



Smart Services™

Smart Payroll HRIS

Most small and midsize companies are not afforded the same luxury as large corporations that can implement sophisticated, high-cost in-house HR and payroll solutions, but they share the same employee management issues. They also compete for the same labor pool and must maintain competitive benefit programs, policies and procedures.

Now, with **Smart Payroll HRIS** employees, administrators and executives all benefit from the improved productivity and informed decision making derived from proper access to HR data in one database in real time.

Employee Self Service (ESS)

With Smart Payroll HRIS's easy-to-use web interface for Employee Self Service (ESS), your organization is more connected and gets decisions made and implemented faster. ESS provides the following functionality via an online portal:

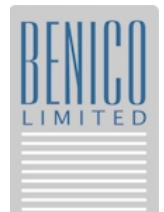
- Complete and submit timesheets
- Review pay stubs, pay history, taxes, and deductions
- Review paid time off information and request time-off
- Access benefits information online, and enroll in benefits electronically
- Access company documents and policies via an intranet site

Manager Self Service (MSS)

With Manager Self Service (MSS), managers have access to information at the moment they need it. Additionally, managers can quickly make group salary changes and review and approve timesheets. Using the message center, managers can make sure that they and their employees stay on top of key events, such as:

- Reviewing and approving time-off requests
- Expiring certifications
- Timesheets that are due
- Performance reviews
- Benefits enrollment

Smart Services™ are the result of the collective resource sharing of the Benefit Advisors Network members.



Smart Payroll HRMS will help your company automate, organize and track key employee data, all through one integrated database, freeing your team to focus on strategy-based work while making better, more informed decisions about your organization.

Benefits Administration greatly reduces the amount of paperwork associated with benefits administration lowering the cost and time of managing complex benefits packages.

- Reduce labor using electronic interfaces with third-party administrators to enable employees to self-administer their benefits package using the online resources of your benefit providers
- Reduces time spent on reconciliation of benefits costs
- Quickly determine benefit eligibility based on your predetermined criteria
- Budget accurately by analyzing benefit costs

HR Data Management provides organized tracking for the entire Human Resources workflow from recruiting to hiring to the exit interview.

- Enable employees to enter time and attendance data via the Web
- Manage performance reviews online
- Scan in and store documents
- Manage and monitor attendance and disciplinary data
- Use wizards for events such as terminations and new hires
- Automate training administration
- Track government regulation for new-hire reporting, EEOC, OSHA and more

Applicant Tracking eases the recruitment process from application to offer to hire.

- Seamlessly transfer applicant information into your recruiting database
- Manage position requisitions and define budgets and headcount by position
- Track offer and rejection events and automate correspondence
- Track administered test results
- Track interview notes and manage interview schedules
- Attach documents such as resumes to candidate records
- Automatically transfer data when an applicant is hired

Customized Company Information

Employees can have instant access to a wide range of custom company information through a centralized intranet site, including:

- Handbook and policy information
- Birthday lists
- Company events
- News and announcements
- Training Schedules