

## **Employee Information System**

The Employee Information System is a customized, web based HRIS fully tailored to your requirements. Access to the site is based on roles with each user only seeing/being capable of accessing, those functions to which their role entitles them. This module is available for customization to meet specific client or niche market needs. We currently have several stand alone versions in place within distinct corporate environments and specially tailored versions for the following markets:

- Canadian Public Accounting Firms
- U.S. Public Accounting Firms
- Not for Profit/Voluntary Sector
- Law Office
- Nursing Homes
- HR Consultants

The Employee Information Platform provides employee/manager self serve and includes the following specific functionality:

### **Employee Information**

#### **Employee Access**

- Editable personal Information
- Vacation Scheduling
- Access to Training Activities (described elsewhere)
- Access to Timesheets (if required)
- Tracking of company assets assigned

#### **Manager Access**

- Vacation Approval
- Employee & vacation reports access
- Attach performance evaluation records

#### **HR Access**

- Add employee
- Employee report access
- Manage vacation entitlements and statutory days
- Access Timesheet Reporting

### **Employee Directory**

- Employee listing with departmental and telephone information

## **Corporate Information**

### **Employee/Manager Access**

- Policy Manual
- Forms Library
- Electronic Bulletin Board

### **HR Access**

- Add/Edit Delete access to Policy Manual, Forms Library and Bulletin Board
- New Hire and Termination Checklists

### **Company Administration**

- Access to all drop down site content for self administration. This is accessible only to designated HR representatives.

This module allows for direct integration with internal and/or external payroll systems to eliminate duplicate data entry.

This application is available in multi language format selectable by the user. For a guided walkthrough, [email us](#) to schedule a demo or call 613-729-7200