer' modal. The modal contains fields for 'Your Full Name' and 'Your Signature'. The signature field shows a handwritten signature 'John E. Doe'. A blue 'Sign >' button is at the bottom right of the modal. Below the modal, a checklist shows the progress of the onboarding process:

- ✓ John Doe sent to Mary Jane Aug 3rd
- ✓ Mary Jane completed & signed Aug 3rd
- ✓ John Doe reviewed & approved Aug 3rd

- ✓ Send digital offer letters & hiring packets
- ✓ Collect digital signatures before the first day
- ✓ Employees can enroll in benefits online
- ✓ Automate and assign onboarding / offboarding tasks
- ✓ Ensure compliance with digital I-9s and W-4s
- ✓ Streamlined checklists for onboarding and termination



# Magic Docs

Re-imagine your approach to sending, collecting, and electronically signing HR-related documents with our proprietary Magic Docs feature.

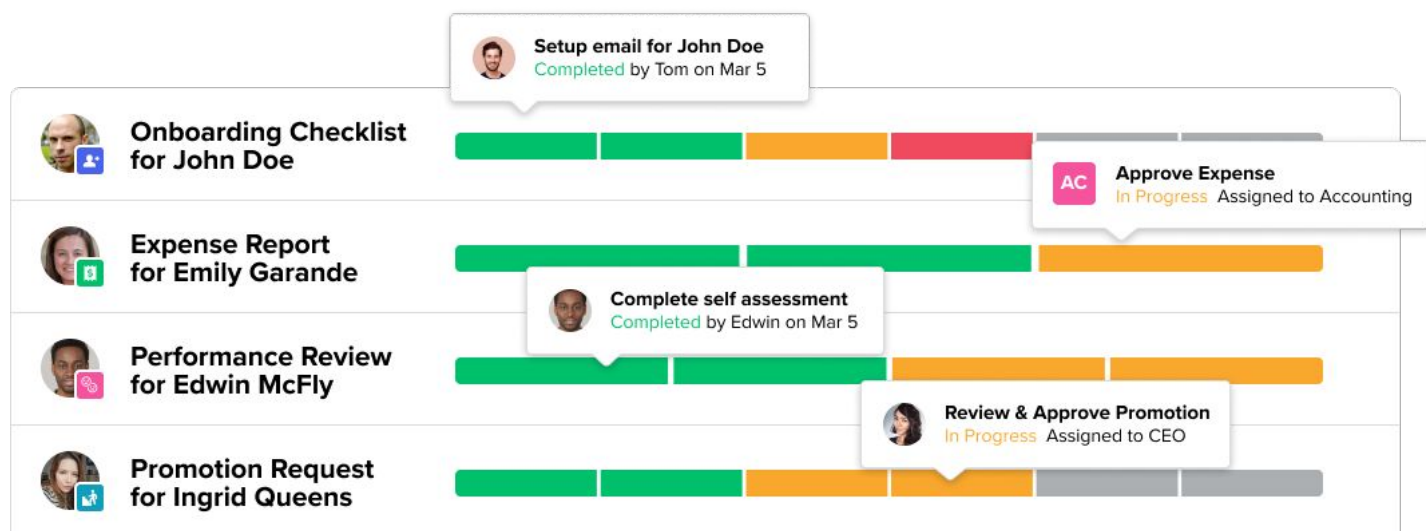
- ✓ Go paperless and digitize all your employee documents
- ✓ “Magictize” any HR document by adding fillable, trackable form fields and e-signature
- ✓ Send and track acknowledgements and e-signatures, individually or in bulk
- ✓ Track document completion status and audit logs
- ✓ Create custom fields and report on them
- ✓ Streamline document-heavy workflows like hiring, onboarding, and termination





# New! HR Workflow Automation

Automate and streamline routine tasks like hiring, onboarding, termination, and more. Our drag and drop Workflow builder brings any process or checklist to life inside of GoCo.



Here are some workflows you can automate in minutes!



Onboarding Checklist



Expense Report



Promotion Request



Offboarding Checklist



Travel Request



Equipment Request



Training Course



Employee Survey



Performance Review

... and anything else that's manual, routine, or painful for your HR team!

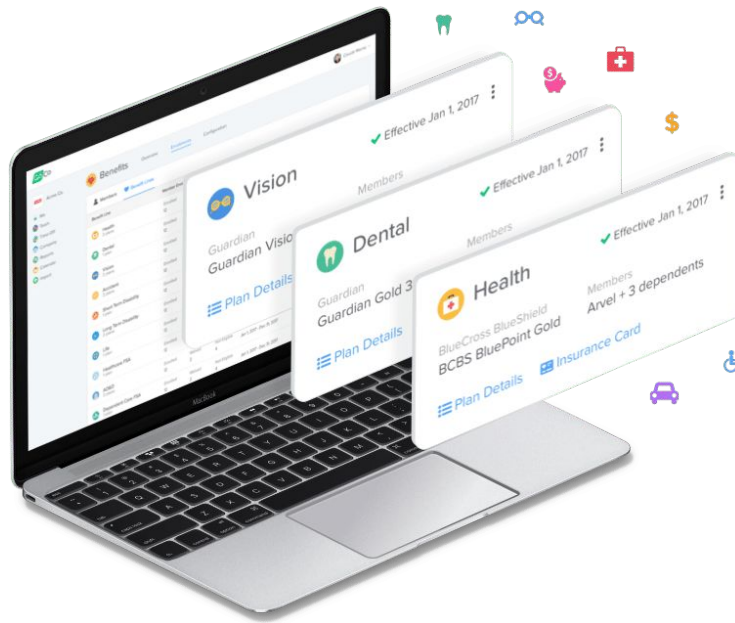


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# Simplified Benefits Administration

GoCo makes it easy for your team to enroll in and manage all your company benefits online.



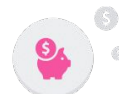
## Health, Dental & Vision

Seamlessly enroll and manage a full range of benefit plans available to you at the best possible prices.



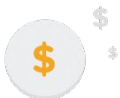
## Life, Accident & Disability

Quality life and disability services managed directly within GoCo. Peace of mind as standard.



## HSA, FSA & HRA Benefits

Effortless management for a full suite of health saving options for your team.



## 401(k)

Help team members save for their retirement with a straightforward 401(k) retirement account.



## Commuter Benefits

Take the misery out of the daily commute – offer tax-free benefit programs that your team will love.



## And more...

We offer a variety of other insurance & benefit options that will help your team stay healthy.

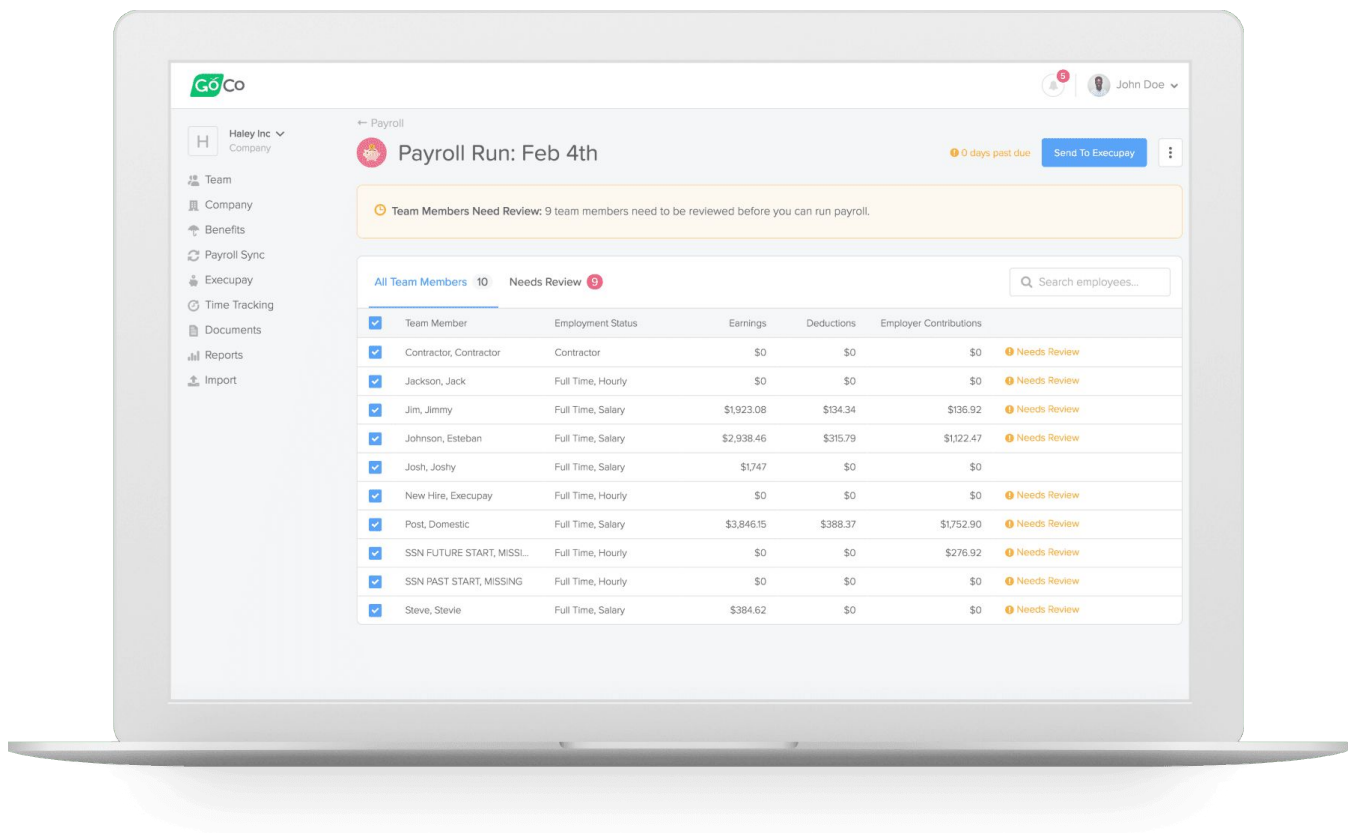




# All-in-One Embedded Payroll

Powered by ExecuPay

We've partnered with Execupay, an industry-leading payroll provider, to create an easy-to-use, all-in-one solution. You can run payroll from GoCo, seamlessly capture paystubs and automatically manage reconciliations, with the convenience of a single all-in-one system.



**60,000+**  
companies served

**50**  
U.S. states supported

**20**  
years of experience



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# Payroll Sync - BYO Payroll!

With seamless support for any cloud-based payroll provider – including ADP, Paychex, **Paylocity**, Intuit QuickBooks, and more – there's no scrambling around to set up yet another new system and no barriers to taking full advantage of GoCo's HR and Benefits features. If you're happy with your current provider, GoCo can sync with it.



- ✓ Effortless new hire setup
- ✓ Sync changes between HR, benefits & payroll
- ✓ Detailed payroll reporting
- ✓ Sync timesheets, PTO, and paid leave
- ✓ Final paycheck calculations done for you



# Time Off & Time Tracking

Track your team's work, PTO, and holiday hours in one place. All state and federal overtime rules are automatically calculated, and timesheets and time-off requests can be approved with a single click.

**Gracie Collier's Timesheet**

Dec 16 - 31, 2019 pay period (Current)

| Regular Hours | Overtime | Double Overtime | Paid Time Off | Holiday | Total Hours |
|---------------|----------|-----------------|---------------|---------|-------------|
| 37h 57m       | 0h 0m    | 0h 0m           | 0h 0m         | 0h 0m   | 37h 57m     |

**Monday, Dec 16**

Regular 8h

8h 0m  
9:00 AM - 5:00 PM CST

8h 0m  
9:00 AM - 5:00 PM CST

Work

[Add Hours](#) [Request Time Off](#)

**Tuesday, Dec 17**

8h 0m  
9:00 AM - 5:00 PM CST

Start Time\* End Time\* Type of Time\* Approver Note\*

8:00 AM 5:00 PM Work Work shift

[Cancel](#) [Delete](#) [Save](#)

- ✓ Easily clock-in and out
- ✓ Flexibly manage and edit timesheets
- ✓ Automatically calculate overtime
- ✓ Track time-off and COVID-19 related leave
- ✓ Report on all your team's hours and time-off



# HR Support On Demand

Get access to expert HR advice and tools to support you through COVID-19 and beyond. We'll connect you with expert advisors when you need them, to help you stay compliant and support your employees.

## Get Expert Advice from Real HR Pros

Our HR Support Center includes on-demand access to support from certified HR professionals. Benefits include:

- Unlimited expert advice with 1-day turnaround
- HR Concierge Live Chat
- Policy customization
- Multi-state employee handbook with consultation
- Job description customization
- Quarterly harassment prevention training

## Self-Service Resource Library

Our self-service portal is packed with tools and templates to support your HR team, including:

- Legal and compliance documents and alerts
- Policy library templates
- Job descriptions, HR forms, and employee handbooks
- HR and employee training videos
- Best practices guides and monthly newsletter



# ACA Compliance

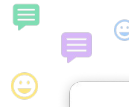
Avoid the end-of-year panic and track ACA compliance easier than ever with GoCo

| Team Member                                                                                        | Months Requiring Coverage                                                   | Status                                                                                                                               |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|  Adam Green       | <div><div>✓✓✓✓✓✓✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div> | ✓ ACA Compliant                                                                                                                      |
|  Brian Foster     | <div><div>✗✗✗✗✗✗✗✗</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div> | ✗ Not ACA Compliant <a href="#">Fix Compliance</a>                                                                                   |
|  Diana Ross       | <div><div>✓✓✓✓✓✓✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div> | ✓ ACA Compliant                                                                                                                      |
|  Kevin Powell     | <div><div>✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div>       | Apr, 2017: Compliant<br>You offered ACA compliant health coverage to Arno during this month.<br>ACA Compliant                        |
|  Liam Nelson      | <div><div>✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div>       | Health Coverage Offered Yes<br>Min Essential Coverage Offered Yes<br>Min Value Coverage Offered Yes<br>ACA Compliant                 |
|  Robert Ross     | <div><div>✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div>       | Affordable Coverage Offered Yes<br>Affordability for Arno is being determined using the Form W-2 Wages Safe Harbor.<br>ACA Compliant |
|  Victoria Jones | <div><div>✓✓✓✓✓✓✓✓</div><div>Jan 1, 2017</div><div>Dec 31, 2017</div></div> | ✓ ACA Compliant                                                                                                                      |

- ✓ See who's gaining or losing coverage at-a-glance
- ✓ Find the most cost-effective filing method
- ✓ Electronic filing with the IRS
- ✓ 1094C & 1095C consulting, coding & generation
- ✓ 1095-C form creation, printing, and mailing to employees

# Best-in-Class Client Service

Companies that care about getting great client service choose GoCo, because we're going the extra mile to deliver the best support in the industry.



"GoCo had everything planned out for us. We just gave them the raw information for health insurance, dental plans, life insurance, and pay cycles, and they put everything in for us."



Shelly Riddle  
Payroll Associate



## Real People, Dedicated to Your Team's Success

We know that the stakes are high when it comes to supporting your talent, so we assign a real-life human that's dedicated to holding your hand every step of the way. You can call, email, or chat with your CSM whenever you need a hand, and we'll bend over backward to give you a great experience.



"It's pretty unique to have a dedicated customer service person that I can reach out to directly via email or phone. I've even had the opportunity to speak with the CEO of GoCo when I've had larger needs. That just wouldn't happen with any other software."

- Naomi Honig, Caliper Foods

## Rated **Best** in Customer Satisfaction

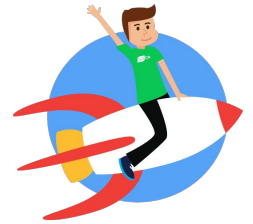
Don't take our word for it! Check out our reviews on [G2 Crowd](#) to see why we're rated Best Support and Fastest Implementation in the HR software category.



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# White Glove Implementation Service

GoCo's implementation service is faster and rated higher than any other in the industry. Our white glove service team will do all the heavy-lifting to get your team up and running quickly, with minimal effort on your part.



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## KICK OFF (Week 1)

Let's get you on board with GoCo!

- ✓ Meet your success team. We assign a dedicated Implementation Manager to your team alongside your Client Success Manager
- ✓ We'll review your goals and priorities, and build your custom project plan
- ✓ We'll collect your employee data for import

2

## CONFIGURATION (Weeks 2 to 3)

We'll take care of setting up your GoCo account, including:

- ✓ Adding your employee profile data to GoCo
- ✓ Setting up your company Benefits and enrollments
- ✓ Collecting data and working with your Benefits broker
- ✓ Help with setting up flex-spending and COBRA accounts
- ✓ Enabling Payroll Sync or Embedded Payroll
- ✓ Assist you with setting up Time-Off policies, Time Tracking, and Workflow
- ✓ Help with importing and magic-tizing your documents
- ✓ Providing live and recorded trainings at regular intervals

3

## LAUNCH (Weeks 4 to 5)

It's GoCo time!

- ✓ We'll QA everything to make sure your account is ready for launch
- ✓ We'll review your account settings with you for your final approval
- ✓ We'll train you on everything you need to know to administer GoCo
- ✓ Launch time! We'll invite your employees and admins to get started

For a custom quote for your implementation project, contact your GoCo Account Executive, or email [hello@goco.io](mailto:hello@goco.io)



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