

EMPLOYEE PORTAL



The AccuFund Employee Portal web solution gives employees direct entry/access to payroll and summaries of financial data through a browser-based application.

In the payroll component, employees can enter/approve timesheets, select benefits during open enrollment periods, and print their own pay stubs. The online portal saves HR/payroll departments time by cutting down on paper shuffling.

Employees can get a current look at important financial data via the custom dashboards assigned to them. They can also run and view approved financial reports and receive important agency news.

The AccuFund Employee Portal empowers your employees to work faster and smarter with immediate access to the data they need from anywhere they have Internet access.

OVERVIEW

The Employee Portal is a web browser tool that enables employees to access agency data from the internet or intranet. Within the portal there are individual components including:

- Employee Self-service
- Timesheet Entry
- Financial Reporting and Dashboards.
- Employee News

FEATURES

Employee News

- Employees can view the organization's public news and event information as soon as they get on the portal home page.
- After login they can view private, internal news, and information and access the other modules.
- News articles can have automatic termination dates and provide a full complement of html formatting tools.
- Documents such as medical and tax forms can be attached to news articles allowing employees to download them for completion.
- Instantly let employees know of important updates and information such as timesheet due dates, reminders of holidays and other special events.

Employee Self-Service

With the Employee Self-Service module, employees can access Human Resource data and view/print their pay stubs and W2s.

- Human Resources Department controls what items an employee can see and the timeframe for access, such as insurance open enrollment periods. The employee can also view and change their address, phone numbers, contacts.
- For each item, Human Resources controls if the employee can just view an item, change an item directly or change an item with a review and approval step.
- Self-service improves access to data by employees and reduces paper documents flowing through the organization.
- The employee can see the last 18 months of pay checks, view the pay stub in the browser, or display the whole check in a PDF format for local printing or saving.
- Self-service reduces employee requests for copies of stubs and W2s needed for mortgage applications and other purposes.

FEATURES CONTINUED

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Time can be entered in a variety of ways depending on the needs of your organization, including calendar entry.

Employee Time-Entry

The Employee Time-Entry module allows employees to enter their time sheets and view/print prior time sheets.

- Employees can enter their time sheets on a daily basis for a payroll period. The organization chooses daily entry or clock-in and clock-out times for breaks. A space is available for including notes to explain hours worked or overtime.
- Once an employee completes and submits a time sheet, a multi-level approval process begins, in which supervisors, department managers and other required approvers review, make any necessary adjustments and approve the time sheet. Each approval level can approve, deny, or make adjustments before approval.
- Once a time sheet is approved by all approval levels, it becomes available in the Payroll module in the AccuFund Accounting Suite.
- Employees can view their history of time sheets and print a PDF report of them to a local computer.

Reports & Dashboards

The Employee Portal's Reports module enables department managers to run their own reports on financials and ledger activity. They can also see reports that they or the finance department have scheduled to run.

- With the Dashboard's capability, employees can create customizable views of budget and ledger information depending on their administrative privileges.
- Dashboards allow employees to pull any data in the General Ledger and other modules in the AccuFund Accounting Suite into a standard report and configure it to generate pie charts, bar charts, line graphs, etc.
- Dashboards can be converted to a grid view instead of using a graphical view.
- Multiple dashboards can be created for viewing current budget and trend lines for budget to actual over time.
- Each employee can customize their own dashboards and set up as many dashboards as they want.
- The dashboards have drill-down capabilities that allow users to double-click on a specific area of a dashboard and drill down to multiple levels of data.

COMPONENT INTEGRATION & AVAILABILITY

Employee Portal with Employee Self-Service and Employee Time-Entry modules is integrated with the following modules in the AccuFund Accounting Suite:

- Human Resources for tracking employees' change requests, updates to personal records or pay information
- Payroll for employee time sheet entry and management-level approval

- Client Accounting for tracking employee time devoted to clients who are managed in this module

The Employee Portal is available with both the Standard and Professional editions of the AccuFund Accounting Suite.