



Employee Self Service

Take the pressure off Human Resources and managers by providing employees with up-to-date time and attendance, benefit, and schedule information.

Empower Your Employees

Attendance on Demand Employee Self Service (ESS) provides your employees with convenient and secure access to their attendance and benefit information. Your employees can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; and request time off.

www.attendanceondemand.com



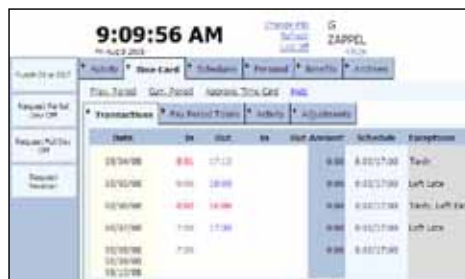
I've got employees at six different properties and it took a full-time person just to keep track of them all. Through Attendance on Demand Employee Self Service, my employees can enter their own time and get their schedules without flooding the office with daily calls.

A Custom Fit

ESS is flexible and can easily be configured to meet your needs. You determine the functions employees can perform, the information employees can see, and how they enter hours.

Anywhere Access

Put key information in the hands of today's mobile workforce. Employee Self Service can be used wherever employees have access to the internet—at home, at branch offices, on the road—through a company-specific URL. Employees use ESS from their computer's browser or a conveniently located employee kiosk. Security is provided by individual PINs that allow employees access to their own information.



Employees can punch, check schedules, review timecards, and request time off.



Centrally located kiosks provide secure access for all employees.

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Different Options to Meet Different Needs

Different employees can have different ESS options to meet their needs. For example, hourly employees can have a traditional time card with function keys for punching. Salaried employees can enter their hours by project.



Employees use the Worksheet to enter their total hours on designated tasks or in specific departments.

Managing Employee Leave Requests

ESS works with the Leave Management module to simplify and automate employee requests for time off. Leave requests fully integrate with your Attendance on Demand management dashboard, eliminating paperwork and communicating essential information to both the manager and employee.



With a Tasksheet, the employee enters in and out time whenever it is convenient instead of punching in and out.

When a leave request is made, an email alert is sent directly to the employee's supervisor to begin the request review process. Supervisors and managers have decision-making information at their fingertips.

Furthermore, the employee can receive an email response when a supervisor approves, denies, or changes the leave request.

Save Administrative Time and Effort

ESS reduces the cost of managing your workforce and enables your HR staff to focus on more strategic activities. Use ESS to:

- Reduce employee requests for historical time and attendance information by providing the information to employees online.
- Allow employees to review their own benefit usage and benefit balances.
- Allow employees to request time off online.
- Eliminate the manual entry of timesheet information.
- Provide fast, simple, and flexible setup by allowing you to decide what features to make available to each employee.



Employees can efficiently review benefit balances and request leave online.

