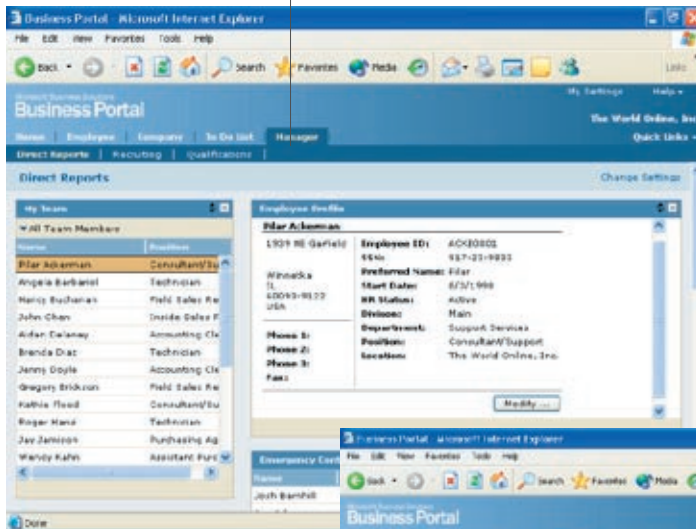


## HRM SELF SERVICE SUITE

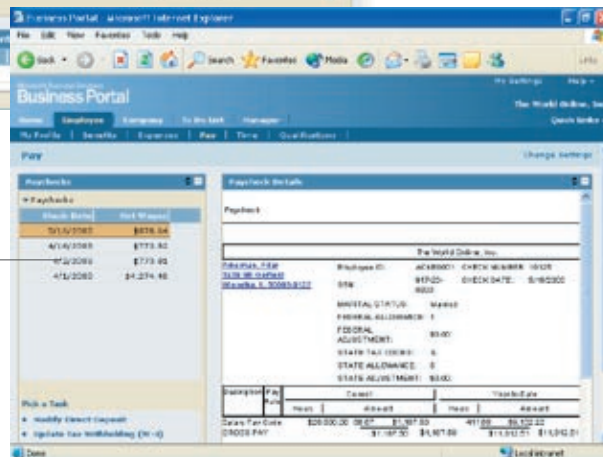
B E N E F I T S

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.



### Empower employees

Equip employees to complete common HR tasks such as reviewing pay and benefits, updating personal information, entering time cards, applying for positions, and more—all within 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

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 appropriate information, helping 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.



## HRM SELF SERVICE SUITE | FEATURES LIST

<b>Broad HR Self-Service Functionality</b>	Streamline access to human resource information with five self-service modules: Employee Pay, Employee Profile, Time and Attendance, Recruitment, and Skills and Training.
<b>Web Access Through Microsoft Business Portal</b>	View appropriate HR information whenever and wherever needed with role-based access through standard Web browsers.
<b>Employee Self Service</b>	Allow employees to view and update personal information from any location when convenient, including changing emergency contacts, submitting timecards, viewing pay stubs, and updating demographic information.
<b>Manager Self Service</b>	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 staffing decisions.
<b>Change Approval</b>	Approve updates and transactions submitted by employees prior to updating the database to ensure that data is accurate.
<b>Role-based Security</b>	Help ensure that employees and managers view only the information for which they are properly authorized through assigned employee roles.
<b>Single Logon Access</b>	Log on a single time through the Business Portal for easy access to all information and functionality you need.
<b>Employee Passwords</b>	Provide an optional user-specific password for added security or to increase employee confidence that personal information remains private.
<b>Tight Integration</b>	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.