K-Rise Systems, Inc.

Enterprise. Easier.

Employee Self-Service: Workforce Management Made Easier

EMPLOYEES

- ✓ **Time Entry** - Through a secure login, employees can submit their hours worked on a daily basis, or upload a preformatted spreadsheet and enter in their hours within this template on a weekly basis before submission.
- ✓ **Leave Request and History** - Users can request the type of leave, date range, or start date, and duration entry. Any comments that are added regarding time-off can follow the leave request into your ERP. Leave request history can also be reported on as well.
- ✓ **Pay Stub History and Detail** – Pay stub history and detail reports can be created against real-time data. When searching by date, for example, users are exposed to details concerning a pay stub line item.
- ✓ **My Profile** – Review employee information, including birth date, hire date, salary information, employee tax identification number, holiday time-off, vacation balance, and benefits, personal record, and proof of employment letter; any change requests will follow your hierarchy.
- ✓ **Self-Service** – Make changes to address book records, following all security measures, and upon approval automatically update your ERP. Employees can update direct deposit and banking information as well.
- ✓ **Employee Tax Forms** - Actual W-2 forms or T4 forms can be accessed from your ERP, an image server, or through the portal itself. A summary page is also available including all pertinent tax data.

MANAGERS

- ✓ **Manager's Workbench** - Management can utilize this workbench to review leave requests, salary history, as well as view each employee's level of authority within the organization.
- ✓ **Update Employee Address Book Records** - Managers have full control of employee address book records.
- ✓ **Manage Time Entries** – Update and approve several entries at once, search on job and account codes, employee numbers, among others, directly within your ERP. These submissions are authenticated against your ERP as well.

- ✓ **Time Entry Across Groups or Teams** - Flexible time entry features allow users to upload spreadsheets based on a pre-configured format. Managers can select a group based on various criteria and update across that certain group or team. Quick entry can be performed against employees' records as well.
- ✓ **Time Entry and Leave Request Approvals** - Managers have queues for approving both time entry and leave requests. These approvals follow your current workflow.
- ✓ **Employee Details** - Update and view employee details, including leave calendars, and other information related to your employees. Employee Self-Service also assists with employee onboarding and offboarding as well. Managers have the ability to move employees or change their positions within the organization.
- ✓ **Manager Details** – Access employee data for a manager currently logged in to Employee Self-Service.
- ✓ **Tax Form Functionality** – Tax forms can be made available to your employees through from any data source. Managers can create and distribute tax forms, as well as make them available for download. Employee tax forms can be distributed as a PDF attachment or through a secure link to the stored document as well.