

SBS HR.NET EMPLOYEE SELF-SERVICE

SBS HR.Net Delivers Employee Self-Service Functionality

Empower employees and managers to conduct routine HR functions at their convenience Eliminate tedious data entry and time-consuming follow-up for routine HR activities and changes Customize self-service features, security and controls to meet your HR and payroll requirements

SBS HR.Net Employee Self-Service module delivers human resources services to employees, managers, & HR professionals anytime and anywhere.

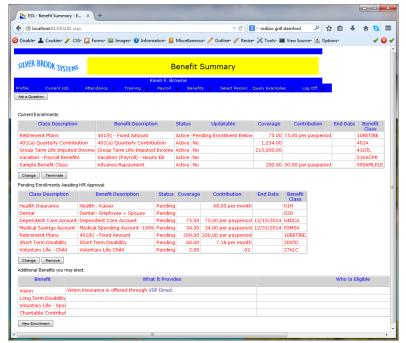
Select and configure the many services and features contained in SBS HR.Net Employee Self-Service to meet the needs of each role.

Improve satisfaction levels, compliance, and results while reducing cost, workload, and disruptions.

Employee Self-Service

Enable your employees to conduct routine HR and Payroll activities in a convenient and efficient manner.

- Maintain profile information such as name and address, demographics, dependents, and emergency contacts.
- NEW Enroll in available benefits.
- Access current job information, search job postings, and apply for open positions.
- Retrieve time off summaries, request vacation and/or leave.
- Access payroll information including pay stubs and W2 forms.
- Submit direct deposit and W4 forms.
- Review performance evaluations, add comments, create self-evaluations.
- Check credential status versus job requirements, update skills information, register for courses and seminars, request training.
- Access the employee handbook, IT policies, purchasing procedures, company newsletter and other resources.



On-Line Benefit Enrollment

Allow employees to review current enrollments and submit new enrollments, changes due to life events, open enrollment changes, retirement plan changes and more.

Manager Self-Service

Manager Self-Service features are included as part of the Employee Self-Service module. Supervisors may view direct reports and managers may view persons three levels deep. Separate security settings for supervisors and managers provide full control over which data may be viewed or updated.

- Access employee records.
- Review and approve vacation and other time off requests.
- Record performance evaluations, plans and salary recommendations.
- Submit discipline reports.

Human Resource Professional

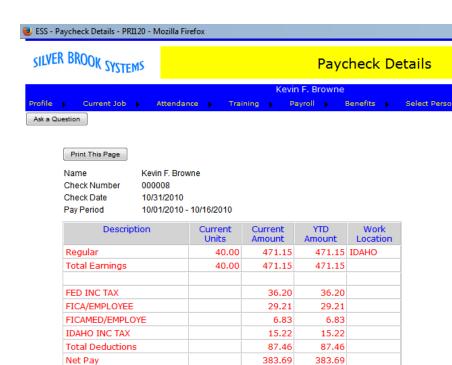
HR professionals gain advantages from SBS HR.Net Employee Self-Service.

- Shift focus from data entry to higher value activities.
- Post news and announcements.
- Access employee records.
- Schedule and track performance evaluations.
- Manage training class enrollments.
- Create alerts of required credentials needing update.

SBS HR.NET EMPLOYEE SELF-SERVICE

Employee Self-Service is built using Microsoft .Net technologies to provide outstanding configurability and utility. Extend Employee Self-Service using the many included customization features.

Configure Employee Self-Service as an intranet, extranet or internet application. Group employees by role to grant appropriate access rights to different categories of employees. Route information entered or updated by Employee Self-Service users for approval based on workflow processes configured by the system administrator.



Pay Stub Inquiry

Return to List of Paychecks

Employees can quickly and easily obtain any past pay stub, view all the items contributing to a year-to-date amount, retrieve W2's and submit W4s.

Technical Specifications

Product Type

ASP.Net Application VB Tools Application

Technical Requirements

Microsoft IIS 6.0 or higher (server) Internet Explorer or Firefox (browser) Standard Dynamics SL environment Silver Brook Human Resources Dynamics SL Payroll (optional)

Supported Dynamics SL Versions

Microsoft Dynamics SL 2015 Microsoft Dynamics SL 2011 FP1, Microsoft Dynamics SL 2011

Available Dynamics SL Versions*

Microsoft Dynamics SL 7.0 and later



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