

# E Series Employee Self Service

➔ Infor HCM E Series Employee Self Service is a role-based solution that extends the value of your Infor HCM application by empowering employees to manage personal information contained in 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, automating and streamlining 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 get the ability to manage it at a time and place that is most convenient to them. In the process, the HR staff becomes more responsive to its internal customers and achieves greater efficiencies by spending less time on administrative tasks and more on strategic activities that help the business.

## Leverage experience.

For companies using the Infor HCM E Series solution, there is a solution that delivers the dual benefit of employee empowerment and HR efficiency. Infor HCM E Series Employee Self Service is a role-based solution that extends the value of your Infor HCM application by empowering employees to manage personal information contained in HR systems.

The solution also gives your HR department a flexible, efficient way to maintain both personal and global HR information via the 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 E Series Employee Self Service provides your employees with tools for viewing and managing personal- and salary-related information. The web solution is easy to install, and features administration and configuration capabilities that help balance the need for security with easy employee accessibility during and after normal business hours. By automating many of the features in the Infor HCM E Series application, you save time and improve information management across the enterprise. With Infor HCM E Series Employee Self Service, your employees can leverage a wide range of specific capabilities, including:

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

*View and manage payroll information.* Employees can view current and prior payroll information, update W4 tax forms and direct deposit account information, and view electronic earnings statements and W2 tax information anytime, anywhere over the web.

*View benefits information.* Employee Self Service is integrated with the HCM Benefits Enrollment system, providing employees with a consolidated point of entry to employee and benefit information with a common look and feel.

*Access manuals and directories.* Employee Self-Service gives employees access to the manuals and directories published on your intranet or website. These include employee directories, corporate announcements, and policy manuals.

## 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 E Series Employee Self Service can free these professionals from “administrivia” so they play a more proactive, strategic role in your organization. Infor HCM E Series Employee Self Service can significantly strengthen the contribution your Human Resource department makes to your business by:

- Extending the value of other Infor HCM E Series capabilities
- Improving the productivity of employees and HR staff
- Improving the responsiveness of the HR department
- 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 one of the largest providers of business software in the world. For additional information, visit [www.infor.com](http://www.infor.com).

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Contact your local Infor office regarding availability of products in your region.

The Infor logo consists of the word "INFOR" in a bold, sans-serif font. The letters "I", "N", "F", and "O" are black, while the letters "R" and "O" are red. A small trademark symbol (TM) is located to the upper right of the final "O".