

Employee Self-Serve For Payroll

What Does ESS Mean
And How Can It Benefit
Your Organization?



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As an HR Manager or Payroll Supervisor, are you often interrupted by staff asking for copies of current and historical pay slips? Do you have floods of leave requests and their employee rated paperwork constantly coming over your desk? If so, maybe it's time to learn more about Employee Self-Serve and the benefits it will bring to your organization.

Employee Self-Serve (ESS) is an increasingly popular [trend in Payroll and Human Resources management](#) that allows employees to access personal information and payroll details through a web browser or company intranet and exports that information seamlessly into Dynamics GP or other ERP solution.

ESS also allows administrative tasks, such as applying for a leave, entering and approving timesheets, requesting overtime payment, viewing current and historical pay and T4 information, and submitting expenses to be managed online. One of the biggest values that Employee Self-Serve brings to an organization is the relief from repetitive administrative tasks that come with working in the Payroll and Human Resources departments. Employees also become more accountable in performing various activities like timesheet submission. While the idea of opening up payroll information may be frightening at first, with proper training and data integrity assurance, your Employee Self-Serve solution can quickly become one of the most valuable tools an employer can provide.

When ESS has been successfully implemented, a company usually realizes immediate increases in productivity and efficiency. Managers and HR personnel save hours and frustration with a streamlined process for approving time-off requests and answering general inquiries about current and historical pay information. Employees can access this information from anywhere, at any time, which not only saves employees time but can

also boost feelings of employee empowerment.

Benefits: Saving Costs and Improving Employee Satisfaction

[The benefits of Employee Self-Serve](#) are the same, regardless of whether employees access their portal through a corporate intranet or the Internet. These mostly relate to both soft and hard cost savings. In terms of soft cost savings, the primary gain is in reduced costs for delivering human resource and payroll services to employees. When employees have access to self-serve solutions, they are able to answer many questions independently, lowering the number of inquiries to the HR and payroll departments. When employees and managers are able to submit their time and leave requests online, less money is spent on paper forms, printing documents and hardware replacement. As a result of these activities being entered electronically and sent to the appropriate approver, less time is spent processing employee transactions. There is no rekeying of data from paper forms and less risk of this important information becoming misplaced or even misfiled on someone's desk. All of the information entered into the ESS can be efficiently exported directly into [Dynamics GP](#) or other ERP solution.

Employee Self-Serve has a huge impact on eliminating paperwork. Managers simply become the approvers of information that the employees enter in the Employee Self-Serve module and that information can be seamlessly integrated to your Dynamics GP ERP or other solution. Employees experience improved quality of service and access to information which is available anywhere 24x7. It's an all-around win/win.

How can employees access the ESS solution?

A company can provide access to Employee Self-Serve in

two ways: through their corporate intranet or through the Intranet. Within a corporate intranet, employees access the self-serve features from computers connected to a shared network within the organization. Access from the “outside” world is restricted through security settings. Employees with desktop or laptop computers can access the self-serve solution from the comfort of their desks or where employees do not have computers, computer kiosks can be conveniently set up in locations throughout the organization.

If a company chooses to open access via the Internet, employees can access self-serve from anywhere in the world by using a computer, a browser or their smart phones. Companies with geographically dispersed employees find this a very economical way to communicate. Typically, these companies use a firewall to prevent intruders from accessing the network and many companies also implement strict security protocols to encrypt and protect confidential data.

Tips on Implementing Employee Self-Serve

The key points in making the transition to employees using Employee Self-Serve successful are to have buy-in from upper level management in the Payroll and Human Resources departments and buy-in and participation at the employee level to make sure employees are properly trained. Getting this buy-in from the top leaders and having them cheer employees on for following the new process is invaluable.

Be prepared to answer all kinds of questions about the Employee Self-Serve application and you may have

to do some hand holding in the beginning to ensure that employees are comfortable that this is a value-added process for everyone.

When implemented successfully, Employee Self-Serve will benefit the entire organization in many different ways. Take your time to research the Partner you decide to purchase from and explore all integration options – it is important to ensure that your ESS integrates seamlessly with Dynamics GP or other ERP solution. Working with an experienced and trusted Employee Self-Serve Partner will give you the confidence you need to consider all areas such as change management for the transition to the new solution and to ensure a successful project.

Employee Self-Serve is:

- ✓ Empowerment for your people
- ✓ Direct access to information they own
- ✓ 24x7 availability to important information
- ✓ An automated attendant at your fingertips

Benefits for Employees:




- ✓ Easy access to all their Payroll/HR data
- ✓ YTD values
- ✓ Overtime, Banked Time Information at their fingertips
- ✓ Previous and current pay information
- ✓ Direct Deposit information
- ✓ Reminders for overdue timesheets


Benefits for Payroll/HR:

- ✓ Accurate, timely and consistent electronic submission of forms
- ✓ No duplication of entry
- ✓ Built-in approval processes
- ✓ Reduced printing with on-line Advice slips
- ✓ Reduced burden on HR/Payroll departments

Penny™ Employee Self-Serve Payroll Solution

Give your employees direct access to their payroll information while reducing company time tracking and payroll service costs.

-  Employees manage timesheet inputs
-  Adaptable and customizable
-  Seamless integration with Microsoft Dynamics GP

 **Joe software**
Works for people

For More Information Go to:
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