

## Humanic Design Self Service (ESS and MSS)

### Increase Productivity, Focus HR on Strategic Matters

Humanic's Self-Service Solutions streamline HR processes and save your company time and money. The reduced administrative workload helps your organization to focus on more strategic and critical matters. Humanic Employee Self-Service (ESS) and Manager Self-Service (MSS) are fully integrated with Humanic HRMS. Both modules provide a direct link to your existing database with up-to-the-minute accuracy.

#### Humanic HR Employee Self-Service (ESS):

The Humanic Employee Self Service features enable employees to access information about human resources anytime. This provides significant benefits to organizations such as:

- The Profile module allows employees to view and update their own personal information from personal contact detail to benefits, dependents and W-4 information.
- The News module provides general communications for employees about company news, policies, benefits, compensation and time off at both the company and individual level.
- The Enroll module enables clients to automate the tedious benefit enrollment process. It gives employees the ability to review their current selections, complete any required worksheets, and make benefits enrollment choices or change existing selections.
- The Jobs module lists all open jobs within the company including deadline posting dates and works with APSS to apply for open positions and streamline process.
- The Phone module provides employees the ability to search the company directory for other employees' phone numbers, titles, and email addresses.

#### Humanic HR Manager Self-Service (MSS):

Humanic's MSS module empowers managers with direct access to human resource information for employees. MSS enables managers to administer performance evaluations, analyze compensation and incentive data, approve employee data changes, review employee information, record time off, and execute reports. The Humanic MSS includes:

- The Employee module allows the manager to view data elements (e.g., address, skills information) regarding the employees for whom they are responsible. The manager also has the ability to enter a disciplinary action.
- The Reviews module gives the user the ability to review employees who are coming due for a performance review, and to enter that review online as well as any salary, job or organization information that may be changing for that employee.
- The Incentives module where a manager can see an employee's previous bonus/incentive, and then enter a new one.

✓ ESS allows employees to view and update their HR records

✓ MSS empowers managers with direct access to human resource information for employees

✓ Reduce paperwork and manual processes associated with routine employee information updates



**“It’s easy to see the enormous cost savings in both time (obtaining approvals and transporting applicant information to managers) and money (with the elimination of paper job application forms, resumes, and cover letters). Additionally, there is a very user-friendly report writer to monitor applicant activity and satisfy various Federal and State compliance requirements.”**

**Terri David, CCP, PHR | AVP, Compensation Manager  
~STAR Financial Bank**



### **MSS Continued.**

- The Stock module gives the manager the ability to see previous stock option awards and to enter new option grants.
- The Time Off module allows manager to administer time off information for their employees to have visibility into time off data, and viewing past time to date.
- The Reports module assures managers can run and print reports containing information about their employees.
- The Approvals module gives a manager the ability to administer their role in the approval process of employee record changes that have been entered by themselves or other authorized managers. The manager can review the status of any changes that they have initiated. If they have the appropriate authorization, they can also take action on a change (e.g., approve, finalize) that is awaiting their response.

### **About Humanic Design**

Humanic Design has been a leading provider of human resource management solutions since its inception in 1982. The company is committed to solving HR, Payroll, Time and Attendance and Talent Management challenges and has supported hundreds of organizations in moving to a cohesive HR strategy. Humanic’s software applications are affordable and scalable; providing feature-rich, yet easy-to-use solutions for almost any size organization. With a solid understanding of today’s HRIS professionals’ needs and specific industry requirements, Humanic Design is certain to have solved human resource problems for an organization like yours. Humanic is designed using Oracle technology and offers both licensed software and software delivered on demand via Humanic’s SAS 70 certified data center.

## **Humanic Design Self Service**

- ✓ **Reduce Overhead Costs and Streamline Process**
- ✓ **Automation-Supports Paperless Environments**
- ✓ **Real-Time Response**
- ✓ **Optimal Information Flow Through Organization**



Humanic Design supports green initiatives  
We encourage automation versus print.  
Detailed information on Humanic  
can be found by visiting our website.



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