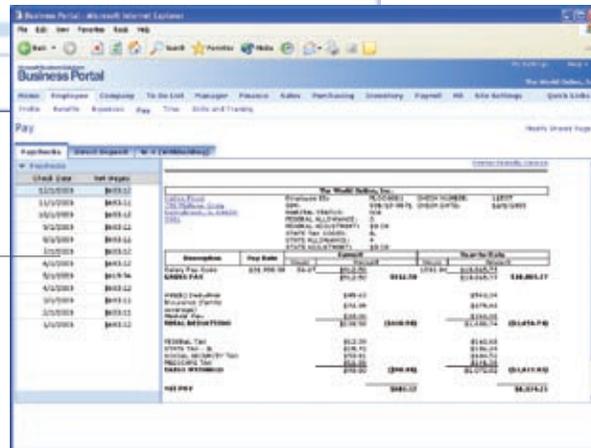
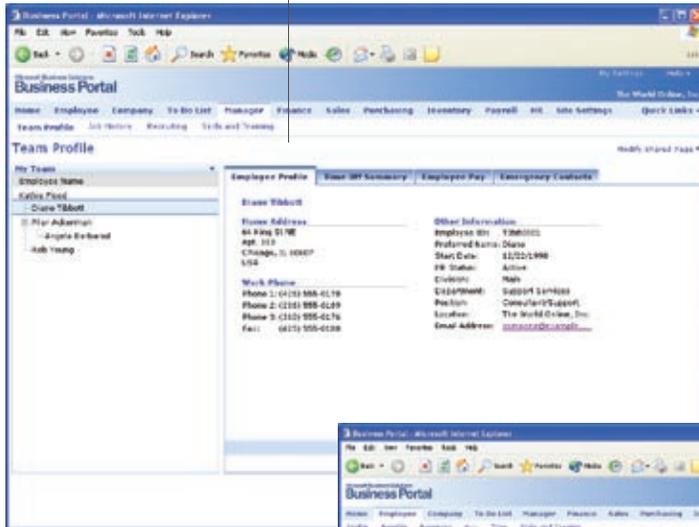


HRM SELF SERVICE SUITE

B E N E F I T S

Streamline human resources management and empower employees to view and update personal information from their Web browser. The HRM Self Service Suite for Microsoft® Business Solutions Business Portal integrates human resources (HR) and payroll data and helps provide accurate, current information across your organization.

Empower
managers with easy, convenient access to direct reports information.



Take routine
HR tasks online—employees can update profiles, enter time cards, view pay stubs, and more.

Empower employees

Equip employees to complete common HR tasks such as reviewing pay and benefits, updating personal information, entering time cards, applying for positions, and more—all within a personalized portal.

Manage teams more effectively

With expanded access to multi-level direct report information, managers can view training history, evaluate team skills, check internal applicant status, and get compensation and performance history at any time, helping them to plan and make critical staff decisions.

Increase HR productivity

Reduce employee calls to HR staff and streamline routine data collection, reducing administrative costs and freeing HR professionals to spend more time on higher priorities.

Keep information confidential

Role-based security allows employees to view and update their own information, while helping to ensure that sensitive HR data is accessed only by authorized individuals.

Customize to meet your business needs

Customize portal views easily with links and other useful tools, providing managers and employees with the information they need from one convenient location—Microsoft Business Portal.



HRM SELF SERVICE SUITE | FEATURES LIST

Broad HR Self-Service Functionality	Streamline access to human resource information for employees and managers with five self-service modules: Employee Pay, Employee Profile, Time and Attendance, Recruitment, and Skills and Training.
Web Access Through Microsoft Business Portal	View appropriate HR information whenever and wherever needed with role-based access through standard Web browsers.
Employee Self Service	Allow employees to control personal information, including changing addresses, phone numbers and emergency contacts, submitting timecards and time-off requests, and viewing pay stubs and benefits information.
Manager Self Service	Managers can approve timecards and time-off requests, view direct reports' emergency contacts and compensation and performance history, evaluate team skills, and check applicant status for internally posted positions, helping them work more effectively with direct reports and make critical staff decisions.
Change Approval	Allow HR professionals to review updates and transactions submitted by employees to ensure the data is accurate prior to updating the database.
Role-Based Security	Give employees and managers access to view only the information for which they are properly authorized.
Single Log On	When employees log on to the network they are authorized to access Microsoft Business Portal—no additional steps are required. Companies can provide an optional user password to increase employee confidence that personal information remains private.
Seamless Integration	By sharing data with Microsoft Great Plains Human Resources and Payroll, you can reduce data re-entry errors and help ensure that information is current across your business.

HRM Self Service Suite components are sold separately and are not available with Microsoft Business Solutions–Great Plains Standard.