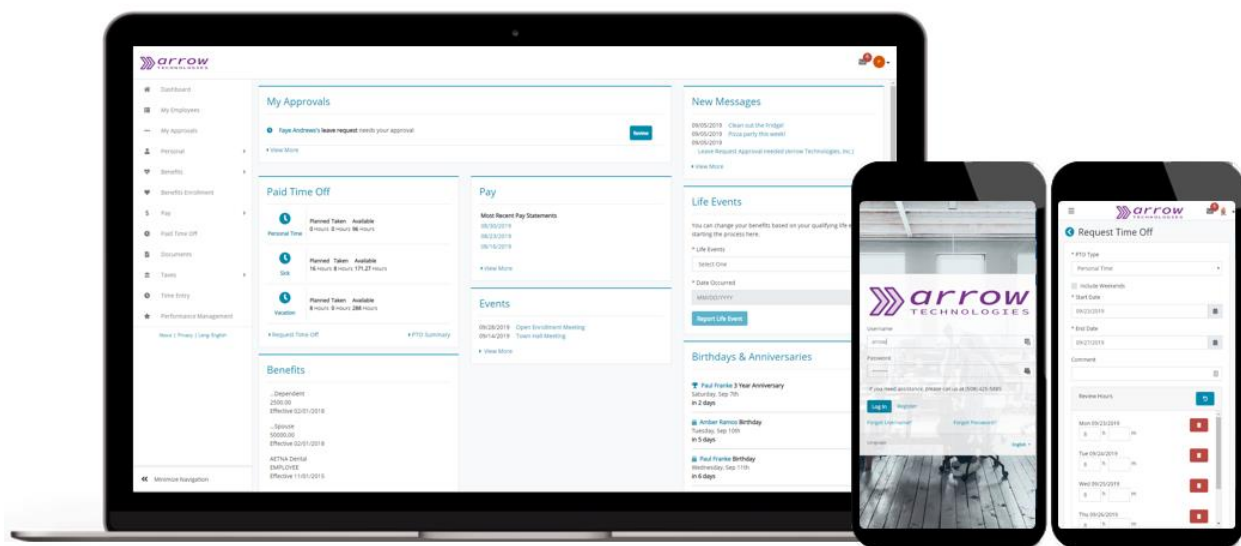




# Employee Portal

Give your employees and managers easy access to the HR and payroll information they need from any device.

Employee Portal makes it simple for your employees to view and download important HR and payroll-related information all by themselves—any time, from any device. Creating a modern self-service experience leads to empowered employees and fewer interruptions that slow down productivity.



## 24x7 Access from Any Device

With its responsive design, Employee Portal looks and works great on a smartphone, tablet, laptop or desktop.



## Simplify Manager Approvals

At work or on the go, managers can easily review and approve time off requests—even on mobile devices.



## Keep Employee Data Safe

Multi-factor authentication verifies a user's identity and provides additional security against unauthorized access.



## Reduce Support Requests

Employees can quickly retrieve their username or reset their password without assistance from support staff.



## Empower Your Employees

The Employee Portal dashboard puts information and tools related to pay, benefits, PTO, and HR support at your employees' fingertips. All of this along with full Spanish support provides an employee-centric experience that leads to higher satisfaction and retention.

## Increase Productivity

Employee Portal reduces the administrative burden on your managers. They can easily approve time off requests and look up employee details for members of their team.

And because they do it all within the same environment they use as an individual employee, there's no need to spend time learning a new system.

## Configure Manager Access to Data

With role-based security, you can choose what managers can see while restricting certain types of information (e.g., employee pay details, social security numbers).

## Customize the User Experience

Employee Portal can incorporate your logo and background image to provide users with a familiar experience and reinforce your brand.

## Employee Information & Tools

- **Benefits details and enrollment**
- **Pay stubs**
- **Paid Time Off requests (and approvals for managers)**
- **Document management (e.g., policies, handbooks)**
- **Personal contact and employment information**
- **Company event and holiday calendar**
- **Tax documents (e.g., W-2)**
- **HR support contacts**
- **Company-wide announcement**