

Microsoft® Business Solutions Human Resource Management–Great Plains®



eEmployee

Think about it. How often does an employee move, change phone numbers, get married or want to change their Federal withholding? Now think about your process for making those changes. How many people are involved? What's the duplication of effort? How much of your human resources team's time is spent on administrative tasks like these?

eEmployee makes it easy for employees to maintain their own personal information in Human Resources and U.S. Payroll. Employees can easily maintain personal address information, enroll in direct deposit, review how much vacation time is available or check current and historical pay information.

eEmployee is a Web-delivered application, so if your employees can access the Web, they can enter their own changes. Passwords, document approval and role assignments ensure only authorized employees and personnel have access to the records, so confidentiality is maintained. And because you can decide which change requests require approval before personnel files are updated, you retain control while reducing staff workload.

As an added benefit, the fact that your employees can update their own records means your human resources and payroll staff won't have to. Reduced duplication of effort, reduced errors, reduced routine labor and increased time to work on more strategic projects—these are some of the benefits of using eEmployee.

The screenshot shows a web browser window displaying the 'eEmployee' application. The page title is 'Company Self-Service: Employee Information' and the user is identified as '#SAMPLE1'. The main content area is titled 'Personal Information' and displays details for 'Paul Ackerman'. A 'Create New Change Request' link is visible at the top right of the information area. The personal information includes:

- Company: The World Online, Inc.
- Employee ID: ACKE0001
- Name: Paul Ackerman
- Sec Sec Number: 917-23-9833
- Address: 123 Road
- City, State, ZIP Code: Chicago, IL, 60637
- County:
- Telephone 1: (124) 564-8465 Ext. 4646
- Telephone 2: (XXX) 000-0000 Ext. 0000
- Fax: () - Ext.
- Birth Date:
- Start Date: 8/3/1998
- Department: Accounting
- Position: Administrative Assistant
- Employment Type: Full Time Regular

A 'Create New Change Request' link is also present at the bottom of the information area. The footer of the page includes 'Version 7.0' and 'Copyright © 2002, Microsoft Great Plains Business Solutions. All Rights Reserved.'

Employees can easily change their own information in eEmployee ensuring more accurate and up-to-date records.

Give your employees a new tool

Everybody likes to be in control of their own information. Give your employees the ability to change their own information—such as address, tax withholdings and dependent information—easily, without having to track down and submit any paperwork. They'll appreciate it, and you'll have more accurate and up-to-date records.

Reduce human resource and payroll staff workload

By enabling each employee to update his or her own personal information, you put the power in the hands of the information generators, and you lighten the load on your human resource and payroll staff. This means they have more time to add additional value to your organization.

Improve the reliability of your information

Employees are likely to submit their changes faster via the Web, and you won't have to worry about data re-entry errors because, upon approval, the information is automatically updated in the Human Resources, Payroll and Direct Deposit applications.

Customize eEmployee to your business needs

Using the eEmployee templates, you can easily add access to other corporate intranet sites and ensure that all data changes are made to accommodate a marriage or other employee life events.