

# Employee Self Service (ESS)

## Benefits of ESS

### Employees:

- Conveniently review their personal information without contacting administrative personnel and payroll staff.
- Reduce process lead times for specific tasks such as leave balance enquiries.
- Become empowered in their decision making.
- Can apply for loans without contacting Payroll/HR staff for supporting pay evidence.

### Employer:

- Place administration in the hands of staff, freeing up time of key personnel.
- Eliminates large amounts of HR paperwork.
- Improved accuracy of employee data
- Centralised employee data.
- Ensure constant and consistent internal control procedures.
- Asset management is improved.
- Saved time in accessing data such as employee qualifications, drivers license and other info pertinent to your organisation.



## What are the features of ESS?

The Employee Self Service function gives staff the ability to access personal information such as payslips and leave accruals directly through a secure online portal. Staff can also be given the ability to change certain information such as afterhours contact details or addresses reducing the manual tasks from payroll staff.

The information is readily available to those within the organisation with assigned viewing privileges and editing privileges can be limited to coincide with existing security practices.

### Employees can:

- View and print payslips and payment summaries.
- View and amend personal data such as next of kin and contact details.
- View leave balances.
- Change bank account details.

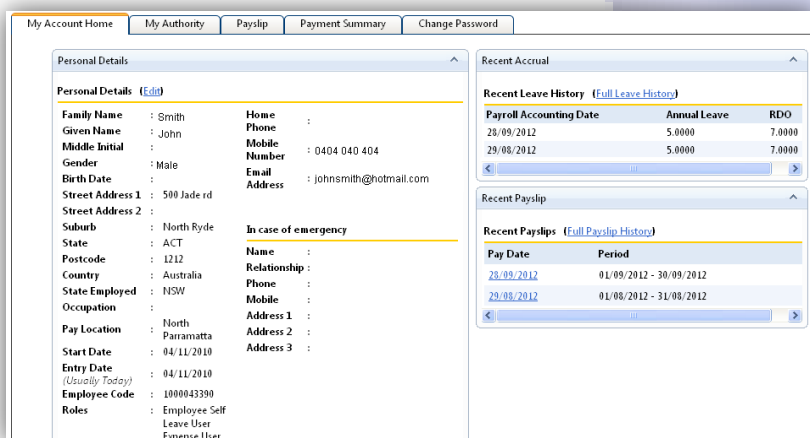
### Management can:

- Access their employee's contact details.
- Can assign business assets such as laptops, phones and other company valuables to employees.
- Review leave accounts within their department.

## Why Choose ESS?

By utilising a central database of employee information, organisations will streamline time consuming and paper based systems into efficient and web based workflows - relieving key

staff of administration so they can focus on more strategic tasks. By giving staff access to personal information and payslips online, you increase staff moral and productivity linked to such staff enquiries.



My Account Home | My Authority | Payslip | Payment Summary | Change Password

**Personal Details** (Edit)

Family Name : Smith Home Phone :  
 Given Name : John Mobile Number : 0404 040 404  
 Middle Initial :  
 Gender : Male Email Address : johnsmith@hotmail.com  
 Birth Date :  
 Street Address 1 : 500 Jade rd  
 Street Address 2 :  
 Suburb : North Ryde In case of emergency  
 State : ACT Name :  
 Postcode : 1212 Relationship :  
 Country : Australia Phone :  
 State Employed : NSW Mobile :  
 Occupation : Address 1 :  
 Pay Location : North Address 2 :  
 Paramatta Address 3 :  
 Start Date : 04/11/2010  
 Entry Date : 04/11/2010  
 (Usually Today)  
 Employee Code : 1000043390  
 Roles : Employee Self  
 Leave User  
 Expense User

**Recent Accrual**

Recent Leave History (Full Leave History)

Payroll Accounting Date	Annual Leave	RDO
28/09/2012	5.0000	7.0000
29/08/2012	5.0000	7.0000

**Recent Payslip**

Recent Payslips (Full Payslip History)

Pay Date	Period
28/09/2012	01/09/2012 - 30/09/2012
29/08/2012	01/08/2012 - 31/08/2012



Contact Us:

Call: (02) 8844 0777

Email: [support@epayroll.com.au](mailto:support@epayroll.com.au)

Helpdesk: 1800 372 976 – option 1

Website: [www.epayroll.com.au/](http://www.epayroll.com.au/)