

The Employee Self Service Advantage



What is Employee Self Service?



Employee Self Service allows employees to easily punch In and Out, transfer departments or jobs, request time off, review their personal information, and more—all through a web browser.

Empower Your Employees

Don't just gather employee attendance information—share it. Employee Self Service empowers your employees 24 hours a day, 7 days a week. Employees can:

- Punch In or Out
- Check the balance and past usage of their paid time off
- Review their schedules
- Verify their addresses, phone numbers, and other personal information
- Check to see if they have worked as scheduled
- Request time off

Save Administrative Time and Effort

Often administrative staff and management spend hours answering employee requests for information. With Employee Self Service:

- Employees answer their own questions about punches, time off
- HR can focus on more strategic activities
- Organizations can save time and effort across the board

The screenshot shows the 'attendance enterprise' web interface. At the top, it says 'Welcome Campione, Teresa' and 'By InfoTronics'. There are navigation tabs for 'Activity', 'Time Card', 'Benefits', 'Schedule', and 'History'. Below this is a 'Things to Do...' section with buttons for 'Punch', 'Transfer', 'Authorize', and 'Request Leave', each with a corresponding description. The main part of the screen is a 'Weekly Activity for Week of Nov-14' table. The table has columns for each day from Monday to Sunday. Each day's column contains a grid of data including 'Sch' (Schedule) with start and end times, 'Wk' (Worked) with start and end times, and various codes like 'Arr.', 'Early', 'Left Late', 'RG1', 'OV1', 'DB2', 'Over', 'Tardy*', and 'RG1'. At the bottom of the table, there are icons for 'Enter Worked Hours', 'Enter Time Off Hours', and 'Enter Punches' for each day.

Employees can punch In and Out, transfer workgroups, request time off, review their schedules, and indicate worked hours.

For more information contact Midwest Automated Time Systems, Inc.

www.mwtime.com 800-383-7756

INFOTRONICS[®]
Employee Attendance Systems

What about employees with no access to a computer? Use Kiosk.

Kiosk is a streamlined version of Employee Self Service, usually installed on a terminal in a central location like the entryway, break room, or workshop.

Employees simply type their badge number to punch In and Out, review hours, request leave, or transfer. Functions can be customized as needed for your business.

Use with Time Clocks or as a Standalone Solution

Save money by avoiding the use of time clock hardware.

- Employee Self Service handles employees who work off site, travel, telecommute or work in multiple time zones.
- Employee Self Service cuts the time and effort to enroll and maintain an employee's enrollment at a time clock.

Recommended Client Configuration

A client is a personal computer or terminal with browser software used to run Employee Self Service.

InfoTronics recommends:

- Microsoft Internet Explorer 5.5 or higher
- 56K modem or better

Recommended Server Configuration

A Microsoft Windows web server is required for Employee Self Service. Depending on the number of employees, probable high-volume use times, and other uses for the server, a larger amount of RAM or faster processor speed may be required.

The screenshot displays the 'Attendance Enterprise' web interface for user Teresa Campione. It features a navigation menu with tabs for Activity, Time Card, Benefits, Schedule, and History. The main content area shows an 'Archive Time Card for Campione, Teresa (140) From 11/14/05 to 11/20/05' table with columns for Date, In, Out, Amount, Schedule, and Exceptions. Below this are two summary tables: 'Earnings for Campione, Teresa' and 'Workgroup Summary'.

Date	In	Out	In	Out	Amount	Schedule	Exceptions
11/14/05	7:00	17:12			8:15	8:15/16:45	Arr. Early, Left Late
11/14/05					8:00	Regular 1	
11/14/05					0:15	Overtime 1	
11/14/05					8:00	Dbletime 2	
11/15/05	8:15	20:00			11:15	8:15/16:45	Left Late, Over Sch.
11/15/05					8:00	Regular 1	
11/15/05					3:15	Overtime 1	
11/16/05	8:20	17:20			8:15	8:15/16:45	Tardy, Left Late
11/16/05					8:00	Regular 1	
11/16/05					1:15	Overtime 1	
11/17/05	8:05				0:00	8:15/16:45	
11/17/05					0:00	Regular 1	

Pay Desig.	LOC-DEPT-SFT	Hours
Regular 1	L1-AIR MG-S1	24:00
Overtime 1	L1-AIR MG-S1	4:45
Dbletime 2	L1-AIR MG-S1	8:00
		36:45

LOC-DEPT-SFT	Hours
L1-AIR MG-S1	36:45

Employees see a streamlined version of their In/Out times, schedules, exceptions and total hours



Moving You from **Punch** to **Paycheck**

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INFOTRONICS

Employee Attendance Systems

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