



Workforce Empowerment™ Training: Employee Self Serve

The HR Perspective

HR MANAGEMENT

PAYROLL SERVICES

BENEFIT ADMINISTRATION

AUTOMATE.

ORGANIZE.

STREAMLINE.

CUSTOMIZE.

THE INTEGRATION OF BUSINESS AND TECHNOLOGY

This training program will outline the tools, processes, and procedures required to set up and manage your Employee Self Service portal.

Specifically this training will cover an overview of:

- Workplace – Locations, phone book, messages, company documents and assets
- Benefits – Current plans, benefit links and open enrollment process
- Payroll – Compensation, paychecks, time-off, W-2 and tax filing updates
- Timesheets – Tracking pay period time through the weekly time sheets
- Other Employee Information

Prerequisites for attending this program include:

- License and credentials for Workforce Empowerment™
- Access to the Employee Self Service module

Length: 1 hour