What is Employee Self Service?

Employee Self Service allows employees to easily punch In and Out, transfer departments or jobs, request time off, review their personal information, and more—all through a web browser.

Empower Your Employees

Don't just gather employee attendance information—share it. Employee Self Service empowers your employees 24 hours a day, 7 days a week. Emplyees can:

- Punch In or Out
- Check the balance and past usage of their paid time off
- Review their schedules
- Verify their addresses, phone numbers, and other personal information
- Check to see if they have worked as scheduled
- Request time off

Save Administrative Time and Effort

Often administrative staff and management spend hours answering employee requests for information. With Employee Self Service:

- Employees answer their own questions about punches, time off
- HR can focus on more strategic activities
- Organzations can save time and effort across the board

Employees can punch In and Out, transfer workgroups, request time off, review their schedules, and indicate worked hours.

For more information contact Midwest Automated Time Systems, Inc.

www.mwtime.com 800-383-7756

INFOTRONICS®
Employee Attendance Systems

What about employees with no access to a computer? Use Kiosk.

Kiosk is a streamlined version of Employee Self Service, usually installed on a terminal in a central location like the entryway, break room, or workshop.

Employees simply type their badge number to punch In and Out, review hours, request leave, or transfer. Functions can be customized as needed for your business.

Use with Time Clocks or as a Standalone Solution

Save money by avoiding the use of time clock hardware.

• Employee Self Service handles employees who work off site, travel, telecommute or work in multiple time zones.

• Employee Self Service cuts the time and effort to enroll and maintain an employee's enrollment at a time clock.

Recommended Client Configuration

A client is a personal computer or terminal with browser software used to run Employee Self Service.

InfoTronics recommends:

• Microsoft Internet Explorer 5.5 or higher

• 56K modem or better

Recommended Server Configuration

A Microsoft Windows web server is required for Employee Self Service. Depending on the number of employees, probable high-volume use times, and other uses for the server, a larger amount of RAM or faster processor speed may be required.

Employees see a streamlined version of their In/Out times, schedules, exceptions and total hours

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