

Empower employees to enter their time and attendance information and review schedules and benefit balances on-line.

Save time and resources, and increase employee satisfaction.

Employee Self Service can save your company valuable time and resources by empowering your employees to enter and review their own time and attendance information on-line.

- Eliminate the time associated with manually entering timesheet information into the payroll system.
- Reduce requests from employees for historical time and attendance information by providing the information to them on-line.
- Allow employees to review their own benefit usage and benefit balances.

Human Resources and Payroll personnel will spend less time responding to requests for information, allowing more time for other important activities.



For more information, call 1-800-423-0418 or visit our website at www.infotronics.com

Time Reporting

Employee Self Service provides full time reporting capability at your employee's desktop and eliminates paper timesheets.

- Punch in or out
- Enter hours worked by project or work group
- Transfer work groups
- Authorize time cards

Time Card Information

Employees can be given on-line access to their time card information for the current pay period or any previous pay period, including:

- Punches or hours worked
- Transfers
- Supervisor edits
- Exceptions
- Schedules
- Hours worked and earnings summaries

Personal Information & Benefits

Employees can review their personal information such as address, phone number, and contact information to insure that it is up-to-date.

They can also check their benefit balances and see when benefits were used.



Professional employees can enter hours worked, record time to projects or work groups, enter vacation or sick time and authorize their time sheets on-line.

Flexible Setup

Employee Self Services lets you decide what features to make available to each of your employees. Set up is fast, simple and very flexible.

Employee Kiosks

Shared PCs or "Kiosks" can be placed at convenient locations for use by employees that do not have regular access to a networked or Internet-enabled PC.

Security is provided by individual PIN numbers that restrict employee access to their own information.

Activity		Time Card		Benefits		Schedule		History	
Archive Time Card Fro Smith,Dave 11 30 from 11/12/00 to 11/25/00									
Date	In	Out	In	Out	Amount	Schedule	Exceptions		
11/13/00	8:00	14:29			5:59	8/30/17:00	Arr. Early		
11/13/00					5:59	Regular			
Earnings for Smith, Dave					Workgroup Summary				
Pay Desig	COMP-DEPT	Hours			COMP-DEPT	Hours			
Regular	001-100	5:59			001-100	5:59			

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Activity Time Card Benefits Schedule History

Things to Do...

Action	Description
Punch	Punch IN or OUT
Transfer	Transfer to Another Workgroup
Authorize	Authorize My Time Card

Minimum Client Requirements

- Browser-enabled work station
 - Internet Explorer 5.0 or higher
 - AOL 6.0 or higher
 - Netscape 6.0 or higher
- Minimum 33.6k bandwidth

Minimum Server Requirements

- Microsoft Windows NT Server 4.0 Service Pack 6 or higher
- 256 MB RAM (minimum)
- Microsoft SQL Server 7.0 or higher
- Microsoft Internet Information Server 4
- Microsoft Internet Explorer 4.01 Service Pack 1 or higher
- Intel Pentium III 350 MHz or higher (or equivalent)
- Hard-disk space required:
 - SQL Server - approximately 170 MB for typical installation
 - OLAP Services - approximately 50 MB for typical installation
 - Attendance Enterprise Software - 80 MB
 - NT Server 4.0 - approximately 350 MB for typical installation
 - IIS 4.0 - 200 MB recommended
 - Attendance Enterprise data - 100 MB (minimum)
- Microsoft mouse or compatible pointing device
- CD-ROM drive
- Super VGA monitor
- DCOM
- ADO 2.5



Employee Self Service is a browser-based module of Attendance Enterprise for employees that have access to a networked or Internet enabled PC.

