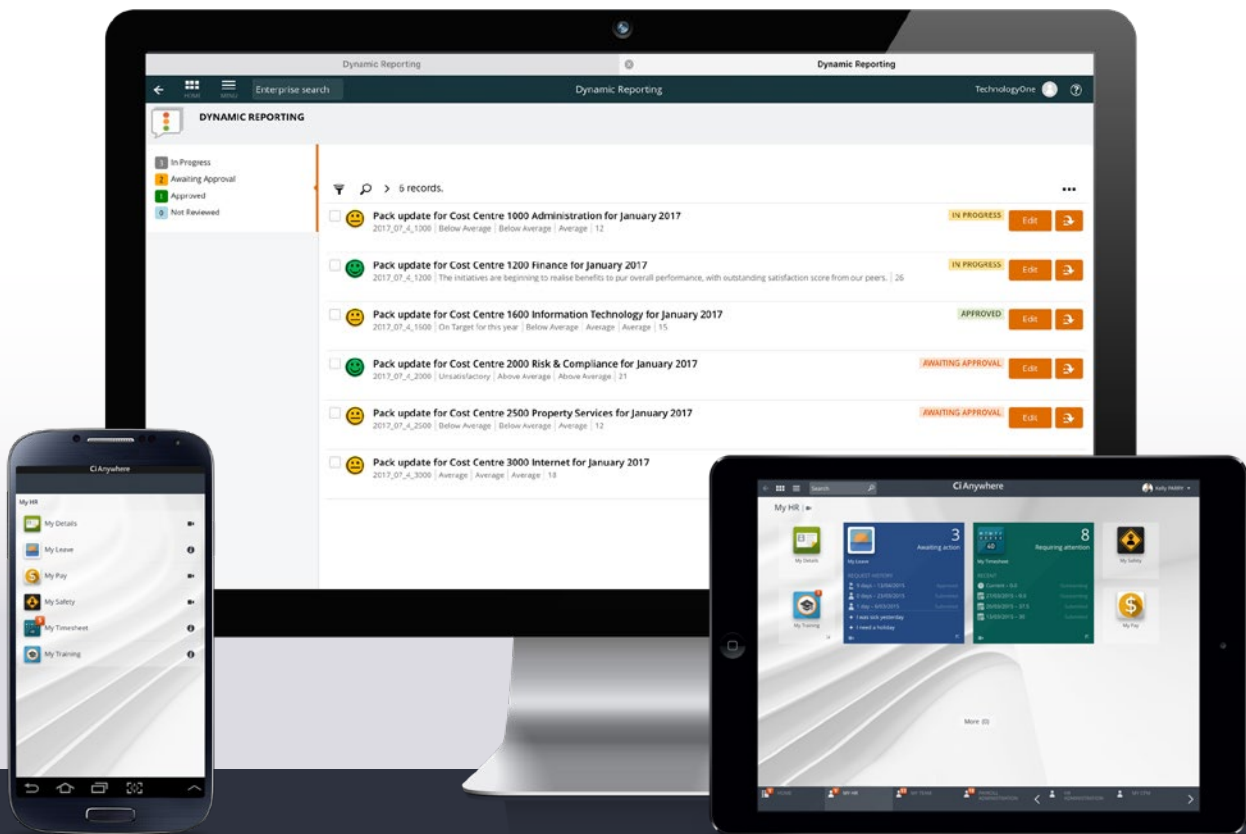


HUMAN RESOURCE & PAYROLL SELF SERVICE

Manage all aspects of your employment including timesheets and leave requests, personal details, payslips, job applications, right to work updates, performance reviews, feedback conversations, training and direct and indirect reports from any web-enabled device.



KEY FEATURES AND BENEFITS

- Reduce the administrative burden on HR and payroll staff
- Streamline manager approvals
- Increase team member satisfaction and engagement and align your workforce
- Available anywhere, any time, on any device
- Easy to use, even for casual users

Empower your workforce

Self Service reduces the administrative burden on HR and payroll staff, enabling them to focus on value-adding tasks. Empower your workforce by allowing employees to manage and view their own:

- Timesheets
- Leave
- Personal details such as address, bank details, emergency contact
- Training requests
- Performance reviews
- Career ambitions
- Internal job applications
- User defined dashboards

Eliminate errors caused by re-keying data, reduce paper-based processes and increase staff satisfaction with Self Service.

Support and simplify manager approvals

The inbuilt workflow inbox provides a consolidated view of all items requiring attention, thereby eliminating delays and keeping the organisation moving forward. Managers can select, view and approve or reject employee timesheets, leave and other requests. Approved items are then automatically directed to the next workflow stage, while rejected items are returned to the employee. Set custom security access levels for each manager dependent on requirements.

Organisation chart

Provide all employees with a view of the current position hierarchy of the organisation including relationship between positions, current occupants, work contact details of employees and employees availability.

Dashboards and enquiries

Provide managers with access to real-time information on their team members for informed decision making.

Streamline performance management

Self Service facilitates the performance management process between employees, managers and HR. Self-assessment, manager and ad-hoc appraisals are all supported, along with the inclusion of performance and development goals. Cascade corporate and team goals to focus and align your workforce. Initiate ad-hoc conversations with anyone in the organisation.

Available anywhere, any time, on any device

The browser-based app runs on any web-enabled device, including laptops, tablets and smartphones, enabling employees to access important employment information on the go. Employee data is also password protected.

Intuitive user interface

The simple, consumer-oriented interface requires minimal guidance for users. This ensures a fast uptake among even the most casual users in your organisation.

Instantly update personal details, book leave and view payslips

Complete and submit electronic timesheets

Apply for and track leave using the graphical calendar interface