



Workforce Empowerment™: EMPLOYEE/MANAGER SELF SERVICE

HR MANAGEMENT

PAYROLL SERVICES

BENEFIT ADMINISTRATION

AUTOMATE.

ORGANIZE.

STREAMLINE.

CUSTOMIZE.

THE INTEGRATION OF BUSINESS AND TECHNOLOGY

More employees are working offsite, regulatory issues are becoming more complex, and benefits packages change constantly. With fewer staff available to perform a broader range of tasks, HRMS solutions must shorten processing time and simplify key information management. Through the secure workforce portals in Workforce Empowerment™, an organization can stay more connected, make decisions faster, and implement plans more efficiently. Electronic reminders, notifications, and a built-in, secure messaging system ensures workflow continuity from the office, home, or on the road.

Managers

Manage Payroll data

- Access earnings, deductions, tax and pay rate information in real-time
- Make group salary changes
- Review and approve timesheets

Manage Recruitment functions

- Submit job requisitions
- Review and add candidates to an integrated database and edit applicant data

Stay on top of key events through the message center

- Approval items
- Expiring certifications
- Due timesheets
- Performance reviews
- Benefit enrollments

Employees

Manage information and submit requests

- Fill out and submit timesheets
- Review pay stubs and pay history, taxes, and deductions
- Apply to open internal job requisitions
- Submit time-off requests
- Participate in benefit open enrollment
- Update contacts, beneficiaries, and dependent information

Access custom company information

- Handbook and policy documents
- Paycheck stubs, benefit summaries, W-2s, and salary history
- Company events, news and announcements
- Training schedules
- Co-worker and branch contact information