



ORMED | MIS Human Capital Management

Help Employees Help Themselves

EMPLOYEE SELF SERVICE

HR professionals are now playing a more strategic role in their organization, leaving less time for administrative tasks to keep employee information current.

Why not place that responsibility where it makes the most sense—in the employee's hands? No one is more motivated than the employee to maintain an accurate employee file. And the fact that ORMED | MIS Employee Self Service is web-based means that employee information is maintained in a greener, paperless environment.

Employee Self Service was developed to free up time for HR and payroll professionals and to empower employees and supervisors with managing that information. ORMED | MIS's Employee Self Service, part of the ORMED | MIS Human Capital Management Suite, is integrated with the HR and Payroll modules so that all changes take place in real-time.

Smart, Secure Software

- Managers see only the employees relevant to their department(s)
- Employees can view and edit only their own information
- Security surrounding the paystub ensures that no traces of the paystub remain on the computer station employees use to view their information
- Set up the options employees have in regards to requesting time off, viewing hour banks and benefits, and making demographic changes

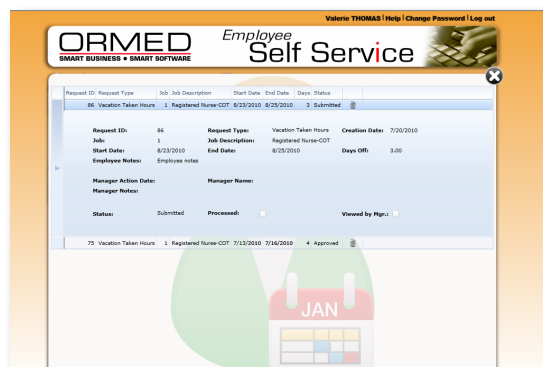
Accurate, Efficient, Convenient

- Saves HR professionals time by eliminating basic administrative tasks

- Empowers employees and managers with the ability to manage employee information
- Eliminates traditionally expensive and time-consuming tasks like printing and mailing paystubs & year end tax forms
- Increases efficiency and accuracy by allowing employees to alter personal information as soon as it changes
- Saves paper and money by eliminating paperwork—employee information is accessed and managed online

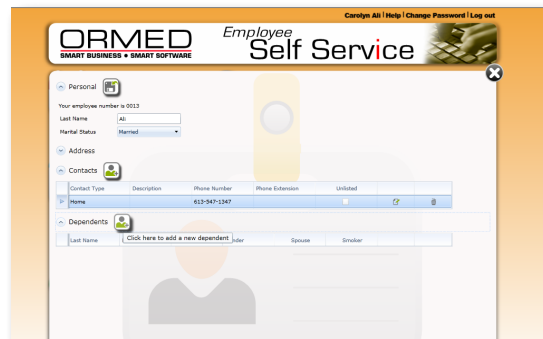
Empower Employees

With ORMED | MIS Employee Self Service, employees can:



The employee's view of his or her time-off request

- View and print current and past paystubs at their convenience
- Request time off
- View and edit their contact, dependent, and personal information
- View their benefit information
- View their banked time balances (vacation, PTO, sick, etc.)



The employee's view of his or her personal information record



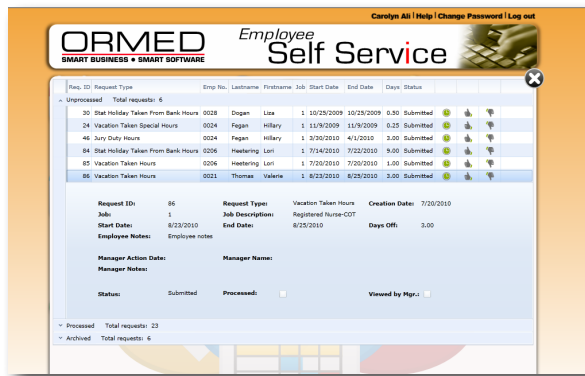


An example of an employee providing an address change

Better Management, Happier Employees

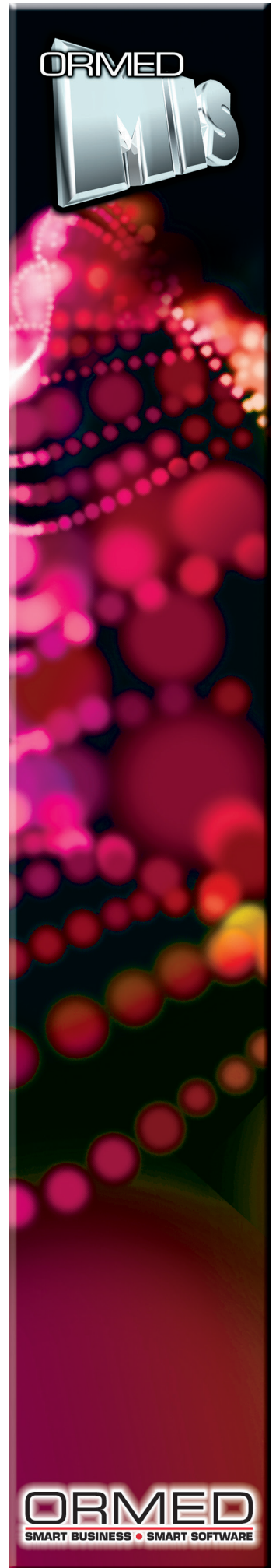
Managers have the ability to:

- Review and approve employee time off requests
- Submit their own time off requests
- View and edit their own contact, dependent, and personal information
- View their own benefit information and banked time balances
- View and print their own paystubs and year end tax forms



The manager's view of an employee's time-off request

A powerful component of the ORMED | MIS Healthcare Management Information Systems Suite, ORMED | MIS Employee Self Service is a web-based, green solution that empowers employees and managers, increases efficiency and accuracy, and saves paper and money by allowing staff to manage employee information online, on their time.



ORMED | MIS HEALTHCARE MANAGEMENT INFORMATION SYSTEMS

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