

Collage HR, Explained.



The only HR software your team needs.



Index

1 Collage Overview

What is Collage?	3
How is Collage HR different?	4
The Collage Model	5

2 Module Breakdown

Employee Database and Records	6
Employee Onboarding and Offboarding ...	7
Time Off	8
Time Tracking	9
Applicant Tracking System	10
Performance Management	11
Employee Engagement and Surveys	12
Employee Training	13
Reports and Analytics	14
Payroll Software	15
Payroll Services	16
Benefits Administration	17

3 Security and Privacy

Security and Privacy	18
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4 Contact Us

Support	19
Contact Information	20

What is Collage HR?

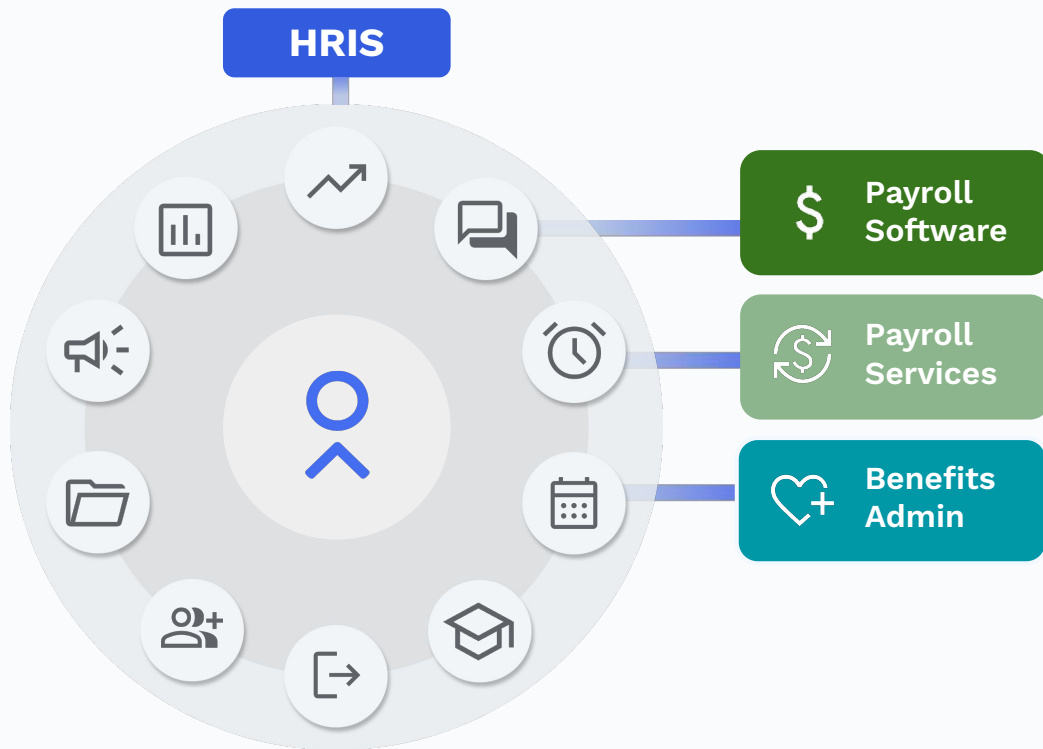
We empower Canadian HR professionals with the only software they need for their HR management.

- We help Canadian teams succeed with one easy-to-use, **complete HR platform**
- Our **payroll software integrates** seamlessly with our HR modules
- We also connect employee data to your **existing payroll software and benefits carrier**
- Our clients range from **10 to 1,000 employees**, across all industries and provinces



The Collage Model

Collage is a comprehensive HR solution with flexible add-ons, designed to grow and adapt alongside your organization's needs.

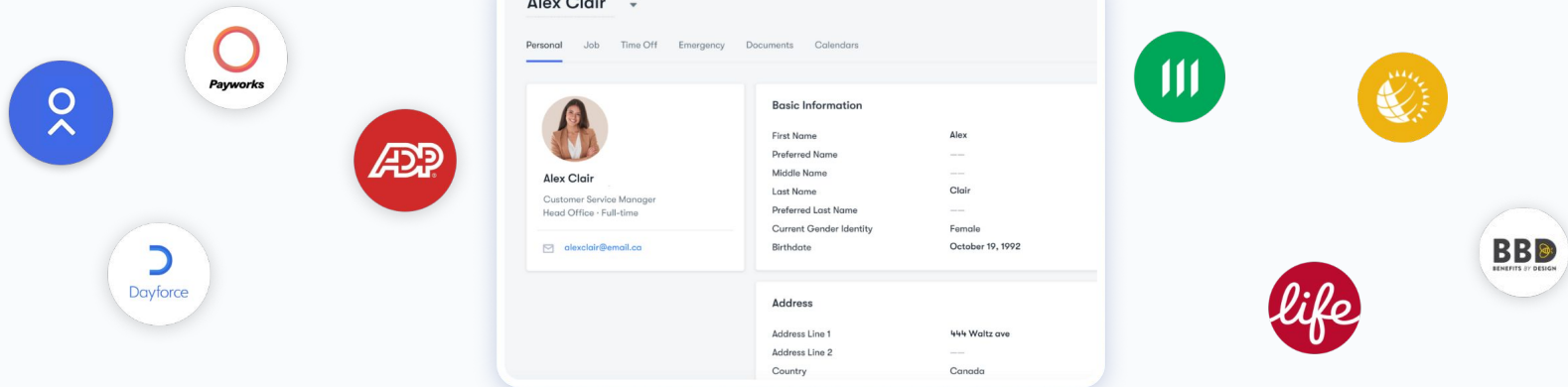


A **complete HR platform** plus optional **add-on software and services**.

How is Collage HR Different?

Collage is the easiest HR platform to implement, use and maintain, on the market.

- Our payroll software automatically syncs vacation and timesheet data
- Collage is the only provider that syncs data with third-party payroll and benefits providers
- Our Canadian team offers bilingual support that's fast, friendly, and dependable



Employee Database and Records

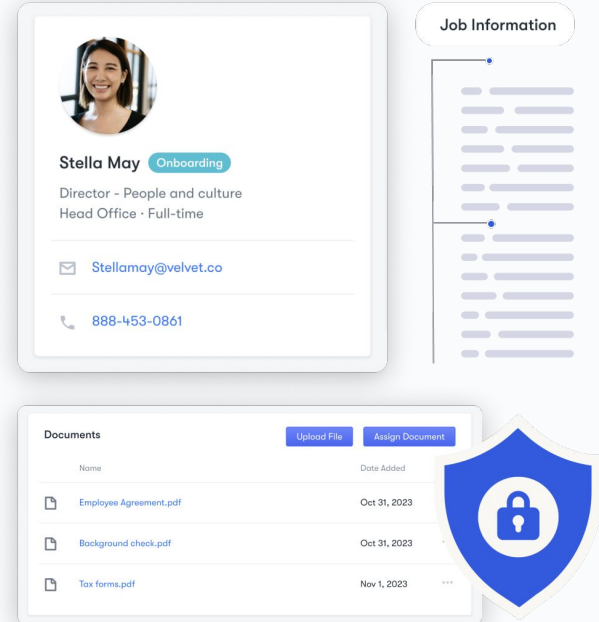
Your employee information and records are available across any device, with an intuitive user experience and SSO functionality.

What Is It?

- Source of truth for all employee information
- All employee documents
- E-signatures
- Organizational chart
- All employee history

How is Collage Different?

- Truly self-serve employee portal with customizable permissions and access for your staff
- You can export your data at any time



Employee Onboarding and Offboarding

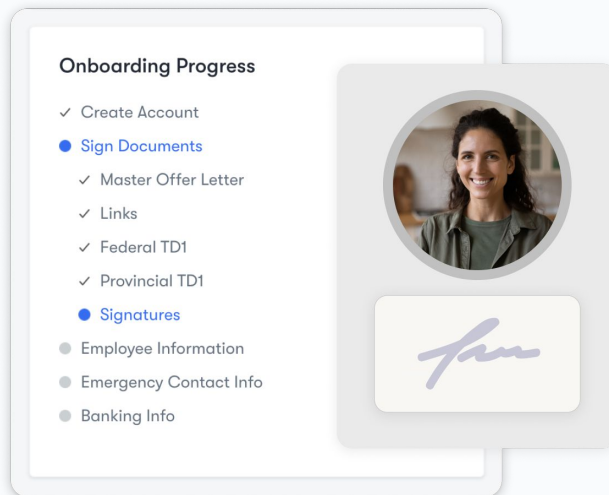
Simple onboarding and offboarding workflows, designed with people in mind.

What Is It?

- Digital and automated set up of new employees
- Full workflow and task management
- New hire training
- Automated federal and provincial tax forms

How is Collage Different?

- We take care of the onboarding and offboarding with your payroll and benefits providers
- Our tasks and reminders simplify the process and keep it on track



Time Off

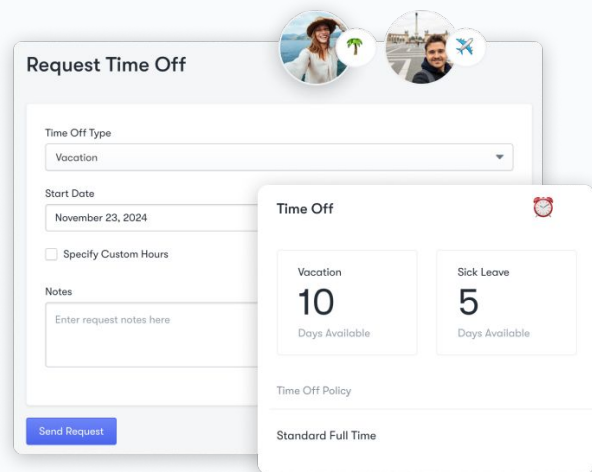
Time off, vacation, and leave management platform that saves your team hours every week.

What Is It?

- Request, approve and track time off
- Customize your policies for automated balance tracking
- Integrate Collage with Google and Outlook calendars as well as Slack
- Reports and exports for tracking and running payroll

How is Collage Different?

- Instant requests and approvals
- Our integrations are built to adapt to your business and give you the visibility you need
- Vacation data flows seamlessly to our payroll software

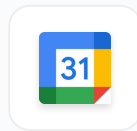


The image shows a 'Request Time Off' form and a 'Time Off' summary card. The form has a title 'Request Time Off' and two profile pictures at the top. It includes a 'Time Off Type' dropdown menu with 'Vacation' selected, a 'Start Date' field with 'November 23, 2024', a checkbox for 'Specify Custom Hours', and a 'Notes' field with the placeholder 'Enter request notes here'. A 'Send Request' button is at the bottom. The 'Time Off' summary card shows 'Vacation 10 Days Available' and 'Sick Leave 5 Days Available', along with a 'Time Off Policy' section indicating 'Standard Full Time'.

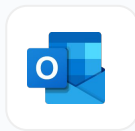
Time Off integrations:



Slack



Google calendar



Outlook
calendar

Time Tracking

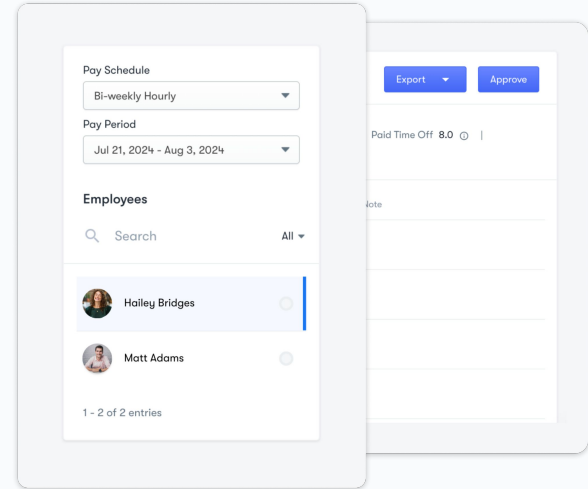
Timesheets, billable hours and time spent on projects - all in one place and connected to your time off.

What Is It?

- Track the hours worked and projects worked on
- Custom pay periods and approvers
- Fully compliant overtime tracking for all Canadian provinces
- Exports for easy payroll runs
- Reminders for staff and managers

How is Collage Different?

- Easiest to use workflows for your staff and managers, including one-click approvals
- Integrated with time off and overtime to ensure your payroll is smooth and accurate, every time



Applicant Tracking System (ATS)

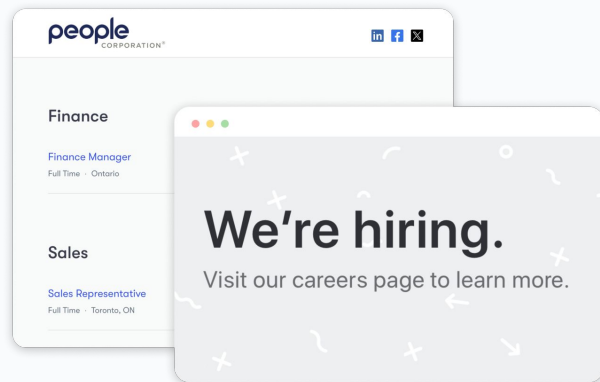
Fully integrated applicant tracking system for job postings, interview management, and hiring workflows.

What Is It?

- Branded and code-free job board with your jobs postings
- Your entire recruitment lifecycle in one centralized location
- Send and automate candidate communications
- Connects with onboarding, making the journey from interview to hire seamless

How is Collage Different?

- User friendly career page and job postings
- Built for team collaboration, with a searchable candidate database along with tagging and ratings



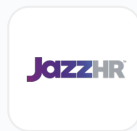
Recruiting integrations:



Indeed



Greenhouse



Jazz HR

Performance Management

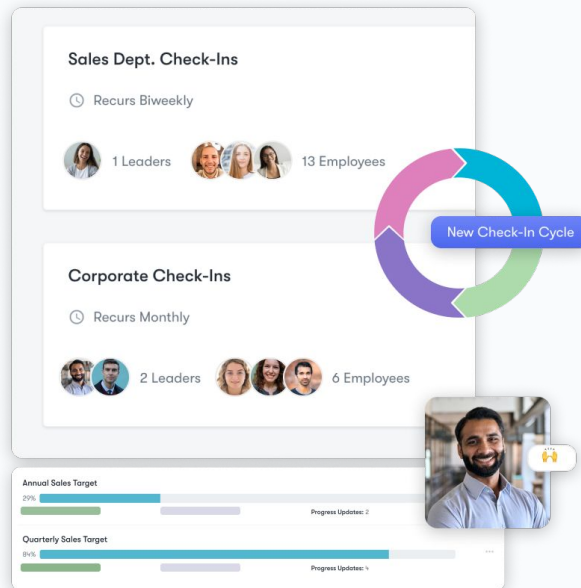
Performance review and management platform with recurring check-in functionality for better results.

What Is It?

- Customizable 360 degree performance reviews
- Goal setting and tracking for your team
- Recurring check-ins for 1:1s
- Performance trend reporting
- Flexible notes capabilities to ensure data is maintained for future use

How is Collage Different?

- We combine cyclical performance reviews with ongoing goals and check-ins for a better feedback loop
- Easy to set up and run for one team or your whole company



Employee Engagement and Surveys

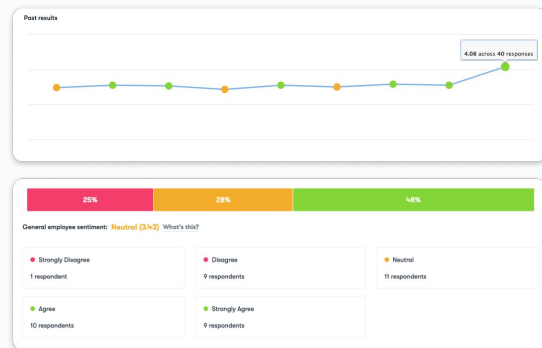
Your organization's platform for company announcements, resources and key links, along with employee feedback surveys.

What Is It?

- Team announcements to keep everybody informed
- Employment anniversary and birthday reminders
- Feedback through qualitative and quantitative surveys
- Company links and documents dashboard

How is Collage Different?

- Consolidate everything you need in one place
- Flexible survey formats with the option of anonymity



Employee Training

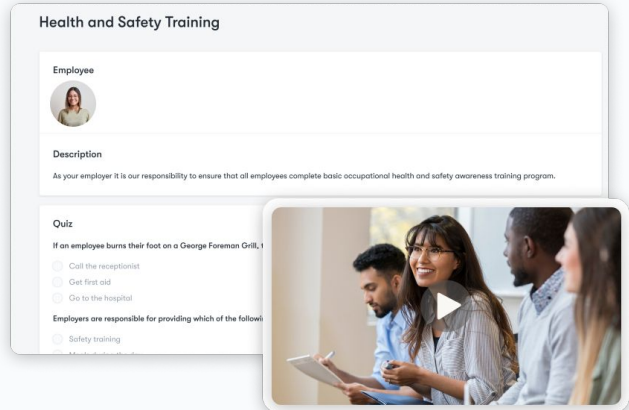
Built-in training module to ensure your team's training is always up-to-date and your organization is compliant.

What Is It?

- Training programs for new and existing employees
- Fully connected to your onboarding tasks and flow
- Custom attachments for different training formats
- Quizzes and acknowledgements
- Automatic reminders

How is Collage Different?

- Built directly into your onboarding flow
- Customize which groups or individuals to add and when



Reports and Analytics

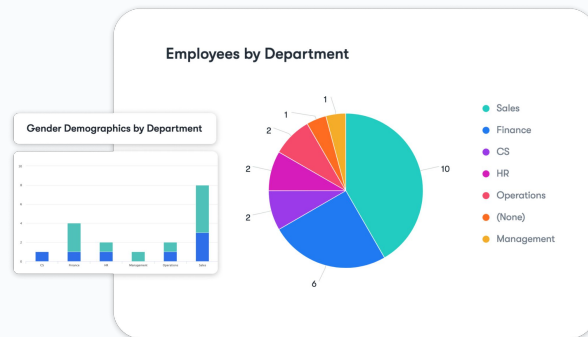
Pull important information about your organization with data visualizations, recurring reports, and statistics, to help you better understand your business and people.

What Is It?

- Charts and easy exports of all of your HR data
- Complete list of standard reports by module
- Custom reports if you want to visualize your data in a different way

How is Collage Different?

- Our preset charts answer the most common HR questions
- Smooth export and filter options designed for quick setup and flexible customization



Payroll Software

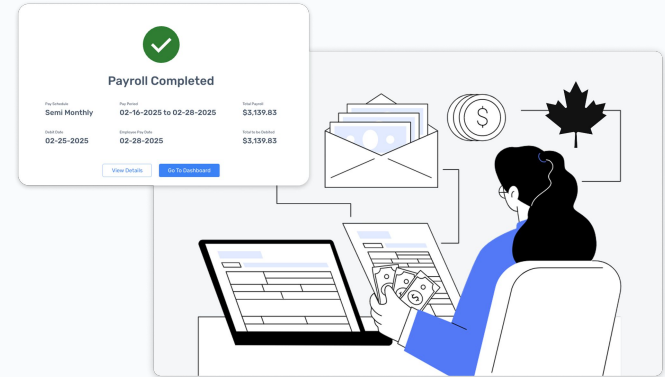
The most seamless HR and payroll experience with one platform for all of your admins and employees.

What Is It?

- Calculating required tax deductions
- Direct deposit to your employees and the CRA
- Pay stubs, ROEs, and T4s
- Contractor payments
- Single sign-on for HR and payroll

How is Collage Different?

- Automatic data sync from onboarding, employee updates, time off and timesheets
- Consolidated HR and payroll experience for all of your staff
- Same day support from payroll experts



Payroll Services

Save time and prevent errors by eliminating double data entry, ensuring your payroll is always accurate.

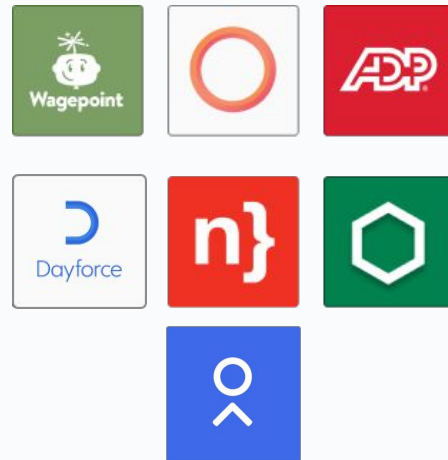
What Is It?

- Data sync of HR data from Collage to Canada's top payroll providers
- Automated employee enrolment and termination in your payroll platform
- Optional upgrade to managed payroll, where we run your payroll for you

How is Collage Different?

- We simplify using your existing payroll software
- We have an experienced team of payroll experts to ensure payroll accuracy

Collage Supported Payroll Providers



Benefits Administration

Collage connects to Canada's [top benefits providers](#), making plan management simple and reducing administration.

What Is It?

- Data sync of HR data from Collage to Canada's top benefits carriers
- Automated employee enrolment and termination
- Benefits plan details available to employees inside of Collage

How is Collage Different?

- We partner with your existing advisor and benefits carrier
- Collage integrates with over 90% of the Canadian benefits market

Collage Supported Benefits Providers





Our Data Security

- Hosted in Canadian AWS centres accredited under ISO 27001, SOC 1 and SOC 2/SSAE 16/ISAE 3402, PCI Level 1, FISMA Moderate, Sarbanes-Oxley (SOX)
- Data transmitted between the client browser and our web servers is encrypted with 256-bit SSL, the highest encryption standard available
- For data security, we use PostgreSQL with encryption at rest. Sensitive fields are further encrypted using the AES-256 algorithm
- We will not disclose, trade, rent, sell or otherwise transfer personal information, without consent
- Customers may request for their data to be exported from our products and provided to them at any time, and any/all customer data may be permanently deleted from our databases upon customer request



Collage Process

- Before gaining initial access to systems with customer data, employees must attend security training
- Employee computers have strong passwords, encrypted disks, and, where applicable, inbound and outbound network traffic monitoring and alerting
- Collage has established an Incident Response Plan which defines the responsibilities of key personnel and identifies processes and procedures for classification, escalation, and notification of incidents



Insurance

- Collage is insured by an active Errors & Omissions and Cyber insurance with minimum \$5,000,000 limit of liability

Helpful support, when you need it

Our bilingual (English and French) customer support team is here for you whenever you need a hand. Whether you've got a quick question or need more in-depth assistance, we've got you covered with our 94% Customer Satisfaction Score (CSAT).

Collage's all-Canadian support team is here to help so that you can focus on what matters most.

Contact: support@collage.co



Contact Information

For sales and partnerships: sales@collage.co

For support: support@collage.co

