

**Manager Self Service (MSS)**

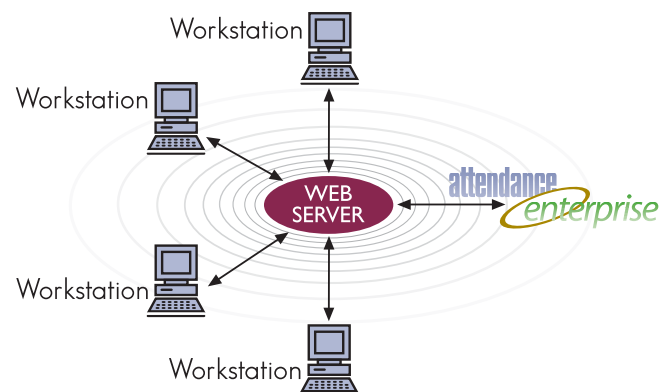
Manager Self Service is a browser-based module of Attendance Enterprise for supervisors and managers who have access to a networked or Internet enabled PC.

**MSS Recommended Client Configuration**

- Internet Explorer 5.5 or higher
- Minimum 28.8k bandwidth

**MSS 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)



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Manager Self Service  
Management Tools for Labor Administration





# Manager Self Service

Web-enabled Time and Attendance Administration

**M**anager Self Service is a powerful tool that provides direct access to employee attendance information for review, editing and supervisor sign-off prior to payroll submission. Many of the tasks, reports and procedures that a departmental manager or supervisor requires in Attendance Enterprise™ can now be performed at any time via the Internet or company network. Manager Self Service is an affordable solution that is easily and quickly implemented, and extremely cost-effective to maintain. Set up is fast, simple and very flexible.

Manager Self Service can be configured so that supervisors have access rights only to the time and attendance information they need to effectively manage their workgroups. Supervisors use a password to access and manage their employee time, attendance and leave information.

They can review labor data and add or edit punches, edit schedules, review labor allocations,

credit vacation or sick pay, run reports and approve timecards for payroll.

Since Manager Self Service utilizes browser-based components, no specialized software is required on supervisor workstations. Implementation is easy and costs are minimal. Remote users can simply connect to the Web. Any software updates or upgrades are accommodated at the server level.

**attendance enterprise** By InfoTronics  
Welcome Patrick (Regional Manager) Current Pay Period Mon Aug-12 2002 to Sun Aug-18 2002

Summaries Employees Schedules Operations Activities

Activity	Details
Exception Summary	Tardy (4) 8:23, Left Early (5) 5:33, Absent (6) 54:00
Pay Designation Hours Summary	Overtime 15:24
Transfer Hours Summary	Home 320:00, Transferred 118:54
Workgroup Hours Summary	Home 320:00, Transferred 118:54
Payroll Sheet	0 newly active employee(s), 0 employee(s) inactivated in period.
Scheduled Activity	Standard 374:00, Flex 56:00, Absence Planned 64:00
Authorization Activity	12 active hourly employees, 0 time cards authorized, 12 remain unauthorized in period.
Absences	18 Absences in period.

[ Previous Pay Per. ] [ Current Pay Per. ] [ Previous Week ] [ Current Week ]  
 [ Yesterday ] [ Today ] [ Tomorrow ]  
 [ Last Month ] [ This Month ] [ Next Month ]

As a Web-enabled time and attendance solution, Attendance Enterprise with Manager Self Service assists companies in efficiently managing their labor resources, becoming more productive – and more competitive.

**A**ttendance Enterprise with Manager Self Service provides managers and supervisors with the ability to access employee information, obtain and edit specific labor data, and approve time for submission to payroll from virtually any location at any time. With Manager Self Service you can:

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Welcome Patrick (Regional Manager) Current Pay Period Mon Aug-12 2002 to Sun Aug-18 2002

Summaries Employees Schedules Operations Activities

**Time Card for Haran, Beverly (6)**

Date	In	Out	In	Out	Amount	Schedule	Exceptions
08/12/02	7:58	16:59			8:30	Unsch.	Unsch.
08/13/02	8:00	11:33	11:33	16:56	8:54	7:00/16:00	Tardy
08/14/02	8:02	17:09			8:36	8:00/17:00	
08/15/02	8:01	17:04			8:30	8:00/17:00	
08/16/02	7:59	16:51			8:18	8:00/17:00	Left Early
08/17/02							
08/18/02							

Pay	VP/Adm/Dir/Mgr/Unl/Gnd/Job	Hours	Rate	Dollars
Regular	08-01-00-000-00-00-05	34.18	0.0000	0.0000
Overtime	08-01-00-000-00-00-05	8.30	0.0000	0.0000
		42.48		0.0000

VP/Adm/Dir/Mgr/Unl/Gnd/Job	Hours
08-01-00-000-00-00-05	42.48

**Adjustments**

User	Date	Time	Adjustment	Description
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Supervisors can access employee labor information, make edits, review schedules and run a variety of management reports tailored to meet their own specific needs.

- **Provide Supervisors** with on-line access to time, attendance, project and benefit information for their employees
- **Reduce Costs.** Human resources and payroll personnel spend less time performing administrative functions, allowing more time for strategic activities and other important functions
- **Improve Productivity.** Instant access to personal labor information allows supervisors to make more informed decisions and improve workforce productivity
- **Improve Accuracy and Payroll Efficiency** with electronic timesheets and instant access

