

# HR Hiring Portal™

HR Hiring Portal™ by e-BizSoft streamlines the new employee hiring process for any business running Dynamics® GP through its easy to use, web-based bilingual interface.

Applicants can submit applications through their browsers in English or Spanish, or the application can be used for onsite job applications where the applicants are able to provide their signature via tablets. The HR Hiring Portal™ administrator can then review, classify, and follow up on the applications.

Learn more about

HR Hiring Portal™

[www.e-bizsoft.com/HRHiringPortal](http://www.e-bizsoft.com/HRHiringPortal)



HR Hiring Portal™ has a variety of features that **make the hiring process easy and paper free**. It retains records, integrates with Dynamics GP, and facilitates EEO reporting.

## Know who you hire

Powered by



e) BizSoft

TRANSFORMING TODAY'S BUSINESS INTO E-BUSINESS

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## System Requirements:

Supported versions of Dynamics GP include: v8.0, v9.0 and v10.0

Supported Operating systems include: Windows XP, Windows Vista, and Windows 7

Minimum workstations configuration requirements are the same as for Dynamic GP

# HR Hiring Portal™ includes the following features:

## ► PROCESSING OF I-9'S

The HR Hiring Portal™ allows the I-9 form to be captured at the time of hiring the applicant. This I-9 data is saved into Dynamics® GP and is kept for the period mandated by law.

## ► EMPLOYMENT ELIGIBILITY VERIFICATION THROUGH E-VERIFY

HR Hiring Portal™ gives you the option to verify the applicant's employment eligibility through the Social Security Administration (SSA) and Department of Homeland Security's (DHS) e-Verify program. HR Hiring Portal™ provides the functionality to print other documents which are part of the verification process including SSA Referral Letter, Tentative Non-Confirmation Notices (TNC), and DHS Referral Notice. The TNC letters can be printed in either English or Spanish. If a pending status is assigned to a case, HR Hiring Portal™ allows you to poll e-Verify to update the case status.

## ► STATISTICAL REPORTING

Generates Equal Employment Opportunity (EEO) reporting from the data collected at the time of hiring.

## ► INTEGRATION WITH DYNAMICS® GP

HR Hiring Portal™ is fully integrated with Microsoft® Dynamics® GP's HR module. Applicants and employees are created in Dynamics® GP and any required information can be retrieved from Dynamics® GP through the HR Hiring Portal™.

### Key applicant data captured:

- ▲ Employee Personal Information
- ▲ Education
- ▲ Military Service
- ▲ Candidate Consent and Digital Signatures
- ▲ Disclaimers and Notices on the application form

### Key Administrative Features:

- ▲ Notifications and Alerts
- ▲ I-9 form data capture and storage
- ▲ Employment eligibility verification via e-Verify
- ▲ Search & group data for collective action
- ▲ Generation of hiring statistics
- ▲ Quick re-hire processing for former employees & applicants

### About e-BizSoft, Inc.:

e-BizSoft, Inc., is a leading business software solution provider that specializes in customization, web applications, and information exchange. e-BizSoft extends ERP systems and streamlines supply chains to simplify processes, improve accountability, and foster productivity.

Founded in 2000, e-BizSoft is a privately-held company headquartered in Pembroke Pines, Florida, with development offices around the world. e-BizSoft has business partnerships with IBM® and Microsoft®, and is a member of the Intuit Developer Network. e-BizSoft, Inc. is a Microsoft® Gold Certified Partner specializing in Microsoft Dynamics® for the last 10 years.

For more information, please contact e-BizSoft at +1-954-272-0500 x101, via email at sales@e-bizsoft.com or visit our website at www.e-bizsoft.com.

# HR Hiring Portal™

## Know who you hire

**Microsoft**  
GOLD CERTIFIED

Partner



designed for  
**QuickBooks** QB

See system requirements for version information

**sage**  
software  
Authorized Partner

**IBM**  
Business Partner

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