

WHAT IS ESS/MSS PORTAL?

ESS can be of exponential benefit to your HR department and to the whole company by saving costs and time, reducing human errors or increasing data accuracy and efficiency.

ESS – „employee self-service“



Employee self-service is a web enabled tool used to update their own work-related data by the employees themselves.

MSS – „manager self-service“



Manager self-service is a web enabled tool used for managers to access reports and approve requests from subordinates.

MAIN CHARACTERISTICS OF ESS



Editable data on various access levels – based on access rights



Web-based or cloud-based software as a service – available online



Available 24/7



Highly secure, password protected (often biometrics)

WHAT DOES THE MAJORITY OF ESS PORTALS ALLOW?

- Centralized and efficient communication for all branches.
- Change employees' personal information such as an address, contact information, bank account.
- View payroll information, even download pay slips.
- Access handbooks and company guideline/policy documents.
- If the system provides T&A section, ESS allows to submit time-off requests, receive approvals and plan vacation.
- Store job position-related documentation (contract, addendums, assets list).
- Ask questions in „hotline“ feature.
- Get an overview of company benefits and events, usually with enrolment function.
- Manage business travel.

