Vista Highlights

Vista® is the complete HCM software solution for organizations with employees based in the United States, Canada, or the Caribbean.

All the pieces — recruiting, onboarding, human resources, benefits, payroll, time and attendance, self-service, workflow, analytics, mobile, and extensive reporting — come together to simplify your business practices and processes.

PDS serves a wide variety of organizations in many different industries, including professional services, finance, healthcare, retail, manufacturing, utilities, transportation, hospitality, education, government, and others.

Organizations can take advantage of the benefits of our intelligent, cross-border, single database architecture. Although a single, integrated HCM and payroll solution, Vista's individual components can be deployed in phases according to your particular needs and priorities.

Key Vista features that make your job easier

HUMAN RESOURCES

- Complete HR administration
- Engagement & Employee Experience
- Onboarding
- Performance Management
- Compensation Management
- Learning Management
- Position Control Management
- Employee and Manager Self-Service
- Organizational reporting hierarchies
- Complete Electronic Document Management
- U.S. E-Verify integration and automation
- U.S. compliance reporting (e.g. EEOC, OSHA, FMLA, ADA, USCIS, and HIPAA)
- Canadian compliance reporting (e.g. ROE, AERS)

BENEFITS

- Complete benefits administration
- Automated eligibility and enrollment
- Enrollment wizard that guides employee selections (current and open)
- Unlimited plans and coverage levels
- Dependent and beneficiary maintenance
- Tax-deferred matching
- Leave time accrual and tracking
- Benefit statements
- U.S. Benefit carrier integration (EDI 834)
- U.S. Affordable Care Act (ACA) administration
- U.S. FMLA management
- U.S. FSA/HSA account administration
- Canadian stat holiday and vacation pay

PAYROLL

- Payroll administration and processing
- Time collection, calendars, and auto-pay generation
- U.S. federal, state, and local tax reporting
- Canadian federal and provincial reporting
- Self-service access to pay stubs and related tax forms
- Job cost accounting
- Check calculator
- Retroactive processing
- Leave time accrual and tracking
- Effective-dated tax processing

- Tax maintenance service
- Wage attachment processing
- Tax reciprocity
- Labor distribution and general ledger
- Payroll tips processing
- Extensive historical tracking
- Optional tax filing service with one of our partners
- Mobile delivery of pay stubs
- Dashboards of actionable analytics

RECRUITING

- Integrated HR & Recruiting platform where you manage from "recruit to hire"
- Promote openings internally and externally
- Lead applicants to your personalized Recruiting portal from your corporate website
- Applicants can easily apply from their mobile device
- Recruiting portal gives the applicant the means to record their information, attach documents, search for jobs, and apply
- Recruiters can easily qualify candidates using criteria that you define (e.g. skills, education, licenses, qualifying questions), and rank qualified candidates
- Involve HR and hiring managers in the recruiting process as needed based upon your practices

ONBOARDING

- Use Vista Onboarding to welcome your new employees
- Provide a unique new hire login
- Educate pre-hires on corporate culture
- Configurable pre-hire checklist
- Identify new hire forms that must be collected
- Collect additional personal information for new hires
- Simple visibility into new hire progress on their tasks
- Make the new hire's first day more productive!
- Onboarding reports and analytics
- U.S. E-Verify integration and automation

REPORTING

- Hundreds of pre-formatted, parameter-driven reports
- Save results in a variety of formats (pdf, xlsx, etc.)
- Automatic scheduling of reports
- A library of administrative, manager, and self-service reports
- Users view report data for only their employees
- Deploy reports and forms where your user needs them
- Vista EasyAsk, our simple English language query tool, delivers the answers you need
- Forms (e.g. employment application, offer letter, etc.) can be easily configured and automated
- Automate forms with Adobe Sign and DocuSign integration

ANALYTICS

- Configurable dashboards of actionable analytics
- Hundreds of predefined analytics
- Automate KPI collection and analysis
- Drill-down into actionable data
- Various graph options are available
- Export data from analytics with one click
- Advanced metrics and analysis screens

IMPROVE YOUR HCM EXPERIENCE.

Vista delivers a simple, intuitive interface to make the employee experience the best it can be. Our modern and efficient HCM solution provides robust tools that will scale as your business grows.

Vista delivers automation where it's needed and necessary functionality where it's logical so that users can get to what they need whether they're on a computer, tablet, or phone.

SECURITY IS NO LAUGHING MATTER.

PDS recognizes that the world has become a bit scarier and that security is of the utmost concern to every customer. That's why we made sure that Vista's data access controls and role-based security templates keep your HCM data safe from "bad actors".

And whether you opt for Vista in the cloud or on-premise, we've delivered the operations management tools that you'll need to monitor and securely manage your HCM environment.

SERVICES THAT GET THE JOB DONE.

Our experienced, full-time support and implementation professionals have deep product knowledge and years of experience implementing customers in a variety of businesses. Using this expertise, we enable our clients to consistently implement the PDS system on time and on budget, so you can immediately begin to recognize a return on your investment.

Our services teams keep our customers up to date on the latest product offerings with a variety of educational tools and communications. In addition, we've extended our services to offer areas such as: Vista Health Check, Open Enrollment Assistance services, Year-End filing and printing services, PDS Wellness Program for Year-End Preparations, and Vista Business Services.

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