

# WebFlex powered by pendulum®

## Employee/Manager Self-Service Module

The Employee/Manager Self-Service Module is designed to reduce paper processes, streamline data capture and improve information access.

You choose the medium: Internet, Intranet, Client Server, Kiosk or Mobile/Wireless. We give your employees the tools to help themselves – saving you time and money. Empower your employees and managers with accountability and make both jobs more manageable. Features include:

- View/change personal information
- Check sick/vacation balances - exception based or units worked reporting
- View pay cheque history (E Stub)
- On-line time sheet entry/approval
- View/change emergency contact information

### Our tools are designed to empower employees at all levels

For the empowered HR/Payroll professional maintaining employee records are critical and time consuming. Save on administration costs by asking your employees to help themselves.

- Enable Employee and Managerial Self-Service
- Track courses and training attendance
- Track employee assets
- Track employee skills

Manage vacation schedules and absences, in real-time with Pendulum add-on modules . Better yet, let employees help themselves with internet and kiosk-based tools to capture scheduling, vacation and absence data at the click of a button.

- Incorporate employee self service functionality or payroll administration
- Schedule vacation/sick leave/leaves-of-absence/overtime according to your business rules
- Plan your labor force - build schedules by department/employees
- Access real-time punch data in both a salaried and hourly environment
- Compare hours worked with actual time scheduled
- Manage absenteeism through reporting functionality.