

# HRM Self Service Suite – U.S. for Business Portal

[ BENEFITS ]

### Empower employees

Equip employees to complete common tasks such as reviewing pay and benefits, updating personal information, entering vacation requests and timecards, applying for job openings, viewing the organization chart, and more — all within a personalized portal.

### Manage teams more effectively

With expanded access to multilevel direct report information, managers can view training history, evaluate team skills, create internal job postings, check internal and external applicant status, and review compensation and performance history at any time, helping them to plan and make critical management decisions.

### Increase productivity

Reduce employee calls to HR staff and streamline routine data collection, reducing administrative costs and freeing HR professionals to spend more time on higher priorities. Integration between Payroll and Human Resources applications provides flexible options for entering and viewing data.

### Keep information confidential

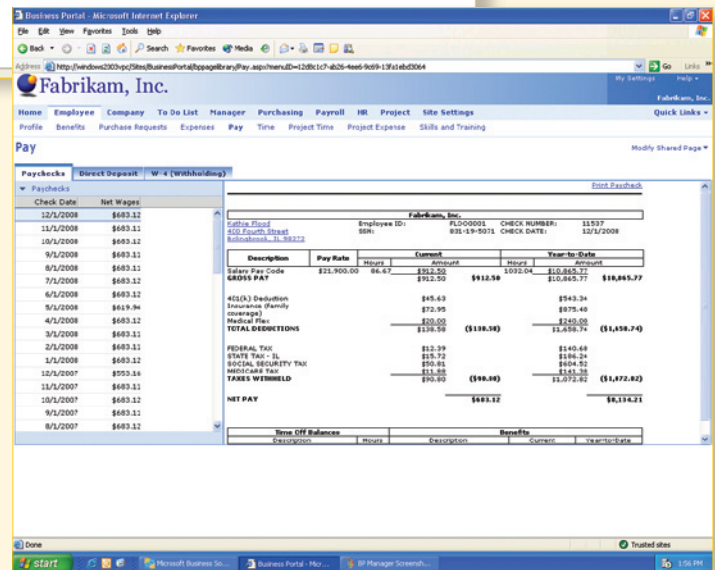
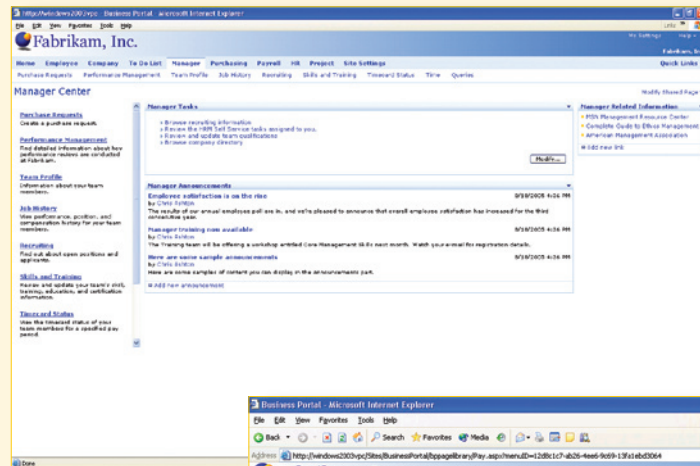
Role-based security allows employees to view and update their own information, while helping to ensure that sensitive HR data is accessed only by authorized individuals.

### Customize to meet your business needs

Customize portal views easily with links and other useful tools, providing managers and employees with the information they need from one convenient location—Business Portal.

**Streamline human resources management processes and empower employees** to manage their personal and work information from their browsers. The HRM Self Service Suite for Business Portal integrates human resources (HR) and payroll data and helps provide accurate, current information across your organization.

MANAGERS AND EXECUTIVES CAN REVIEW phone numbers, time off, pay, and emergency contact information for everyone in their reporting chains.



ONLINE PAYCHECK REVIEW eliminates the need for paper pay stubs and reduces calls to HR for paycheck information.

[ FEATURES OVERVIEW ]

**Broad HR Self-Service Functionality**

Streamline access to human resource information for employees and managers with five self-service modules: Employee Pay, Employee Profile, Time and Attendance, Recruitment, and Skills and Training.

**Business Portal Access**

View appropriate HR information whenever and wherever needed with role-based access through standard browsers.

**Employee Self Service**

Allow employees to control personal and work information, including changing addresses, phone numbers, dependents, education, tests, and emergency contacts; submitting timecards and time-off requests; applying for job openings; and viewing pay stubs, organization charts, and benefits information. Allow employees to review the status of their submitted tasks at any time.

**Manager Self Service**

Managers can see who has and who hasn't submitted timecards, enter time on behalf of the direct reports, and review and approve timecards and time-off requests. They can also access single- or multi-level direct reports information to modify compensation, view performance history, view emergency contacts, and evaluate and modify team skills; create internal job postings; check internal and external job applicant status; and create queries to quickly access information.

**Change Approval**

Allow HR and Payroll professionals and managers to review updates and transactions submitted by employees to ensure that the data is accurate prior to updating the database.

**Role-Based Security**

Give employees and managers access to view only the information for which they are properly authorized.

**Single Logon**

When employees log on to the network they are authorized to access Business Portal — no additional steps are required.

**Microsoft Dynamics.. GP Integration**

By sharing data with Microsoft Dynamics GP Human Resources and Payroll, you can reduce data re-entry errors and help ensure that information is current across your business.

**Flexible Attendance Processes**

Access integrated Human Resources and Payroll attendance information for vacation, sick time, and available time off from either application depending on configuration. Enter time with optional start/stop time in AM and PM formats and enable authorized individuals to enter time "on behalf of" someone else.

**Outlook Integration**

Time off requests can be created in either Microsoft Office Outlook® or Business Portal and submitted for approval within Business Portal. Once approved, the Outlook calendar entry changes from "tentative" to "out of office."

**Visio Integration**

Employees can review reporting relationships in Microsoft Office Visio® chart format by selecting specific managers to see their team structure or by viewing the entire organizational structure.