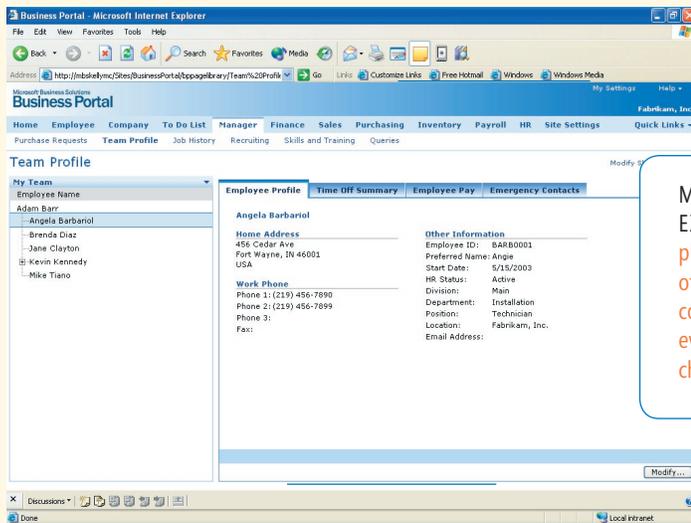


Microsoft® Business Solutions—Great Plains®

BUSINESS PORTAL

HRM Self Service Suite for Microsoft Business Portal — U.S.

Streamline human resources management processes and empower employees to manage their personal and work 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.



MANAGERS AND EXECUTIVES CAN REVIEW phone numbers, time off, pay and emergency contact information for everyone in their reporting chain.

Empower employees

Equip employees to complete common tasks such as reviewing pay and benefits, updating personal information, entering vacation requests and time cards, applying for job openings, viewing the organization chart, 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, create internal job postings, check internal and external applicant status, and review compensation and performance history at any time, helping them to plan and make critical management decisions.

Increase HR productivity

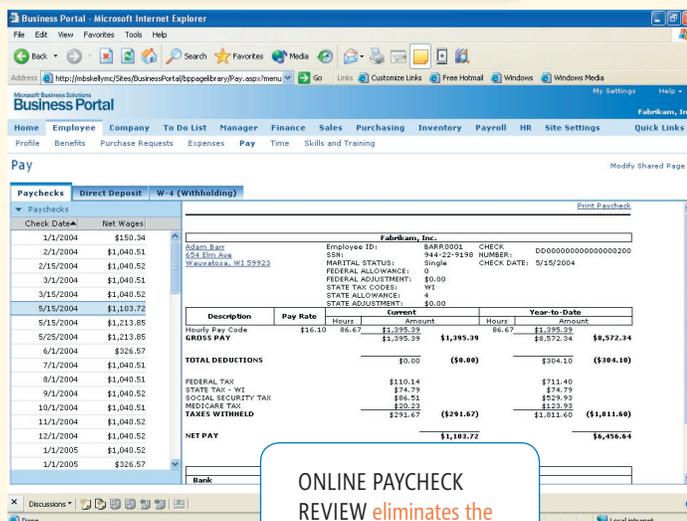
Reduce employee calls to HR staff and streamline routine data collection, reducing administrative costs and freeing HR professionals to spend more time on higher priorities.

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.



ONLINE PAYCHECK REVIEW eliminates the need for paper paystubs and reduces calls to HR for paycheck information.

AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

HRM Self Service Suite



FEATURES OVERVIEW

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 and work information, including changing addresses, phone numbers, dependents, education, tests, and emergency contacts, submitting timecards and time-off requests, applying for job openings, viewing pay stubs, org charts, and benefits information. Allow employees to review the status of their submitted tasks at anytime.
Manager Self Service	Managers can approve timecards and time-off requests, view single- or multi-level direct reports' emergency contacts and compensation and performance history, evaluate and modify team skills, create internal job postings, check internal and external applicant status for posted jobs, and create queries to quickly access information.
Change Approval	Allow HR and Payroll professionals and managers 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.
Microsoft Business Solutions–Great Plains® 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.
Microsoft Office Outlook® Integration	Requests for time off can be created either in Microsoft Outlook or Microsoft Business Portal and submitted for approval within Business Portal. When the request is approved, the Outlook calendar entry will change from "tentative" to "out of office."
Microsoft Office Visio® Integration	Employees can review reporting relationships in Visio chart format by selecting specific managers to see their team structure or viewing the entire organizational structure.