



Accero Manager Self Service (MSS)



Give your managers Web access to HR information about their direct reports

Introducing Real-Time Staff Management — Anytime, Anywhere

If you're part of a Human Resources team, 60 to 80 percent of your time may be spent on administrative tasks, such as dealing with time-off requests or helping define employee skillsets. Many of those tasks focus on basic day-to-day manager and employee issues. Simply put, your time could be better spent on more strategic company efforts.

With Accero Manager Self Service (MSS), HR administrators are no longer tied down doing repetitive data entry projects. MSS complements Accero Employee Self Service (ESS), the Web-accessible solution for employees, by empowering front-line managers to retain control over the staffing decisions they make—with online access to key data.

The screenshot shows the Accero Manager Self Service (MSS) web interface. The top navigation bar includes 'Home', 'Personal', 'Manager', and 'System Admin'. The 'Manager' tab is active. The main content area is titled 'Time Off Requests' and displays details for a specific request. The employee name is 'Michael Thomas Kapuscinski 4002 CLERK/PAYROLL'. The request details include: Start Date: 06-22-2009, Request Type: Vacation Regular, Number of Days: 3, Include Weekends: No, Hours Per Day: 8.00, and Status: Pending Mgr Approval. There are 'Approve' and 'Deny' buttons. Below the details is a table of recent requests.

Edit	Start Date	Request Type	Number of Days	Status
✖	06-22-2009	Vacation Regular	3	Pending Mgr Approval
✖	06-18-2009	Sick	1	Pending Mgr Approval
✖	06-01-2009	Vacation Regular	20	Withdrawn
✖	03-18-2009	Vacation Regular	5	Approved
✖	04-13-2009	Funeral Immed Family	3	No Approval Required

*Requests exceeding balances are shown in Red

Accero Self Service

Accero's Self Service package gives employees and managers secure online access to key HR data. Self Service is an optional component of Accero Cyborg™, which includes integrated modules for the administration of HR, Benefits, Payroll and Reporting/Analytics.

When an employee requests time off, the manager is automatically notified and may immediately approve or deny the request.

Key MSS Benefits:

- Browser-based Internet/Intranet access
- 24x7x365 access to HR data
- Integrated, dynamic data exchanges
- Reduce administrative work for HR
- Ensure company-wide HR compliance
- Empower Managers
- Automate managers' tasks
- Streamline requests and approval process
- Online access to handbooks and procedure manuals
- Secure, controlled access rights
- Quickly view employee profiles
- Support a distributed or even a global work force
- Audit reports of all IE transactions
- Feature rich, customizable solution
- 50+ features can be enabled or disabled

Efficient, Accurate, Timely, Secure

With MSS, managers have immediate control over their staff requests or HR-related data changes. For instance, a "Manager Inbox" function alerts a manager when action needs to be taken on an employee request. Managers decide whether to approve or deny the employee's request and can send a response immediately to the employee. These manager-employee exchanges and transactions are documented in audit reports.

MSS assists managers in other ways, such as in requesting and securing new talent for their teams via an online requisitions feature. Or by displaying the current leave status of all direct reports at any point in time. Plus, managers are able to quickly view employee profiles.

MSS helps ensure staff compliance. A 'Day-One' wizard requires new employees to view all their data at least once. And MSS is secure. An initial setup screen lists all Web pages in the system, where access rights from view only to full editing capability are assigned by the system administrator.

Managers can use MSS to:

- Approve or deny staff time off requests and staff skill set changes
- View staff plan time off and balances
- View the requisition along with the applicant
- View staff personal data and staff work data as needed
- Apply for internal jobs

Motivate Your Managers

Lee Iacocca said, "Management is nothing more than motivating other people." One of the best ways to motivate your managers is through empowerment. MSS gives managers automated processes and the staffing data they need exactly when they need it.

Accelerate Your Success!

Accero products are backed by our world class Accero Professional Services team. With an average of more than 15 years of industry experience, our consultants provide comprehensive technical assistance—from requirements definition and system configuration, to implementation and acceptance testing, to ongoing training classes and workshops.

Accero: A Trusted Source for 35 Years

Founded in 1974, Accero (formerly Cyborg Systems) delivers high-performance, best-fit solutions for HR and payroll processes to organizations of all sizes and in all major verticals in the United States, Canada, and the United Kingdom. Trusted, innovative, customer-driven, and visionary, Accero remains an industry-leader in creating best-in-class human resources and payroll solutions that transform departments into strategic business assets and models of results-driven productivity. Simply put, our scalable, customizable solutions streamline processes to help make enterprises more efficient.

