



NUVIEW SYSTEMS INC

Self-Service gives employees and managers access to HR & Payroll information anytime providing significant benefits to the organization including reduced overhead, paperless transactions, more accurate data, faster response times, increased productivity, more efficient workflows, greater information flow, and multiple added functions in the employee portal.

EMPLOYEE SELF-SERVICE • This portal allows employees to select their health and benefit plans during open enrollment, make life event changes anytime, request time off, enroll in training classes, review prior pay information and generate total benefits statements. Documents such as the W-2 form, Internet usage policy, company handbook and claim forms, as well as links to benefit providers, are easily distributed to employees and managers through Self-Service options.

MANAGER SELF-SERVICE • This portal allows companies to implement authorization processes and advanced workflows for new hire on-boarding, employee timecard approvals, vacation requests, promotions, salary changes and employee reviews, among other tasks. Managers can also review department specific metrics, serving as an early warning for necessary adjustments.

CLIENT DEFINED FUNCTIONS/APPROVALS • Any form (standard or client defined) can be made available within the Self-Service homepage. It can be formatted and displayed in the native language and linked to the user's specific profile and login.

HIGHLIGHTS

- Benefit open enrollment and claim forms
- Life event changes
- Total benefit statement
- Timesheet entries (hours or exceptions)
- Performance evaluation (self review)
- Approve employee work hours/timesheets, new hire on boarding, training requests, life event changes, PTO requests, and salary and promotion changes
- Enroll in training classes
- Company policy handbook
- Role based Metrics
- Trace pending requests (authorizations)
- Mobile authorizations
- Enter requisitions
- Payroll information (pay stub)
- Review department reports
- Company & personal links



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NuView Systems Inc • Employee Self-Service & Manager Self-Service