JOB DESCRIPTION MANAGER

BY **payfactors**

Payfactors is the *only* comp software with **JOB DESCRIPTION MANAGEMENT** BUILT RIGHT IN.

We give you one central spot to **create, collaborate on, and safely store** your **JOB DESCRIPTIONS**—saving you *time and money*.
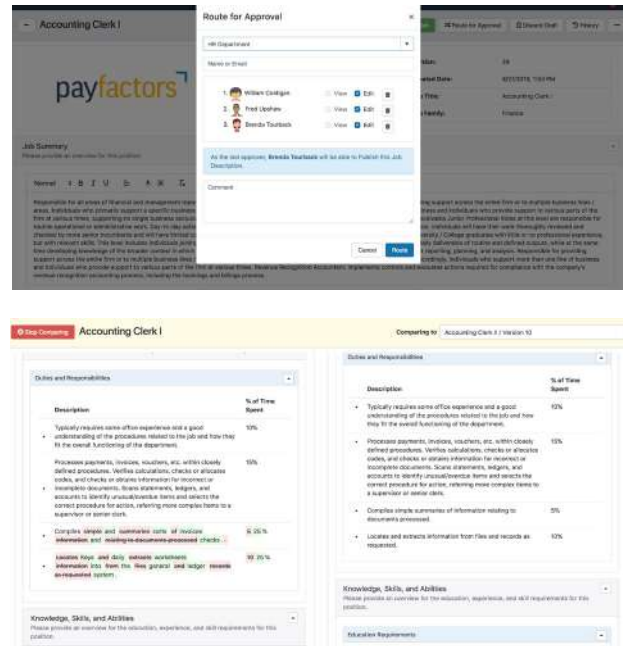
Built-In Job Description Library

- Build descriptions with drag-and-drop content from our library of 5,000 jobs—saving you hours of time
- Safely store your job descriptions and access version history to keep them up-to-date and accessible
- Save time and create consistency with flexible templates for each job and job family
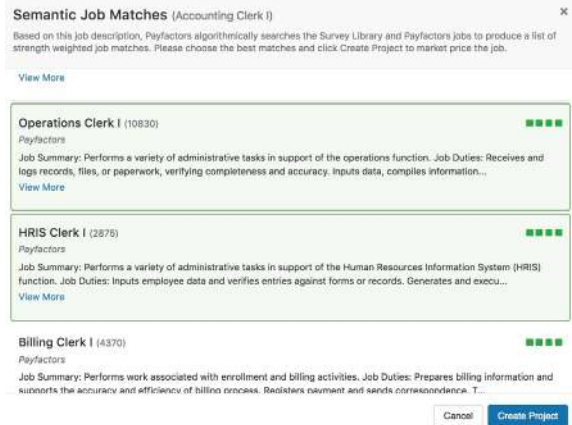- Access, save, and store the proper FLSA exemption right within the description—keeping you compliant

Collaboration Made Easy

- Collaborate with your entire hiring team without leaving the platform

- Automated manager routing gets decriptions edited faster—with no disruption to HR workflow

- Workflow history shows you who made edits and when so you'll always have the right version

- Compare content and versions side-by-side. We'll highlight the changes for you

- A direct feed to your Applicant Tracking System and HRIS gets the right description to all stakeholders

AI-Powered Tech

- Artificial Intelligence built into our Job Description Manager reads your descriptions and recommends data matches—so you'll get an accurate price, faster

- Job descriptions are the basis for benchmarking and structuring. Automatically bulk edit groups of descriptions in seconds to be confident in your data

- Your in-progress work saves to the cloud

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As one of two comp focused people for a 60,000 employee company, I couldn't do my job without using Job Description Manager, which has not only saved a significant amount of time, but completely changed our approval process and communication with managers in regards to JDs. Payfactors is the only comp software with this feature built-in plus user-friendly with a fully populated content library of over 5,000 JDs, and has the ability to route to the right team members for approval and then market price easily. If you aren't using Job Description Manager with Payfactors I would highly recommend you start."

- **Megan Surdo, Director of Compensation, Aimbridge Hospitality**

WE'RE PAYFACTORS. WE'RE DATA + TECHNOLOGY—LIKE YOU'VE NEVER SEEN BEFORE.

Email **PMM@payfactors** to set up a tutorial or to learn more.

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