



Employee Self Service

HELPING EMPLOYEES HELP THEMSELVES

HR professionals are now playing a more strategic role in their organization, leaving less time for administrative tasks to keep employee information current.

Why not place that responsibility where it makes the most sense—in the employee's hands? No one is more motivated than the employee to maintain an accurate employee file. And the fact that Virtuo MIS Employee Self Service is web-based means that employee information is maintained in a greener, paperless environment.

Employee Self Service was developed to free up time for HR and payroll professionals and to empower employees and supervisors with managing that information. Virtuo's Employee Self Service, the newest module in the Virtuo MIS Human Capital Management Suite, is integrated with the HR and Payroll modules so that all changes take place in real-time.

Smart, Secure Software

- Managers see only the employees relevant to their department
- Employees can view and edit only their own information
- Security surrounding the paystub ensures that no traces of the paystub remain on the computer station employees use to view their information
- Set up the options employees have with regard to requesting time off, viewing hour banks, benefits, and shift preferences

Accurate, Efficient, Convenient

- Saves HR professionals time by eliminating basic administrative tasks
- Empowers employees and managers with the ability to manage employee information
- Eliminates traditionally expensive and time-consuming tasks like printing and mailing paystubs
- Increases efficiency and accuracy by allowing employees to alter personal information as soon as it changes
- Saves paper and money by eliminating paperwork—employee information is accessed and managed online

Empower Employees

With Virtuo MIS Employee Self Service, employees can:

- View and print current and past paystubs at their convenience
- Request time off
- Casual employees can note their shift preferences
- View and edit their demographic, contact, dependent, and personal information
- View their benefit information
- View their banked time balances (vacation, overtime, etc.)

Better Management, Happier Employees

Managers have the ability to:

- Manage employee time off and shift requests
- Submit their own time off requests
- View and edit their own demographic, contact, dependent, and personal information
- View their own benefit information and hours banked
- View and print their own paystubs

A powerful new addition to the Virtuo MIS Human Capital Management Suite, Virtuo MIS Employee Self Service is a web-based, green solution that empowers employees and managers, increases efficiency and accuracy, and saves paper and money by allowing staff to manage employee information online, on their time.

About MediSolution

Founded in 1974, MediSolution, a wholly-owned subsidiary of Harris Computer Systems, is a leading information technology company, providing ERP software, solutions and services to healthcare and service sector customers across North America.

Over 400 healthcare, public and service sector organizations rely on MediSolution's systems to maximize their operational efficiencies, lower their costs and improve the delivery of services.