

## Employee / Manager Self-Service

Employee and Manager self-service can help the Human Resources department by reducing the number of requests and transactions that are created by employees. Criterion ESS pays for itself within months by eliminating those calls and empowering the employees with access to their information.

Criterion ESS will free up your Human Resource department to work on areas like; retention, motivation, performance, evaluations, and compensation analysis.

Criterion ESS allows your employees to access, review and modify their employment information in real time and all changes can be directed to managers for approval prior to actually updating the live data.

It allows for the flow of information throughout the organization and for the employee to be proactive about their benefit and compensation matters.

Criterion ESS allows you to build an employee portal where your employees can view the Employee Handbook, Company News and Internal Job Postings.

This application can be customized to each organization and offers tremendous employee benefits.

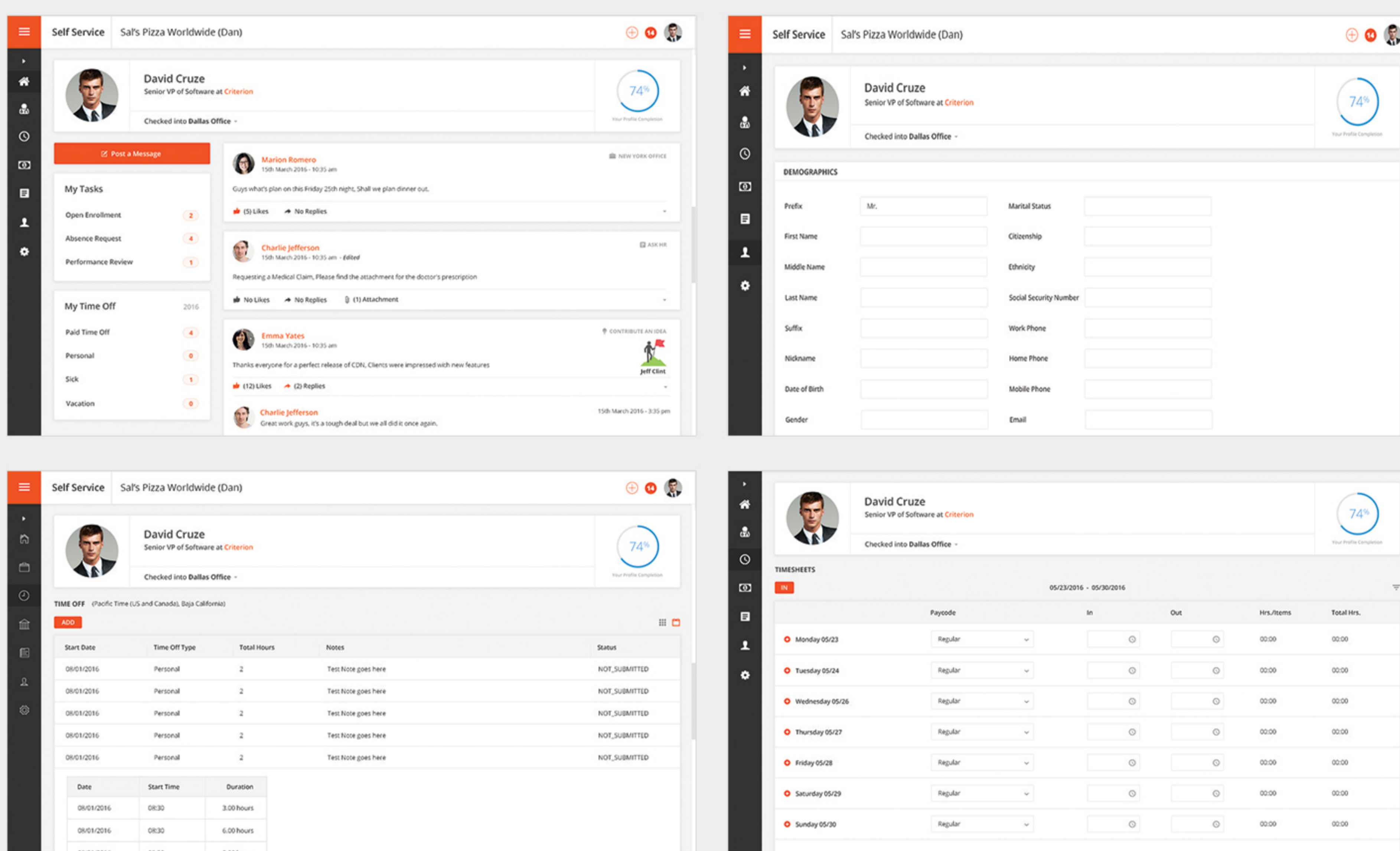
We help you create a custom employee and manager portal that has the look and feel of your corporate website.

Criterion ESS comes pre-configured to allow for your company name and logo.



Criterion Self Service is designed for middle market companies like yours. Our clients have been able to achieve these goals:

- ▶ Custom Workflow and approval for better communication and employment staffing.
- ▶ Manage Salary Reviews online for better efficiency and integration with Payroll.
- ▶ View paychecks, pay history, rate of pay and W-2's, offloading the burden from Payroll staff.
- ▶ Request time off for better planning, communication and to track attendance.
- ▶ Control benefit open enrollment according to your timeframe and guidelines.
- ▶ Print off completed benefit carriers forms, W4's, I9's, & more!
- ▶ Totally secure environment.



Employees will be able to view and update their personal information, view benefit summary, benefit contributions, attendance plan, job history, next review date, accrued PTO, time used, and request time off from their supervisor.

Criterion ESS will help streamline your human resource departments resources.



## Standard Features

- ▶ User defined Company name
- ▶ User defined Company logo
- ▶ Custom "Skin" to match your company's look and feel.
- ▶ Custom workflow approvals
- ▶ Edit employee data and submit
- ▶ Create and submit time sheet
- ▶ Employee evaluation workflow
- ▶ Custom pages displaying static information and/or links to external web pages such as company news, press releases, life events, benefit providers, job openings.
- ▶ Custom links to downloadable documents, Employee Handbook, and more...
- ▶ Customized workflows with approvals
- ▶ View assignment history
- ▶ View Pay Check history
- ▶ Customized Company Announcements

## Additional Solutions

- ▶ Criterion HR
- ▶ Criterion Payroll
- ▶ Criterion Goals & Performance