



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

| TERM                                           | DEFINITION                                                                                                                                                                                 |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ATS (Applicant Tracking System)</b>         | Software that helps streamline recruiting, from job postings to candidate selection—and ideally integrates with your HCM platform.                                                         |
| <b>Benefits Administration</b>                 | Tools that streamline open enrollment, carrier connections, and employee self-service—so HR spends less time chasing forms and more time driving strategy.                                 |
| <b>Change Management</b>                       | The process of guiding employees and stakeholders through a business or tech transition—like rolling out a new HCM platform.                                                               |
| <b>Compliance</b>                              | Adhering to federal, state, and local labor laws and required reporting, something a good HCM system should help you manage.                                                               |
| <b>DEI (Diversity, Equity &amp; Inclusion)</b> | Intentional practices that create a workplace where everyone can thrive, regardless of background or identity.                                                                             |
| <b>Employee Experience</b>                     | How your people feel about work—from tech to culture to communication. A great HCM platform should improve this across the board.                                                          |
| <b>HCM (Human Capital Management)</b>          | 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. |
| <b>HRIS</b>                                    | 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.                                        |
| <b>LMS (Learning Management System)</b>        | A platform for delivering, tracking, and managing employee training and development programs.                                                                                              |
| <b>Onboarding vs. Orientation</b>              | 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.                                        |
| <b>Open Enrollment</b>                         | The annual window when employees can review and choose their benefits—often a high-stress time made easier with modern HCM tools.                                                          |
| <b>Payroll</b>                                 | The process (and platform) ensures your people are paid accurately and on time—while keeping you compliant with tax laws and reporting rules.                                              |
| <b>People Analytics</b>                        | HR data and insights that help you make better workforce decisions—like turnover trends or engagement scores.                                                                              |
| <b>Performance Management</b>                  | The process of setting goals, tracking progress, and conducting reviews—made easier with digital tools that keep feedback flowing.                                                         |
| <b>ROI (Return on Investment)</b>              | The measurable business value you gain by switching to smarter, more efficient HR tech—think less admin, more impact.                                                                      |
| <b>Self-Service</b>                            | An intuitive way for employees to access and manage their own HR info—without sending 10 emails to HR.                                                                                     |
| <b>Talent Management</b>                       | A suite of tools for hiring, onboarding, developing, and retaining top talent—built to help your people grow as your business does.                                                        |
| <b>Time &amp; Attendance</b>                   | Tools for tracking hours worked, Paid Time Off (PTO), and breaks—critical for accurate payroll and compliance.                                                                             |
| <b>Total Rewards</b>                           | Your complete employee value proposition: salary, benefits, perks, recognition, and growth opportunities.                                                                                  |
| <b>User Experience (UX)</b>                    | 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.                |
| <b>Workforce Management</b>                    | 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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