

## Smart Payroll/HR... Human Resources management that empowers decisions and boosts productivity.



Smart Payroll/HR's Human Resource Information System functionality will help your company automate, organize and track key employee data, all through one integrated database, freeing your team to focus on strategy-based work while making better, more informed decisions about your organization.

### Smart Payroll/HR includes Self Service modules, helping your workforce become more efficient!

#### Employee Self Service (ESS)

With Smart Payroll HRIS's easy-to-use web interface for Employee Self Service (ESS), your organization is more connected and gets decisions made and implemented faster. ESS provides the following functionality via an online portal:

- Complete and submit timesheets
- Review pay stubs , pay history, taxes, and deductions
- Review paid time off information and request time-off
- Access benefits information online, and enroll in benefits electronically
- Access company documents and policies via an intranet site

#### Manager Self Service (MSS)

With Manager Self Service (MSS), managers have access to information at the moment they need it. Additionally, managers can quickly make group salary changes and review and approve timesheets. Using the message center, managers can make sure that they and their employees stay on top of key events, such as:

- Reviewing and approving time-off requests
- Expiring certifications
- Timesheets that are due
- Performance reviews
- Benefits enrollment

## Additional Human Resource Information System functionalities include...

**Recruitment** – download resumes, link to job boards, coordinate next steps in the hiring process, offer letters, screening, application management, certification, education, employment history, manage references, assess skills, complete and record testing, and develop job requisitions

**Attendance** – provide online timesheets, absence detail tracking, online vacation and paid time off requests

**Benefits** – benefit plan administration has never been easier with access to beneficiary/dependent information, online enrollment, benefit statements, and more

**Employee Management** – update assets, awards, certifications, disability detail, education, attach pictures or documents, employment history, health/welfare, I-9, position detail and salary review

**Event Tracker** – schedule and organize COBRA detail, correspondence, discipline events, performance reviews, termination details, training courses, OSHA case and physician

**Reporting** – the standard report library has over 500 standard reports developed over time by hundreds of HR professionals; while our comprehensive Data Analytics tool will give you all the power you need to data mine your information in a structure of your choosing

**Policy Adherence and Roll Out** – deploy the very powerful work-flow capabilities to ensure all approvals and regional offices are complying with your corporate intentions

**Training** – coordinating the development of your employees has never been easier through the usage of tracking training certifications, schedules, and scores

**Customized Company Information** Employees can have instant access to a wide range of custom company information through a centralized intranet site, including:

Smart Payroll/HR is powered by CPI-HR.

Smart Services™ are the result of the collective resource sharing of Benefit Advisors Network members. Smart Payroll/HR is one of many Smart Services™ now available through Benefit Advisors Network.