



Accero Employee Self Service (ESS)



Empower your employees to access & update their HR information—anywhere, anytime

Immediate Control of HR Data

Accero Employee Self Service (ESS) provides a secure, Web-based solution that reduces the burden on HR administrators while allowing employees to update their information directly. Your company's HR data will always be current, accurate and compliant. Supervisory or personal information can be securely accessed anytime from anywhere—when it's convenient, needed and allowed.

The screenshot displays the Accero ESS interface. The top navigation bar includes 'Home', 'Personal', 'Manager', and 'Administration'. The left sidebar lists various HR functions like 'Pay Advice Current', 'Benefits Enrollment', and 'Time Off'. The main content area shows 'Pay Advice Current' for 'Your Company, Inc.' and 'Mr. Alexander Bloom'. It includes fields for Employee ID (3001) and Base Salary/Rate (\$70.00/hr). Below this, 'Payment Details' are shown for payment number 00000024, with a period from 4/26/2009 to 5/9/2009. The 'Earnings' table shows a total pay of \$7,452.11 for the current period and \$56,700.36 year-to-date. The 'Taxes' table shows a total of \$180.00 for the current period and \$1,530.36 year-to-date. The 'Deductions' table shows a total deduction of \$4,811.77 for the current period and \$32,412.30 year-to-date. A 'Miscellaneous' section at the bottom notes that certain amounts are informational only.

Description	Hours	Rate	From Date	To Date	Current	Year to Date
Regular Pay	60.00	70.0000			4,200.00	23,166.66
	20.00	87.9165			1,758.33	
Sick Pay						66.67
Bonus						10,000.00
Vacation						18,687.50
Recognition					291.86	291.86
FLSA Adjustment	7.00	78.7857	1/1/2009	4/30/2009	551.50	1,886.00
Medical ER					297.92	1,191.67
TB EE Term Life					352.50	1,410.00
TOTAL PAY					\$7,452.11	\$56,700.36

Description	Current	Year to Date
FICA-OASDI	200.00	180.00
Federal W/Htax	750.00	6750.00
FICA-HI	35.32	317.88
Illinois	170.04	1530.36
NY State Deab	0.00	525.00

Description	Current	Year to Date
Medical FSA	297.92	2681.28
BC/BS Pre	16.81	151.29
BC/BS Post	44.08	396.72
Child Care FSA	297.92	2681.28
Met Life Pre	42.00	378.00
Met Life Pro	75.00	675.00
Cigna Dnt Pre	8.50	76.50
Cigna Dnt Pro	42.75	384.75
Stock Purchase	53.91	485.19
Charity	6.09	54.81
Mortgage Account	400.00	3600.00
Savings Account	200.00	1800.00
Net Pay	\$4,811.77	\$32,412.30

If you are an HR administrator, you'll no longer be distracted chasing down forms or doing repetitive data entry. Instead, you'll have more time to spend on your projects, counseling employees and supporting company strategy.

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.

ESS provides an easy to learn Web-based interface that's backed up by clear, simple instructions on every page.

Key ESS Benefits:

- Leverage Accero system Payroll/HR Benefits data
- Browser-based Internet/Intranet access
- 24x7x365 access to HR data
- Integrated, dynamic data exchanges
- Reduce administrative work for HR
- Eliminate repetitive data entry
- Ensure company-wide HR compliance
- Empower employees
- Streamline requests and HR approval processes
- Access and print personal HR forms
- Online access to handbooks and procedure manuals
- Secure, controlled access rights
- Support a distributed or even a global work force
- Audit reports of all ESS transactions
- 'Day-One' Wizard allows new employees to enter all their data at once
- Feature rich, customizable solution
- 50+ features can be enabled or disabled

Employee Self Service Serves All

Empowering an employee to update his or her key information fosters trust and develops loyalty. It's meaningful information about their lives. Plus, offering self-serve access to this information makes your organization more efficient. And you configure all workflow approval and auditing processes to meet your specific requirements.

With ESS, Employees can:

- View and update personal details
- View current and historical Pay Information details
- Manage direct deposit data
- Request time off
- View time off balance and history
- View and update skill set, education and memberships
- View, Print current and historical W-2, T4's Relevés

Simple to Use, Easy to Understand

ESS provides an easy to learn Web-based interface that's backed up by clear, simple instructions on every page. Most overview pages include a details button that provides additional information. Company handbooks and procedure manuals can be embedded as HTML or PDF files or as links for quick look-up; you decide how you want to make that information available to employees. Links to other pages enable ESS users to move around the system quickly.

No Surprises, Just More Productivity

Sixty to eighty percent of an HR professional's time is spent on administrative tasks. Now, with ESS you can automate many of those tasks. Empower employees. Ensure compliance. And give your HR team more time to focus on important company projects. Dynamic organizations deserve dynamic information.

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.

