



Deploying employee self-service is a major new trend in HRIS technology, with a return on investment noted almost immediately. Most systems, however, are prohibitively expensive and difficult to implement.

*Not so with **OPEN4®!** The eSS System is affordable and can be implemented quickly – improving employee satisfaction by giving them access to their information – easing your workload to let you focus on more critical tasks.*

eSS GENERAL

- Internet, Intranet, or kiosk access
- Directly accesses the OPEN4® database
- Audit log reflects all changes made
- Designed to be extremely easy to use – even people with little or no computer skills can navigate the system with minimal effort
- Customizable desktop, using your own logo and desktop design
- A 'What's New' scrolling message bar is included, to post company news and events, i.e. company picnic, safety stats, and more
- Automatic log-off if the System is left inactive for a pre-established time period



TRAINING

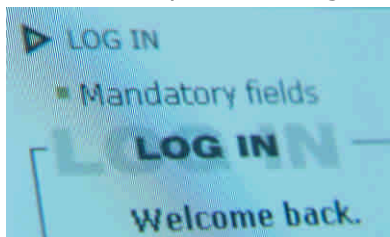
- Displays courses already taken
- Displays courses required, but not yet taken, or required repeat courses
- Displays full course catalog, including course prerequisites
- Request enrollment in a class or, if already enrolled in a class, request a drop

BENEFITS

- Displays current benefits, enrollment options, and dependents/beneficiaries
- Dependent/beneficiary updates, additions
- Life event changes
- Selection of eligible benefits during open enrollment periods
- View employee and company contribution amounts
- Display of vacation and other paid-time-off taken and available

OTHER FUNCTIONS

- Display check history in a check format, including all pay, tax, and deduction detail
- Address and telephone changes



- Emergency contact changes and additions
- Display direct deposit account information
- Display current W-4 status
- Company Directory; employee handbook
- Suggestion Box
- And much, much more...



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