

Employee Self Service (ESS)

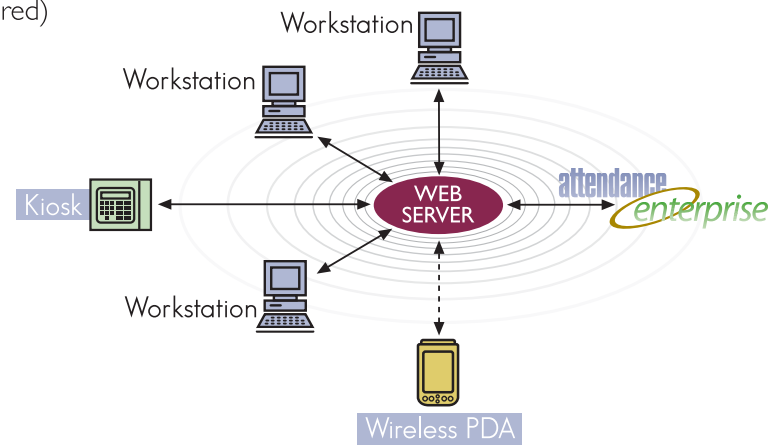
Employee Self Service is a browser-based module of Attendance Enterprise for employees who have access to a networked or Internet enabled PC.

ESS Recommended Client Configuration

- Internet Explorer 5.5 or higher
- Minimum 28.8k bandwidth

ESS Recommended Server Configuration

- Intel Pentium III 350 MHz or higher (or equivalent)
- 256 MB RAM minimum (site specific)
- Microsoft Windows 2000 Server or higher
- Microsoft Internet Information Server 5.0 or higher
- Microsoft Internet Explorer 5.5 or higher
- Attendance Enterprise (80 Mb required)



INFOTRONICS®

23206 Commerce Drive
Farmington Hills, MI 48335
(800) 423-0418
www.infotronics.com




©2002 InfoTronics, Inc. Features subject to change without notice. InfoTronics is a registered trademark. Attendance Enterprise is a registered trademark of InfoTronics, Inc. Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and other countries. All other company and product names are registered trademarks or trademarks of their respective holders. BBCEESS02 8/02

Employee Self Service
Empowering Employees and Reducing Costs



Employee Self Service

Providing Employees Access to Their Personal Labor Information



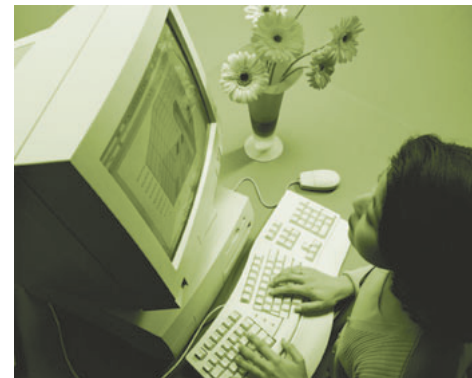
The Employee Self Service (ESS) module of Attendance Enterprise can help save time and resources while increasing employee satisfaction and productivity. ESS with Attendance Enterprise is an effective and low-cost solution that empowers employees to enter their time and attendance information and review schedules and benefit balances online.

ESS helps organizations reduce HR costs, improve productivity and automate many manual functions. Human resources and payroll personnel spend less time responding to requests for information from supervisors and employees, allowing more time for other important activities.

Professional employees can view and enter their information at home, at work or from remote locations via the Internet or company network. This is especially important for businesses that have a diverse and often dispersed workforce.

Employees that do not have regular access to a networked or Internet-enabled PC can share PCs or Kiosks placed at convenient locations.

Each employee is provided an individual PIN number that is used when submitting or modifying his or her own information.



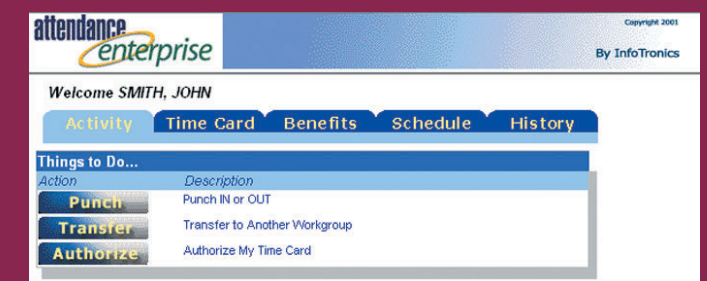
ESS allows managers and administrators to configure the levels of information and features available to each employee. Set up is fast, simple and very flexible. Since implementation is easy and costs are minimal, most businesses find ESS with Attendance Enterprise extremely cost-effective.

Employee Self Service is a browser-based module of Attendance Enterprise for employees that have access to a networked or Internet-enabled PC.

- Empower employees to enter and review their own time and attendance information online
- Save time and resources and increase accuracy with online electronic timesheets
- Reduce costs by spending less time responding to requests for attendance information from supervisors and employees
- Allow more time for human resources and payroll personnel to spend on strategic activities and other important functions
- Increase employee satisfaction by allowing them to access their own personal attendance and benefit information

Time Reporting. ESS provides complete time reporting capability at your employee's desktop and eliminates paper timesheets. Employees can:

- Punch in or out
- Enter hours for vacation or other paid time off
- Enter hours worked by project or work group
- Transfer work groups
- Electronically sign-off their time cards



Reviewing Schedules and Hours Worked. Employees can be given online access to their time card information for the current pay period or any previous pay period, including:

- Punches or hours worked
- Work group transfers
- Supervisor edits
- Exceptions
- Schedules
- Hours worked and earnings summaries

Viewing Personal Information and Benefit Balances. Employees can review their personal information such as address, phone number and contact information to insure that it is up-to-date. Employees may also check their benefit balances and review benefit usage.