

SELF-SERVICE (ESS & MSS)

Self-Service allows employees and managers to access HR & Payroll information anytime. This provides significant benefits to the organization such as:

- Reduced overhead
- Paperless transactions
- More accurate data
- Faster response times
- Increased productivity
- More efficient workflows
- Greater information flow
- Multiple functions in employee portal

EMPLOYEE SELF-SERVICE (ESS)

Allows employees to select their health and benefit plans during open enrollment, make life event changes during the year, request time off, enroll in training classes, review prior pay information or generate a total benefits statement.

EASY ACCESS TO FORMS

Documents such as W-2 changes, Internet usage policy, company handbook and claim forms, as well as links to benefit providers, are easily distributed to employees and managers through these Self-Service options.

MANAGER SELF-SERVICE (MSS)

Allows companies to implement authorization processes and advanced workflows for new hire on-boarding, approval of employee timecards, vacation requests, promotions, salary changes and employee reviews, among other tasks.

MORE THAN APPROVALS

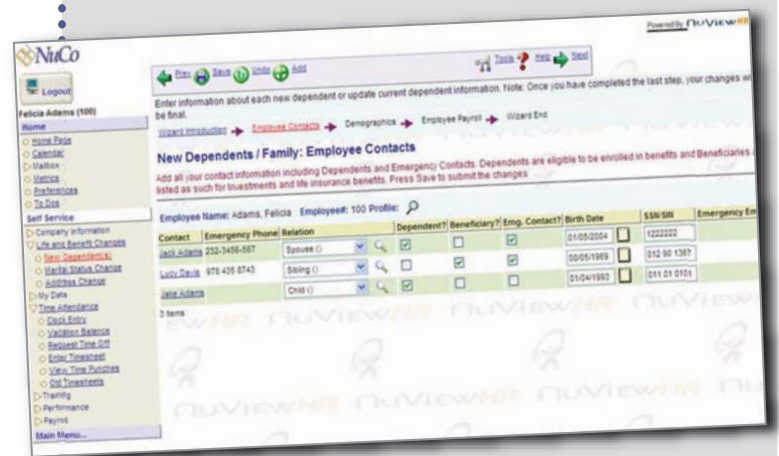
Managers can also review department specific metrics and reports that highlight changes and trends within their own departments, serving as an early warning to make adjustments.

CLIENT DEFINED FUNCTIONALITY/CONTENT

Any form (standard or client defined) can be made available within the Self-Service homepage, displayed in the native language linked to the user's specific profile and login.

HIGHLIGHTS

- ✓ Open Enrollment
- ✓ Life Event changes
- ✓ New Hire on boarding
- ✓ Employee reviews
- ✓ Forms/policy distribution
- ✓ Employee relations/information
- ✓ PTO balances & Time off requests
- ✓ Pay stubs and history
- ✓ Single sign-on



FUNCTIONAL AREAS COVERED

EMPLOYEE SELF-SERVICE

- Benefit open enrollment
- Life event changes
- Total benefit statement
- PTO requests
- Performance evaluation (self review)
- Timesheet entries (hours or exceptions)
- Payroll information (pay stub)
- Enroll in training classes
- Benefit claim forms
- Company policy handbook
- Personal links
- Trace pending requests (authorizations)

MANAGER SELF-SERVICE

- Enter requisitions
- Approve life event changes
- Promotion & salary changes
- Approve PTO requests
- Employee evaluations
- Approve employee work hours/timesheets
- Approve new hire on boarding
- Approve training requests
- Review department reports
- Company & personal links
- Role based Metrics
- Mobile authorizations

ABOUT NUVIEW SYSTEMS

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organizations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView's clients are leading organizations that have improved organizational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organizations.

NuView's web native product suite has won numerous awards, including "Top Ten HR Products of the Year" by Human Resource Executive magazine, and a Human Resource Technology Excellence Award for Innovative & Creative Development of HR Technology Solutions – HRMS.



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SELF-SERVICE (ESS & MSS)

HR & BENEFITS ADMINISTRATION
RECRUITING MANAGEMENT
CANDIDATE SELF-SERVICE
COMPENSATION MANAGEMENT
TRAINING ADMINISTRATION

PERFORMANCE MANAGEMENT
SUCCESSION MANAGEMENT
TIME ENTRY
PAYROLL
REPORTING

METRICS
LEGAL LINE
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