

SmartStream **Web** Employee Self Service

➔ Infor HCM SmartStream Web Employee Self Service is a role-based solution that empowers employees to manage personal information contained in your company's HR systems.



Do business better.

The days are long past when human resource professionals could deflect demands that the human resources (HR) function make a direct—and positive—impact on the bottom line. While there are many ways for HR to contribute to the bottom line, finding ways to automate and streamline human capital management (HCM) processes invariably ranks high on the list of options. With this goal in mind, many forward-thinking companies are focused on empowering their employees with self service HR capabilities.

By giving employees the ability to update their personal information using a secure, web-based solution, benefits accrue to individual employees and the company as a whole. Employees assume ownership for their personal data, and the HR staff becomes more responsive and spend less time on administrative tasks.

Leverage experience.

Infor™ HCM SmartStream Web Employee Self Service is a role-based solution that extends the value of the Infor SmartStream HR module by empowering employees to manage personal information contained in your company's HR systems. The solution also gives your HR department a flexible, efficient way to maintain both personal and global HR information via the Web. Infor HCM SmartStream Web Employee Self Service streamlines the processing of employee information, improves the reliability of the data, and increases the productivity of your HR professionals.



Get business specific.

Infor HCM SmartStream Web Employee Self Service features an easy-to-use graphical user interface (GUI) that can be accessed through a standard web browser. The solution is easy to install and features full administration and configuration capabilities that make it possible to balance the need for security with easy employee accessibility during and after normal business hours. By automating many of the features in the Infor SmartStream application, you save time and improve information management across the enterprise. With Infor HCM SmartStream Web Employee Self Service, your employees can leverage a wide range of specific capabilities, including:

View and manage personal information. Employees can easily update their personal information contained in your HR system, including name, marital status, address, telephone number, dependents, and emergency contacts.

View payroll information. Employees can view current and prior payroll information, W4 tax and Automated Clearing House (ACH) information anytime, anywhere.

View benefits information. Integration with the HCM Benefits Enrollment system provides employees with a consolidated point of entry to employee and benefit information with a common look and feel.

Access manuals and directories. Infor HCM SmartStream Web Employee Self-Service gives employees access to the manuals and directories published on your intranet or website. These include employee directories, corporate announcements, policy manuals, and suggestion boxes.

If an employee is temporarily without Internet access, a Super-User mode permits authorized staff to review or to make changes in the employee's HR-related information.

See results now.

At many companies, payroll and HR professionals spend an inordinate amount of time on paperwork, telephone inquiries,

and drop-in visits. Infor HCM SmartStream Web Employee Self Service can free these professionals from "administrivia" so they play a more proactive, strategic role in your organization. Infor HCM SmartStream Web Employee Self Service can significantly strengthen the contribution your Human Resource department makes to your business by:

- Extending the value of other Infor HCM SmartStream HR solutions
- Improving the productivity of employees and HR staff members
- Improving the responsiveness of the HR department to internal clients
- Lowering the cost of HR administration
- Improving the accuracy of HR information
- Improving employee satisfaction.

About Infor.

Infor acquires and develops functionally rich software backed by thousands of domain experts and then makes it better through continuous innovation, faster implementation options, global enablement, and flexible buying options. In a few short years, Infor has become the third largest provider of business software. For additional information, visit www.infor.com.

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