



HR Employee Self-Service

Give Employees Ownership

Paypro's Robust HRIS

Paypro's robust HR system, Ascentis HR®, is an easy to use, wizard based HR management system that manages and tracks employee data throughout the entire employment cycle. As an option to Ascentis HR®, Paypro's HR Employee Self Service gives employees immediate access to their HR, benefits and payroll information via the web. The benefit of an HR Employee Self-Service solution is proven in the drastically reduced call volume to both your human resources and payroll departments.

Save Time by Automating

The amount of paperwork generated in traditional benefits enrollment is staggering. HR managers and their teams can spend weeks on traditional, manual open enrollment processes. Employee benefits software like Paypro's HR Employee Self-Service, saves several weeks of your HR team's time by automating these processes and putting them into the hands of the employees through online open enrollment.

Comprehensive Benefits Management

Employees participate in new hire and online open enrollment with the ability to view:

- Benefit Enrollment Summary
- Plan Comparisons
- Plan Documents
- Beneficiaries
- Employer Contributions to Benefits

Contact Paypro Today

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Benefits of Implementing HR Self-Service

Paypro's HR Employee Self-Service gives employees immediate, online access to personal HR, benefits, and payroll information.



Employees will be able to access and change:

Personal Information

- Name
- Address
- Phone Numbers
- Emergency Contact
- Dependent Information

Payroll Information

- View and print current and prior pay information as well as their W2s
- Create, change or delete direct deposit information
- Generate W4 changes online

Attendance

- View their leave balances and request time off
- Track where their leave is in the approval process
- Submit timesheets and view schedules online

For More Information

For more information on Paypro's HR Employee Self-Service, please contact Paypro or your Customer Service or Educational Services Rep.