



What is BALANCEhub?

As part of the BALANCEworks software family, the BALANCEhub Web portal — designed for BALANCEaap clients with multiple plans — offers a secure gateway for managing and viewing Affirmative Action plan (AAP) results and other compliance information.

Manage Compliance with Three Modules:

SHARE

- Plan owners and system administrators can manage the repository of completed AAPs.
- Viewing audiences can access completed plans and associated reports, based on their roles in the AAP process.

DASH (Organizations with Multiple Plans)

- Plan owners and system administrators can customize summary and graphical displays for meaningful reviews of AAP data.
- Plan owners and executives can view these summary and graphical displays.

REACH

- Recruiters and HR personnel can collect information on Good Faith Efforts (GFEs) for use in AAPs; evaluate outreach activities; and run statistical reports.

Interactivity with BALANCEaap

- Once data are collected on GFEs in REACH, the information can be linked and mapped to the AAP structure.
- Once an AAP is completed, the plan preparer may turn on BALANCEhub access for others to view plan results.
- Users can navigate between BALANCEhub and other BALANCEworks applications, and set a default BALANCEhub entry page.

On-line Access

- Provided free-of-charge to Berkshire service clients and software customers

- Compatible with Chrome, Firefox, Edge, and Internet Explorer
- Collaborate with an unlimited number of users from any location, at any time— BALANCEhub access is independent of other BALANCEworks application

Product Support

- In-line Help documentation
- Technical support by telephone and email is included as long as a client account is maintained.

Clients for Berkshire services may also contact their service representatives for assistance with AAP-related matters. Please refer to contact information on reverse.

Security

- 256-bit https on-line platform via Transport Layer Security, data are encrypted in transit (For best safety, use a current browser.)
- Password requirements include minimum length, complexity, version control, and expiration
- Publish reports and information, based on system roles and permissions
- 24/7-monitored data center with physical and network security is SSAE-16-certified and meets the PCI Data Security Standard
- System and plan-level logging of user activity available to administrators



Module	Tools
SHARE <i>Special Feature:</i> Search and sort the plan list	Access a list of completed plans Select from a list of reports, alphabetically or by Report Group Export plan reports in Excel, PDF, or Word. Export narratives in PDF
DASH (multiple plans per year) <i>Special Features:</i> Minimize and expand objects Filter the display by plan group, protected group, job group, audit status Navigate between plans	View an interactive display, which graphically highlights successes and problem areas for placement goals, goal attainment, and adverse impact: <ul style="list-style-type: none">• Pie charts—Identify successes/problem areas for placement goals, goal attainment, and adverse impact in personnel actions, overall and by plan group; with detail view• Map object—View plans and metrics by location and OFCCP region• Metrics object—For organizations with functional plans, view a bar chart (and detail) by unit (e.g., Engineering), showing goals, goal attainment, and adverse impact• Summary table—Identify adverse impact by location and review details by job group• Scorecard—Review current scores on placement goals and adverse impact View, print, and export graphics and underlying data
REACH <i>Special Features:</i> Sort, filter, expand/collapse, set view options for lists Use quick-click icons for tasks and data entry Access in-line OFCCP database of source names Job families can reflect your organization’s terminology	Track Good Faith Efforts activities and outreach sources by entering: <ul style="list-style-type: none">• Target protected class (minority, female, Veteran, disabled)• Job family• Location/establishment (which can be later mapped to the AAP structure)• Outreach source type and origin• Website and other contact information• Comments Perform and record an evaluation of each outreach source: <ul style="list-style-type: none">• Apply ratings, using number of stars• Enter rationale for each score View source information on last activity, last evaluation, discontinued or in use View, print, and export reports on GFEs by means of summary and detail statistics
System Administration	Set up user profiles to control access to BALANCEhub modules Determine Publish Groups to control access to reports and salary data Determine email settings for notifying audiences that plans are ready to view Develop on-screen message for viewers; customize the SHARE > Select Reports screen Set default file types for downloading plan results from BALANCEhub Upload corporate, HR, or compliance documents to SHARE Determine DASH display options and plan groups Customize REACH for location codes, activities, job families, plan date, evaluation criteria