

# America's HR Solutions



## Administrative Internet Portal



### Manager Portal Functions

- ❖ Recruiting Management System
- ❖ New Hire Work Flow
- ❖ Time -off Approval System
- ❖ Employee Demographic Changes
- ❖ Performance Assessments
- ❖ Organizational Health Assessments

### Employee Portal Functions

- ❖ HR Handbook
- ❖ Payroll Self-Service
- ❖ On-line Enrollment
- ❖ On-Line PTO Approval
- ❖ Benefit Information Access



## evolution® - Employee Self Service v2.0







- ◆ Web browser based ( supports Explorer & Firefox )
- ◆ Secure employee access to information available at the Service Bureau
  - ◆ Uses SSL encryption technology
  - ◆ Employee sets passwords and employer can enforce strong passwords
  - ◆ Access to view and print all payroll check history
  - ◆ Access to view and print all W2's & 1099's available
  - ◆ Employee demographic review with ability to change basic employee info
  - ◆ Access to time-off accrual balances and to request time-off
  - ◆ Manager approval process for time-off requests and changes to employee data
  - ◆ Embedded email capability to client contact and the ability to post messages
  - ◆ Ability to create links to employee portals or other websites or to store forms and documents for download by employees
- ◆ Easy and intuitive design guides the user
- ◆ Client or Service Bureau can change employee passwords
- ◆ Can be installed independent of the HRS module
- ◆ Create your own look and feel with customizable “skins” – images, colors, fonts, backgrounds, logos, etc. (Technical assistance provided with setup)

# PayTime

Dashboard Paystubs W-2 EE Info Time Off Services Management Log Out

Company: **PayTime Demo Client** Employee: **Joe Jones**

### Main Menu

-  **Pay Statements**
-  **W2 / 1099 Forms**
-  **Employee Info.**
-  **Paid Time Off**
-  **Services**
-  **Management**

### Links

- [Replicon Timekeeping](#)
- [Employee Handbook](#)
- [Guardian Insurance](#)

### Message Board

- [Submit time by 6/15](#)



[Online Security](#) | [Privacy Policy](#)

# PayTime

Dashboard Paystubs W-2 EE Info Time Off Services **Management** Log Out

Company: **PayTime Demo Client** Employee: **Joe Jones**

### Links and Documents

Federal W-4  State W-4

Title 1	<input type="text" value="Replicon Timekeeping"/>	Link 1	<input type="text" value="http://www.replicon.com"/>
Title 2	<input type="text" value="Employee Handbook"/>	Link 2	<input type="text" value="http://www.workerroi.com"/>
Title 3	<input type="text" value="Guardian Insurance"/>	Link 3	<input type="text" value="http://www.guardiananytime.com"/>
Title 4	<input type="text"/>	Link 4	<input type="text"/>
Title 5	<input type="text"/>	Link 5	<input type="text"/>

Message 1

Message 2



Personal Info Changes

# PayTime

Dashboard Paystubs W-2 EE Info Time Off Services Log Out

Company: **PayTime Demo Client** Employee: **Dog Walker**

• Welcome, Dogwalker1

### Main Menu

 **Pay Statements**

 **W2 / 1099 Forms**

 **Employee Info.**

 **Paid Time Off**

 **Services**

### Links

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