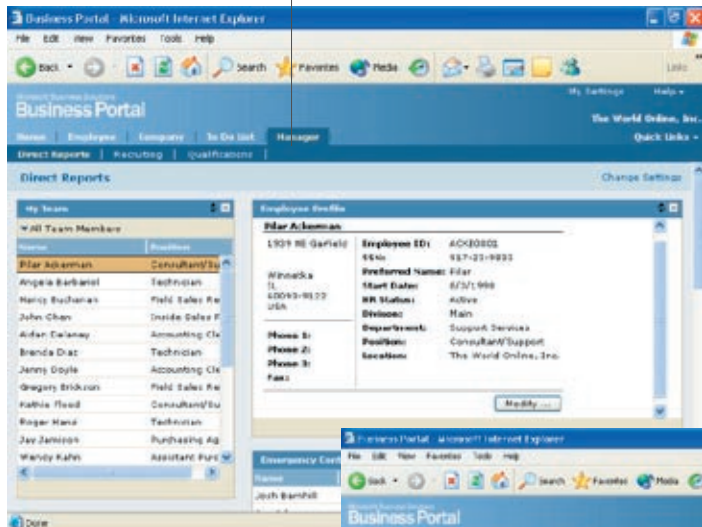


HRM SELF SERVICE SUITE

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

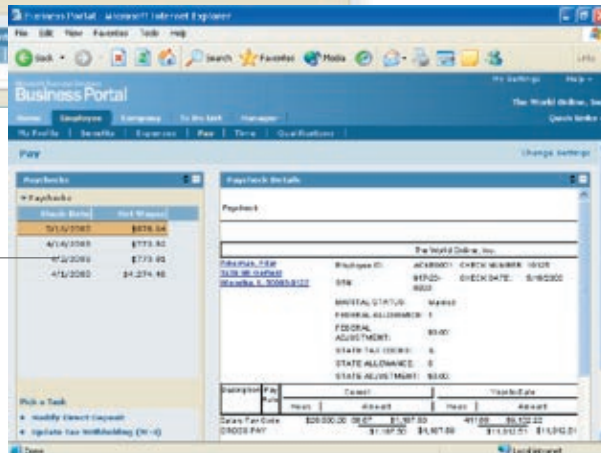
Provide

managers with easy, convenient access to direct reports information.



Empower

employees to access their personal information without contacting HR staff.



B E N E F I T S

Empower employees

Equip employees to complete common HR tasks such as updating personal information, enrolling in direct deposit, applying for positions, and more—all within the secure environment of a personalized portal.

Manage teams more effectively

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

Increase HR productivity

Streamline routine data collection and free HR professionals to spend more time on higher priorities, reducing administrative costs and increasing efficiency and productivity.

Keep information confidential and secure

Role-based security allows employees to view and update appropriate information, yet helps ensure that sensitive 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.



AVAILABLE WITH:



GREAT PLAINS



GREAT PLAINS STANDARD

HR 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 from any location when convenient, including changing emergency contacts, submitting timecards, viewing pay stubs, and updating demographic information.
Manager Self Service	Managers can view key employee information ranging from emergency contacts to compensation history; evaluate team skills; and check internal applicant status, helping them work more effectively with direct reports and make critical staff decisions.
Change approval	Approve updates and transactions submitted by employees prior to updating the database to ensure that data is accurate.
Role-based Security	Help ensure that employees and managers view only the information for which they are properly authorized through assigned employee roles.
Single Logon Access	Log on a single time through the Business Portal for easy access to all information and functionality you need.
Employee Passwords	Provide an optional unique password for added security or to increase employee confidence that personal information remains private.
Tight Integration	By sharing data with other Microsoft Business Solutions–Great Plains® applications such as Human Resources and Payroll, you can reduce 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.