

Gathr by Colonial Life Quick Guide

Colonial Life makes benefits simple. Gathr can make managing those benefits even simpler.

Now enjoy a unified benefits administration experience that puts new hire onboarding, employee records, and so much more all in one personalized dashboard.

- **Advanced reporting** – customized report library and templates provide valuable insights to help make business decisions around your employees and their benefits.
 - Base package includes unlimited custom reports.
- **Use benefit & payroll sync dashboards** – keep core benefits and payroll information accurate and current by automatically compiling a list of employee elections and changes.
 - Select carrier and payroll integrations are available as an add-on.
- **Controls and permission levels** – if multiple employees are handling HR and benefits administration tasks, assign multiple admins the appropriate permission levels.
- **Employee records & compliance** – track, manage, and export I9 and W4 forms created during onboarding to ensure compliance.
- **Add & terminate employees** – easily add and remove your employees in one place. With custom workflows, you can automate onboarding, offboarding & other HR tasks.
 - 2 workflows are complimentary. Additional workflows are available as an add-on.
- **Manage employee time off** – easily track who's out of the office, see any upcoming PTO, and handle the approving/denying of requests all in one place.

Gathr can save you time every time you log in. Let us show you how.