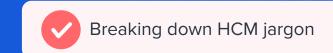
## **Glossary**



Use this glossary for a list of key terms you'll encounter while evaluating HR software.

TERM	DEFINITION
ATS (Applicant Tracking System)	Software that helps streamline recruiting, from job postings to candidate selection—and ideally integrates with your HCM platform.
Benefits Administration	Tools that streamline open enrollment, carrier connections, and employee self-service—so HR spends less time chasing forms and more time driving strategy.
Change Management	The process of guiding employees and stakeholders through a business or tech transition—like rolling out a new HCM platform.
Compliance	Adhering to federal, state, and local labor laws and required reporting, something a good HCM system should help you manage.
DEI (Diversity, Equity & Inclusion)	Intentional practices that create a workplace where everyone can thrive, regardless of background or identity.
Employee Experience	How your people feel about work—from tech to culture to communication. A great HCM platform should improve this across the board.
HCM (Human Capital Management)	An all-in-one approach to managing the entire employee lifecycle—from payroll and benefits to performance and compliance—HCM platforms like Namely help HR teams work smarter, not harder.
HRIS	The backbone of your HR tech stack, an HRIS securely stores employee data, automates tasks, and connects core HR functions in one system of record.
LMS (Learning Management System)	A platform for delivering, tracking, and managing employee training and development programs.
Onboarding vs. Orientation	Onboarding is the structured process of integrating a new hire into the company; orientation is often what is planned for new employees on day one.
Open Enrollment	The annual window when employees can review and choose their benefits—often a high-stress time made easier with modern HCM tools.
Payroll	The process (and platform) ensures your people are paid accurately and on time—while keeping you compliant with tax laws and reporting rules.
People Analytics	HR data and insights that help you make better workforce decisions—like turnover trends or engagement scores.
Performance Management	The process of setting goals, tracking progress, and conducting reviews—made easier with digital tools that keep feedback flowing.
ROI (Return on Investment)	The measurable business value you gain by switching to smarter, more efficient HR tech—think less admin, more impact.
Self-Service	An intuitive way for employees to access and manage their own HR info—without sending 10 emails to HR.
Talent Management	A suite of tools for hiring, onboarding, developing, and retaining top talent—built to help your people grow as your business does.
Time & Attendance	Tools for tracking hours worked, Paid Time Off (PTO), and breaks—critical for accurate payroll and compliance.
Total Rewards	Your complete employee value proposition: salary, benefits, perks, recognition, and growth opportunities.
User Experience (UX)	The overall experience a person has when interacting with a product, system, or service—especially in terms of how easy, intuitive, efficient, and satisfying it is to use.
Workforce Management	A broader category of Time & Attendance that includes time and attendance tracking, scheduling, labor planning, and reporting—all geared toward improving productivity and compliance.

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