Self Service

CREATE A VIRTUAL HR OFFICE AND REALISE SIGNIFICANT COST SAVINGS

Self service is about empowering your employees. Frontier Software's HR²¹ - Self Service module is a dedicated web browser interface that creates a virtual HR office which can be accessed online from the desktop, on-site or remotely.

When deployed in staff rooms or, indeed, on any corporate desktop - whether in the office or at home - it provides managers and / or employees with secure, hierarchical access (via password) to the ichris - International Comprehensive Human Resource Integrated Software database.

Users can view their own information, make changes (transactions), enter timesheets, apply for leave, training, vacancies etc., and minimise otherwise lengthy administrative processes all via the **HR²¹ - Self Service** module to their **ichris - International Comprehensive Human Resource Integrated Software** database.

Consider the benefits:

- An integrated self service facility
- A flexible and intuitive design
- Online access to payroll and human resource data
- Security options to suit the levels demanded by your business
- Provides staff with a rapid and efficient HR service
- Saves both time and money
- Minimises administration - freeing up staff and resources
- Applications and approvals

Employee Self Service

HR²¹ - Self Service module is a virtual HR office for employees that allows them to perform functions traditionally administered via HR or payroll departments.

Typically these include:

- Payroll - view timesheet details and allowances, salary and history
- Amend / update personal information and bank details
- View pension / superannuation contributions
- Apply for / view pending timesheets
- Apply for / view training courses
- Apply for / view vacancies
- View skill profiles
- Review company policy documents and latest news
- Apply for / view leave balances
- View leave applications
- Enter expense claims
- View accident & incident details

The functionality of this module is extensive and with our commitment to providing new functions, your HR department is at the fingertips of your employees.

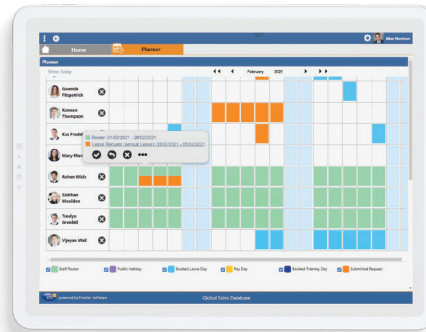Human Capital Management & Payroll Software/Services

View your team's leave requests and approve / reject.
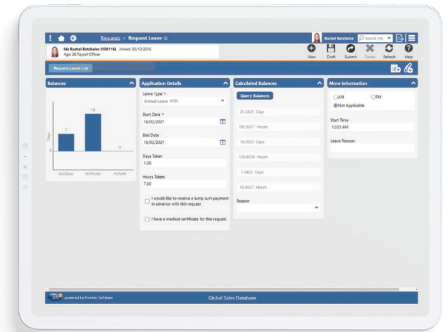
Transform the HR function by moving time intensive administrative tasks away from your organisation's centralised HR office.

Frontier software

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Your home page reflects
your chosen layout.

A manager can easily identify
planned leave for their team.

An administrator can maintain leave
records simply and effectively.

Manager Self Service

A cohesive set of browser-based forms provide extensive options for managers, enabling them to both view their own records, enquire and, subject to security, amend / update employee records and authorise requests such as:

- Leave applications
- Pending timesheet applications
- Learning event requests
- Expense claims

Holiday calendar and planner facilities also give managers complete control over staff availability. Managers can also view the following employee details instantly:

- Salary history
- Personal details
- Addresses
- Position history
- Leave balances and history
- Competencies
- Training and skills
- Licences
- Qualifications

Up-to-the-minute HR information

Real-time updating of the database ensures that users are making decisions based on up-to-the-minute information that complies with statutory, audit and data validation procedures. With **HR²¹ - Self Service**, every change to the database is captured in the audit log. The efficiency of workflow will drive profitability using **HR²¹ - Self Service** to eliminate manual processes such as approvals:

Email notifications - flow immediately to managers and employees advising actions that have occurred

Leave applications - forms are completed by the employee and the request is automatically available to the manager for approval. The database is automatically updated and verified with an audit log

Learning requests - forwarded to the training or line manager for approval, the database is automatically updated and a confirmation email sent to the employee

Timesheet entry - hours worked are keyed in by the employee and sent automatically to the manager for approval prior to the database and audit log being updated

Expense claims - view a copy of the claims prior to approval

Accidents records - incidents and safety records with attachments are always available

The list is endless and the scope of functionality will increase further as Frontier Software continues to evolve product content in line with user requirements.

Extend these self service facilities to external job applicants via Frontier Software's **ER²¹ - Recruitment Management (e-Recruit)** module, so that candidates can:

- View current vacancies
- View their status
- Enter and amend applicant details
- Select vacancy category and apply for vacancies

Eliminate non-value aspects of HR

HR²¹ - Self Service guarantees ease of use and high functionality, so you can connect directly with employees and deliver the levels of accessibility, flexibility and control that you need to enhance your business processes.

Automatic approval processes

Eliminates the need to undertake manual tasks:

- No more completion of manual forms
- No more asking for policy manuals
- No more enquiries seeking clarification
- Achieve instant delivery of information
- Obtain automatic approval using **HR²¹ - Self Service** advanced escalation techniques

How your organisation will benefit:

- Reduces administration costs and saves money
- Makes HR more strategic and frees-up time to address other topics
- Provides an automated electronic approval system that saves time and therefore increases profit
- Improves data access throughout your organisation and simultaneously eliminates phone calls to HR
- Data ownership rests with the originator, therefore HR is better equipped to make informed decisions
- Payslip distribution means saving paper, employees who have access to **HR²¹ - Self Service** can view and print their own payslips as required

Help is only a call or click away

Internet browser functionality offers an easy to use, intuitive environment, Frontier Software meets these criteria in both its products and services. Point and click and textual information on Frontier Software products can always be accessed online 24/7, whilst our helpdesk is available during business hours. **HR²¹ - Self Service** can be your central / local HR office.

Secure access

Security is paramount and Frontier Software's **HR²¹ - Self Service** and **ichris - International Comprehensive Human Resource Integrated Software** modules employ LDAP user authentication (using Enterprise Directories such as Microsoft Active Directory™).

Access is password controlled: users must first enter their logon identification and password before gaining access to the **ichris - International Comprehensive Human Resource Integrated Software** database via **HR²¹ - Self Service**. All communications between the client and the web server can be encrypted using SSL (Secure Socket Layer) enabled browsers and web servers. Encryption requires the user to provide a digital certificate for their web server.
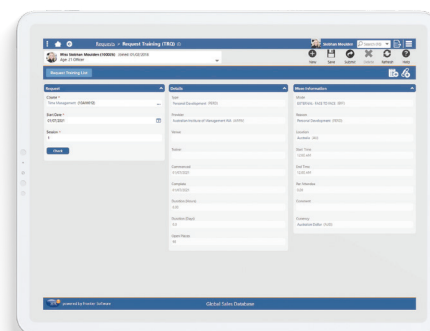
Administering learning events is simple & intuitive.
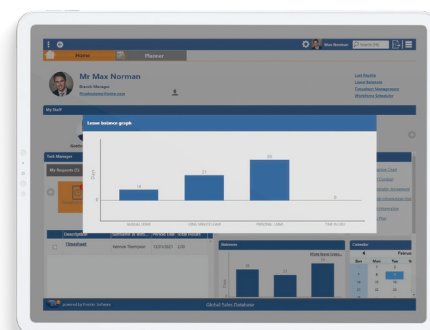
Easy identification of leave balances.

To find out how you can access the rich functionality of **HR²¹ - Self Service**, contact Frontier Software.

www.frontiersoftware.com

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