

# Ascentis HR Employee Self-Service

Ascentis HR Employee Self-Service (ESS) gives employees immediate access to their personal HR, benefits, and payroll information via the web. The simplicity of ESS drastically reduces the call volume to the human resources department so HR can focus on more strategic issues.

ESS empowers employees to resolve issues and address questions such as:

*"What will it cost to add my daughter to my insurance plan?"*

*"I moved. How do I update my address?"*

*"Can I get a copy of my paycheck?"*

*"How many vacation days do I have left? May I take next Friday off?"*

ESS provides employees with access to a wealth of information:

**My Self** allows employees to view and update their personal information (name, address, etc.), and emergency contact information.

**My Last Paycheck\*** makes it simple for employees to view their current paycheck online.

**My Paycheck History** lets employees easily run a paycheck history report.

**My Paycheck Calculators** provide employees with access to free industry paycheck calculators by setting up links in My Paycheck Calculator.

**My Direct Deposit** makes it easy for employees to edit, add, or delete direct deposit information.

**My Taxes** gives employees the ability to specify federal, state and local withholding information.

**My Family** is where employees can view and update their dependent information as well as enter life events.

**My Benefits** is where employees participate in new hire and online open enrollment. Upon HR approval, enrollment elections are applied to employee records and employees automatically receive an e-mail detailing their choices. Employees can also view a benefits summary, plan comparisons and plan documents, beneficiaries, 401(k) loans, stock options, and more.

**My Time Off** provides employees with a summary of their attendance balances and leave taken. Employees can submit leave requests from this page.

**My Company** contains the employee directory, employee detail with pictures, and organization charts. My Company can include links and documents to company-related information such as announcements, HR policy manuals, newsletters, special events, employee manuals, expense reports and more.

**My Team** allows managers to easily see who will be in or out of work at any given time via a calendar view.

\*My Last Paycheck requires Payroll Connect advanced link.

# Ascentis HR Employee Self-Service (cont.)

## Accurate and paperless online benefits enrollment

The amount of paperwork generated in traditional benefits enrollment is staggering. ESS allows you to conduct open enrollment online, thus eliminating the cumbersome and inaccurate paper process.

## Online leave requests ensure leave is taken and accounted for

Using ESS, employees can easily determine their vacation availability (for any given point-in-time) and request leave online. With online leave:

- Managers receive an email from their employees when they request time off. If the manager happens to be out of the office or unable to acknowledge the request, the email will automatically be forwarded to another decision maker in their absence.
- A calendar view lets managers easily see who will be in or out of work at any given time. This makes it easy for managers to approve/reject leave requests accordingly.
- Once time off requests are approved Ascentis HR will be updated to reflect the leave taken. If you are using Payroll Connect, you can update payroll as well.\*

\*Not all payroll connects transfer leave information.

## Innovative employee communication

The Ascentis HR Employee Correspondence Wizard (ECW) opens up lines of communication between HR and employees. The ECW provides HR administrators with a tool to quickly and efficiently communicate with individuals or groups of employees via emails and letters in the form of a mail/e-mail process. All correspondence can be automatically noted in an employee's record for easy reference.

Open enrollment is a process where workflow can be tracked accurately with ECW. For example, an HR manager may send out an e-mail to all employees who haven't begun open enrollment by a certain date. This e-mail correspondence will then be saved in the employee's record. If the employee doesn't complete enrollment for some reason, the HR manager can refer back to the employee's correspondence history and point out that they had received a reminder.

## Easy to install and extremely secure

Security is of vital importance to ESS and privacy of the information stored in the database is maintained at all times. ESS is based on the latest in Microsoft technologies and deploys "Verify Me" technology and invitation-based access with special consideration for kiosks.

### Ascentis HR Employee Self-Service system requirements:

Ascentis HR Employee Self-Service is built upon the Microsoft .NET platform.

#### Server

- Ascentis HR 6.0 or higher
- Microsoft Windows 2000 or 2003 Server with the latest updates
- Microsoft Internet Information Services (IIS) 5.0 or higher (included with Windows

2000 Server). Ascentis does not recommend that IIS be installed on a server that is a Domain Controller.

- Microsoft Internet Explorer 5.01 or higher
- Microsoft .NET Framework version 1.1 or higher. Please note, version 1.1 is included with and installed by Ascentis HR Self-Service 6.5 and earlier. Microsoft

.NET Framework 2.0 is included with and installed by Ascentis HR Employee Self-Service 7.0.

- Microsoft Data Access Components (MDAC) 2.7 (version 2.7 is included with and installed by Ascentis HR Employee Self-Service)

#### Client

- Internet Explorer version 6.x or higher
- Netscape Navigator version 6.x
- Mozilla Firefox (latest version)