

SAVE TIME

Saved time of HR teams due to reducing the number of simple requests and repeated questions from employees.

PRODUCTIVITY

Improved productivity of employees as they spend less time on administrative procedures due to facilitated access to corporate knowledge.

EFFICIENCY

Reduced downtimes in the working process due to unified data about schedules and shift changes for employees and managers and automatic update notifications.

An employee self-service (ESS) portal is a secure platform that allows employees to access relevant, structured corporate data, collaborate and request HR, IT, or facility-related services. Often, an ESS portal is a part of an HR management system.

KEY FEATURES

- Employee personal data and updates.
- Employee onboarding.
- Employee and labor relations management
- Time management
- Compensation & benefits
- Corporate knowledge base
- Security
- Central employee Help Desk



EMPLOYEE PERSONAL DATA AND UPDATES

Enables employees to change personal data, preconfigured life events pages that allow employees to follow a series of steps related to each activity—marriage, divorce and birth or adoption of a child.

EMPLOYEE ONBOARDING

- Viewing and editing onboarding forms.
- Signing key employment documents.
- Reading and acknowledging policies.
- Connecting with other new hires.
- Having an online onboarding tour with personalized content, streaming videos and more.

EMPLOYEE AND LABOR RELATIONS MANAGEMENT

- Adding / updating personal information (employee photo, phone number, email address, location, etc.).
- Uploading / attaching documents to the profiles (training certificates, qualification records.
- E-signatures.
- Submitting complaints / suggestions.
- Notifications to employees on updates of corporate forms and agreements.
- Notifications to employees on scheduled personal data updates, agreement re-signing.
- Employee satisfaction survey.

More Features and Benefits



TIME MANAGEMENT

- Time tracking.
- Scheduling and editing shifts.
- Automated manager notifications about schedule changes.
- Tracking a manager's approval of schedule changes.
- Room and resource reservation calendars.
- Enrolling to training courses.
- Vacation scheduling, time-off request and scheduling (e.g., sickness, annual leave, study or parental leave).

COMPENSATION & BENEFITS

- Bank account information update.
- Access to time sheets, W-2s, 1099-S forms, etc.
- Charitable contributions.
- Automatic savings management.
- Travel expense reimbursements.
- Benefits management (viewing benefits info; benefits enrollment; choosing packages).

CORPORATE KNOWLEDGE BASE

- Corporate handbooks, guidelines, policies.
- Corporate training materials.
- HR announcements and events.
- Blog.
- Media galleries.
- Discussion boards (to follow discussions, pin the best answer to the top of the discussion, vote for an important topic or a helpful answer).

SECURITY

- Multi-factor authentication.
- Content retention and deletion policies.
- Permission levels to access and edit employee data.
- Employee data encryption.
- Compliance with internal and external (e.g., SOX, PCI DSS, GDPR) security standards and regulations.

CENTRAL EMPLOYEE HELP DESK

- Requesting HR, IT, facility service.
- Tracking the status of all requests.

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