

Self-Service Module Overview

What makes Subscribe-HR Different?

The Self-Service Module allows HR Specialists to devolve responsibility to and EMPOWER Employees. With HR Specialist under increased pressure to do more with less, the Self-Service Module reduces the amount of time spent on administrative tasks and increases Productivity allowing Human Resources to focused on Strategic initiatives. Employees and Manager can interact with their own information/team as required by Human Resource best-practise and process dependent on internal requirements. Data can be captured seamlessly and centrally stored for reporting and analytics purposes. The Subscribe-HR Self-Service Module can be easily and rapidly launched. Configuration can be performed by non-IT users. This presents a substantial cost saving. The Subscribe-HR Turn-Key solution comes pre-configured though can easily be re-configured to suit your specific requirements. **KEY FEATURES INCLUDE:**

Navigation:

- Quick Links
- Quick Search
- Bread crumbs
- Sort and Filter

Specialist Tools:

- Absence Planner
- Employee Absence Calendar
- Org Charting
- Metric and Analytics
- Dashboard Report View
- Share Reports with other Managers
- In-Box for Workflow and Reminders

Core Functionality:

- All Core HR and Recruitment features

Enterprise Components:

- Multi-Language
- Multi-Currency
- Multi- TimeZone

Productivity Tools:

- Reporting - HR and Other Managers
- Workflow and Reminder
- Absence Management
- Absence Request and Authorisation
- Timesheet Authorisation

Quick Launch

- Send Log-in details to user quickly

Security

- Granular Field Level Restriction
- User Groups
- Unlimited Group Set-up
- User Access by Module
- Change Password on Request
- Self-Service User Audit at Field Level
- Pre-Configured User Groups:
 - Employee Self-Service, Manager Self-Service, Directors and Executive, HR Administrator, Recruitment Administrator, HR Manager, Recruitment Manager.

About Subscribe-HR

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Subscribe-HR delivers On-Demand, Pure-Play Human Resource Software-as-a-Service. Our Solution enables Businesses to become more Dynamic and Agile, and focus on core Business Activities.

Moving forward, it is critical to the success and prosperity of all businesses that Computing Solutions which deliver Value, Scalability and Flexibility are utilised.

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