

SELF-SERVICE (ESS & MSS)

Self-Service allows employees and managers to access HR & Payroll information anytime. This provides significant benefits to the organization such as:

- Reduced overhead
- Paperless transactions
- More accurate data
- Faster response times
- Increased productivity
- More efficient workflows
- Greater information flow
- Multiple functions in employee portal

EMPLOYEE SELF-SERVICE (ESS)

Allows employees to select their health and benefit plans during open enrollment, make life event changes during the year, request time off, enroll in training classes, review prior pay information or generate a total benefits statement.

EASY ACCESS TO FORMS

Documents such as W-2 changes, Internet usage policy, company handbook and claim forms, as well as links to benefit providers, are easily distributed to employees and managers through these Self-Service options.

MANAGER SELF-SERVICE (MSS)

Allows companies to implement authorization processes and advanced workflows for new hire on-boarding, approval of employee timecards, vacation requests, promotions, salary changes and employee reviews, among other tasks.

MORE THAN APPROVALS

Managers can also review department specific metrics and reports that highlight changes and trends within their own departments, serving as an early warning to make adjustments.

CLIENT DEFINED FUNCTIONS/CONTENT

Any form (standard or client defined) can be made available within the Self-Service homepage, displayed in the native language linked to the user's specific profile and login.

HIGHLIGHTS

- ✓ Open Enrollment
- ✓ Life Event Changes
- ✓ New Hire On Boarding
- ✓ Employee Reviews
- ✓ Forms/Policy Distribution
- ✓ Employee Relations/Information
- ✓ PTO Balances & Time off Requests
- ✓ Pay Stubs
- ✓ Single sign-on

The screenshot displays the NuViewHR Self-Service interface. The main content area is titled "New Dependents / Family: Employee Contacts" and includes instructions: "Enter information about each new dependent or update current dependent information. Note: Once you have completed the last step, your changes will be final." Below this, there is a table for adding dependents. The table has columns for Contact, Emergency Phone, Relation, Dependent?, Beneficiary?, Emp. Contact?, Birth Date, SSN/ID#, and Emergency Em. The table contains three entries: Jack Adams (Spouse), Lucy Davis (Sibling), and Jane Adams (Child). The interface also shows a navigation menu on the left with options like Home Page, Self Service, and various HR functions. The NuViewHR logo is visible in the bottom right corner of the screenshot.

Contact	Emergency Phone	Relation	Dependent?	Beneficiary?	Emp. Contact?	Birth Date	SSN/ID#	Emergency Em
Jack Adams	232-3456-3457	Spouse (I)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/05/2004	1222222	
Lucy Davis	978 435 6743	Sibling (I)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/05/1989	012 99 1267	
Jane Adams		Child (I)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/04/1993	011 01 0101	



FUNCTIONAL AREAS COVERED

EMPLOYEE SELF-SERVICE

- Benefit open enrollment
- Life event changes
- Total benefit statement
- PTO requests
- Performance evaluation (self review)
- Timesheet entries (hours or exceptions)
- Payroll information (pay stub)
- Enroll in training classes
- Benefit claim forms
- Company policy handbook
- Personal links

MANAGER SELF-SERVICE

- Enter requisitions
- Approve life event changes
- Promotion & salary changes
- Approve PTO requests
- Employee evaluations
- Approve employee work hours
- Approve new hire on boarding
- Approve training requests
- Review department reports
- Company & personal links
- Role based Metrics

ABOUT NUVIEW SYSTEMS

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organizations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView's clients are leading organizations that have improved organizational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organizations.

NuView's web native product suite has won numerous awards, including "Top Ten HR Products of the Year" by Human Resource Executive magazine, and a Human Resource Technology Excellence Award for Innovative & Creative Development of HR Technology Solutions – HRMS.



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HR & BENEFITS ADMINISTRATION
RECRUITING MANAGEMENT
CANDIDATE SELF-SERVICE
COMPENSATION MANAGEMENT
TRAINING ADMINISTRATION

PERFORMANCE MANAGEMENT
SUCCESSION MANAGEMENT
TIME ENTRY
PAYROLL
REPORTING

METRICS
LEGAL LINE
GLOBAL CAPABILITIES