



Grant Prideco, the world's largest manufacturer and supplier of oilfield drilling products, leveraged Infor HCM Infinium Self Service to reduce its HR transaction processing time by 50 percent.



## INFOR HCM INFINIUM SELF SERVICE

### DO BUSINESS BETTER.

HR professionals must constantly search for ways to make their company's human capital management strategy produce a direct—and positive—impact on the bottom line. For most HR teams, the search is focused on finding ways to automate and streamline human capital management processes.

Forward thinking companies are discovering that providing employees and managers with self-service capabilities is one of the best ways to achieve meaningful cost avoidance in human resource programs. With self-service HCM, managers and employees spend less time on unproductive and unrewarding administrative tasks and have the flexibility to perform HR tasks or access information whenever they want.

### LEVERAGE EXPERIENCE.

To help customers empower their managers and employees with self-service HR capabilities, Infor™ has developed Infor HCM Infinium Self Service, a web-enabled solution that reduces the time and expense of human resource processes. This solution allows managers and employees to directly access and manage virtually all HR information, including payroll, benefits, time, and personal information.

The business efficiencies extend to the HR department, where processes are streamlined so staff can spend more time aligning human resources with strategic business objectives.

## GET BUSINESS SPECIFIC.

Integrated into the overall Infor HCM solution, Infor HCM Infinium Self Service makes it possible to manage critical and sensitive information in a secure, centralized database. Delivering easy access for both employees and managers, Infor HCM Infinium Self Service provides a webbased interface to the information and tools employees and managers need to complete administrative tasks and do their jobs more efficiently. The solution supports the integration of content and services by delivering capabilities for manager self service and employee self service, as well as additional functionality.

### Manager self service.

The manager self service component provides rich capabilities specific to the responsibilities of managers. The functionality is flexible, giving managers the ability to decide what information and what groups of employees to view and manage. It also allows managers to assign alternate approvers, as needs warrant. The key capabilities in manager self service include:

*Manage work-event changes.* Infor HCM Infinium Self Service allows managers to create and complete employee workevent changes, including hiring, rehiring, salary changes, promotions, transfers, status changes, layoffs, leaves of absence, terminations, demotions, employee grievance actions, and changes in employees' personal information. Managers can view all work-event changes for an employee or filter the data for a specific date range.

*View employee profiles.* The solution provides an easy way for managers to view employee-related information, including personal information, primary emergency contacts, education, licenses and certifications, company property issued, and vehicle information.

*Manage employee time off.* Managers can access a graphical presentation of employee time off for the past, present, and future. For the dates selected, the calendar includes a description of the types of time off, including vacation, illness, holiday, disability, family leave, jury duty, military leave, and others. Managers can use color coding to identify the approval status of each request.

*Perform ongoing time management.* Infor HCM Infinium Self Service enables managers to enter and approve time sheets for their employees.

*Manage performance reviews.* The solution helps managers keep current with performance review responsibilities by presenting information on which performance reviews are due, and when.

*Conduct salary planning.* With Infor HCM Infinium Self Service, managers can create, update or delete salary plans. Managers can enter increase, bonus or miscellaneous amounts for each employee or enter a dollar amount or percentage and apply it to multiple employees. The solution allows managers to initiate salary change transactions for all employees or selected employees with an effective date and reason. Infor HCM Infinium Self service leverages basic data about one or more employees to calculate and display the current annual salary for each employee by using base pay, base pay frequency, regular hours, and schedule pay periods.



### **Employee self service.**

With the employee self service, employees have online access to virtually all relevant HR related information, as well as the ability to make changes and request management approval. The solution features flexible, easy-to-use tools that help employees:

#### *View and manage personal information/preferences.*

Employees can easily change passwords; view and update personal information such as address, emergency contacts, education, property, licenses and certificates, and automobile information. Employees also can choose to view information in either English or Spanish.

*View and manage payroll.* With Infor HCM Infinium Self Service, employees can enter time worked and submit a timesheet for approval and then access the timesheet later to add more entries. In addition to standard time entry, the solution supports the time clock method, which allows employees to enter in and out times for combinations of income types, projects or organizations. Infor HCM Infinium Self Service enables employees to view paycheck earnings statements and view previous year check history in summary form. In addition, the solution enables employees to view their W2 form and view and change direct deposit information and tax-withholding information.

**Delivering easy access for both employees and managers, Infor HCM Infinium Self Service provides a web-based interface to the information and tools employees and managers need to complete administrative tasks and do their jobs more efficiently.**

*View and manage benefits.* With employee benefits self service, all employees can view their current benefits, change dependent information, change beneficiaries, enter enrollment requests and enter benefit lifestyle changes when a qualifying event occurs.

*View and manage time off.* Infor HCM Infinium Self Service enables employees to request time off, and review current time-off information, including vacation, sick, floating, and holiday. The solution features a graphical calendar view of all time off in a color-coded format so employees can easily see what time off is pending or approved.

#### **Audit trail.**

Audit trail capabilities provide an efficient way to automatically link manager or employee change requests to an audit view for managers or approvers. The solution records the time and date of all manager or employee selfservice requests with their approval or rejection and makes this available in the audit view so a company can improve the efficiency and accuracy of its compliance with regulations such as the Sarbanes-Oxley Act.

#### **Additional functionality.**

Infor has included additional menu-tree items in Infor HCM Infinium Self Service that enable access to general company information and forms, in addition to external information, such as a benefit provider's website.



## SEE RESULTS NOW.

Infor HCM Infinium Self Service provides your company with the advanced technologies it needs to make better use of the power and talent of your management team and workforce. By delivering tools that make managers and employees more efficient and better able to focus on your core business objectives, Infor HCM Infinium Self Service can help your company:

Infor HCM Infinium Self Service can help your company:

- ▶ Reduce costs and increases productivity
- ▶ Empower and motivate employees
- ▶ Improve employee retention
- ▶ Expand its “green” footprint by eliminating costly and inefficient paper-based systems
- ▶ Speed decision-making
- ▶ Free your HR team to spend less time on tactical activities and more time focusing on strategic business initiatives

## THERE IS A BETTER WAY.

At Infor, we work with a core belief. We believe in the customer. We believe that the customer is seeking a better, more collaborative relationship with its business software provider. And a new breed of business software: created for evolution, not revolution. Software that's simple to buy, easy to deploy, and convenient to manage. Our 70,000 customers in more than 100 countries stand with us. We look forward to your sharing in the results of our belief. There is a better way. For additional information, visit [www.infor.com](http://www.infor.com).

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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 "A" are red. A small trademark symbol (TM) is located to the upper right of the "R".