



Employee and Manager Self-Service

SelfSource™ is a web-based add-on module to HRSource™, which enables manager self-service and employee self-service. It is a server-based tool that works with popular Internet browsers such as Internet Explorer. SelfSource™ saves the time of managers, employees, and HR by streamlining many time and paper consuming HR tasks.

With **Employee Self-Service**, employees can:

- View / update personal data and office information at any time
- View detailed vacation / sick days including available balances
- View the latest performance review
- View and enter benefits enrollment information
- View and input training and certification data

With **Manager Self-Service**, managers can:

- View *Leave* activity and balance of employees in the department
- Write *Performance Reviews* online
- Be reminded when performance reviews are due
- Check on the accuracy of data
- View prior performance reviews and detailed departmental compensation data
- Save time and resources verifying or updating current information and forms

System Requirements:

SelfSource™ requires a Microsoft SQL Server 2005 (Express version of SQL Server 2005 is sufficient) and a web server running IIS 5.0 or higher with ASP.NET 2.0 enabled. The web server must reside on the same local network as HRSource™.

Efficiency	SelfSource™ reduces the burden of data entry on the HR department. Employees input and update their own information (demographic, benefits, training, etc.) instead of filling out a paper form for HR to enter.
Convenience	Employees can access this information instantly at any time. SelfSource™ helps automate the benefits enrollment process.
Data Accuracy	Employees enter their own information, eliminating the challenge of reading difficult-to-read handwriting. Employees own the responsibility of maintaining the accuracy of their data.
Productivity	Employees don't have to play phone tag with HR to receive information. Routine questions such as "How much vacation time do I have?" or "In which benefit plans did I enroll?" can be answered quickly. Employees save time. HR gets more time to do higher leverage tasks.

What About Security?

Web server software ensures that employees view only their own personal information, and that managers access data only on their employees. Employees and managers view data in a web-based environment linked to HRSource™. This means that employees don't directly enter the HRSource™ database, thereby keeping HRSource™ secure.