



Exact e-Synergy: Employee Self-Service Portal (ESS)

“Your employees should find it as easy to do business with you as do your customers or suppliers.”

The typical Human Resources department spends a lot of its time on paperwork (like making personnel changes, processing requests for leave and entering hours worked) and answering the same questions over and over about benefits, holidays, etc. Employees often waste time filling out paperwork that is re-entered by HR. Searching for answers to questions that can have a meaningful impact on their lives can also be frustrating and time-consuming.

e-Synergy® from Exact Software is a powerful tool that can solve many of these HR problems by streamlining processes, reducing paperwork and cost, and increasing access to information. However, most organizations have a number of employees who don't need the full power and capabilities that e-Synergy has to offer. The e-Synergy Employee Self-Service Portal (ESS) extends the HR benefits of e-Synergy to the rest of the workforce by providing only the most relevant capabilities with complete security control. ESS users have company-defined privileges to critical information and capabilities such as vacation requests, expense reports, and timekeeping records, anytime and from anywhere they have an Internet connection.

ESS gives employees predefined privileges and capabilities to quickly view and request critical information with complete security control. They can request vacation or other time off, submit expense claims and enter timekeeping records, anytime and from anywhere they have an Internet connection. It makes your organization highly accessible and transparent.

Keep Employees Up-to-Date: It's not uncommon for some employees to be unaware of relevant company news. But it takes a lot of time and money to produce and distribute hard-copy newsletters. With Exact's Employee Self-Service Portal, you have a central news page accessible to all your employees in record time and with minimal effort. Those who work outside the office can keep abreast of the latest developments via the Internet (like new customers, new products, policy instructions, etc). What's more, you can assign a security level to news items you want to be viewable only by employees above a certain grade.



With e-Synergy ESS your employees can...

- Access important benefit and HR related information from anywhere, anytime.
- Stay up to date with important company news and events.
- Maintain accurate employee records.
- Find co-workers and coordinate work schedules.
- Provide valuable feedback on corporate performance.

