

## EMPLOYEE SERVICES MODULE

Employee Services is a self service, web-based HR tool that provides employers and their employees on-line access to personnel information, check stubs, time off accruals and more. Employee Services is a fully web-based complement to PayChoice Online that enables employees to access their information 24x7. Save time and resources by providing your employees instant access to information they need, when they need it!

### ADMINISTRATOR

- Seamless integration of standard data with payroll; no rekeying of information.
- Administer employee benefits and benefits providers.
- “Set and forget” future dating for employee benefit as well as universal updating for all existing employees with the same deduction.
- Monitor key information for compliance reporting such as EEO-1.
- Build custom company tables to track training, skills and company assets.
- View and print employee pay stubs and W-2s.
- Track important individual employee information like salary history, training and job history.
- Position Management allows you to manage all company positions, position history and individual position histories.
- Store documents like resumes and reviews electronically for each employee.
- Create custom reports or access a comprehensive reports library for all of your reporting needs.
- Customizable message center.
- Manage user access to the company’s critical HR data.

### SUPERVISOR

- Access employee records for direct reports.
- Access and run various employee and departmental reports.

### EMPLOYEES

- View/print their online pay stubs and W-2s.
- View their benefits options; including per pay and year to date amounts.
- View time off; including YTD taken and available balance for easy vacation planning.
- View and manage demographic information; like emergency contacts and job history.
- Manage education, skills and training histories.
- Access to pertinent company documents and reports.
- View and print the company’s handbook.
- View important company messages.
- Links to websites such as those for company benefits.