



Employee Self Service (ESS) & Mobile App

Softworks Employee Self Service (ESS) and Mobile App enables employees to record their own time and attendance, check work schedules and request holidays. With minimal training, employees can handle many job-related tasks that otherwise would have fallen to management or administrative staff thereby eliminating unnecessary administration, paperwork and phone calls.

Softworks Employee Self-Service solutions can assist you to:

- ✓ Save time & reduce costs by placing employee & HR information in the hands of the employee.
- ✓ Streamline HR & Payroll processes by reducing the number of calls received from employees.
- ✓ Enable individual employees to access real-time information on their rosters, holiday balances etc.
- ✓ Allow employees to view absence figures including, type, category & duration of absence.

At a Glance, The Benefits

Easy to use and requires minimal training.

In situations where a number of employees have restricted or zero access to a computer or are not computer literate, ESS enables HR to give employees a way to view their own information in an easy to use format that requires minimal training.

Presents information that is clear and immediately understandable.

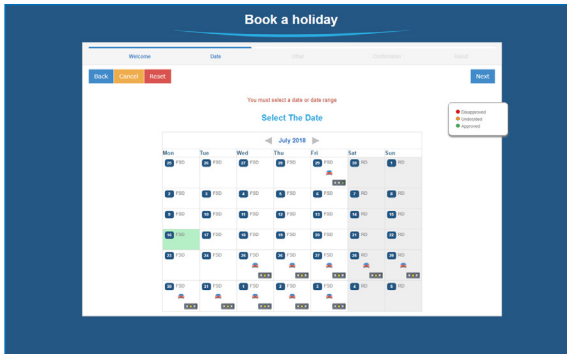
Information is presented on one clear, easy to read screen with easy to use icons that can quickly and easily bring the employee to the information they need without the need for drop down menus and lengthy processes.

Increases the efficiency of Human Resources, Payroll and Operations Staff due to reduced queries from employees.

Employees have full access to their balance, roster, absence, personnel and clocking details. With detailed information to hand, employees can access any information they need without the need to call HR or Payroll.



Features



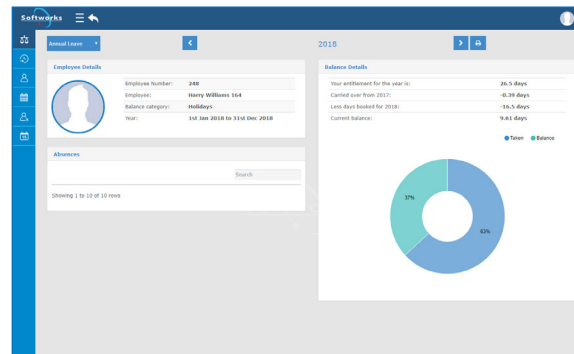
Book a Holiday

Cut down on administration time by giving your employees 'self-service' access to holiday requests. Booking a holiday couldn't be easier with our step by step online form. Holiday requests are automatically sent to the line manager by email and they can be approved or declined in a single click.

View holiday entitlement and current balance for Annual Leave & Flexitime

Employees can access their own holiday and flexitime information including time:

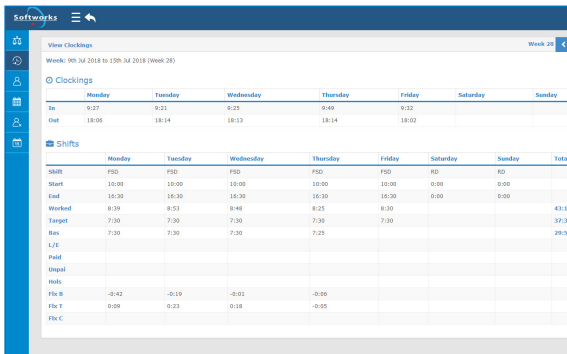
- Carried over (from previous year)
- Taken (leave you have already taken)
- Current (leave you have yet to take)
- List of holidays for year



View Clocking Information

Employees can view their clocking information including time:

- By day/week
- In and out times (lates/earlies)
- Target V worked balances
- Time and a half, double time and flexi balance figures.



View Absence Details

View all authorised and unauthorised absences including; business absence, sick leave, exam leave, maternity leave, parental leave etc. This screen provides details on the "from and to dates" of the absence, the duration and the authorisation status.

