



## Self-Service

### How self-service can empower your employees

#### Employee self-service anytime, anywhere

An emerging theme, which will become more prevalent in future workplaces, is empowerment.

Technology lies at the heart of empowerment: it enables everyone to stay connected, access data and make more informed decisions.

ELMO Self-Service acknowledges this, empowering employees and managers to update and review personal data relating to pay, annual leave, performance, and more.

ELMO Self-Service reduces the heavy administrative burden by automating core HR + payroll tasks.

#### Other modules also available in

#### ELMO Pay



Payroll



Rostering / Time & Attendance



#### Improve Engagement

Empower your employees to get more out of their HR & payroll system in their own time.



#### Save Time and Money

Reduce cost and save time by providing employees with their data available anytime, anywhere.



#### Increase Productivity

Enable employees to track their KPIs, engage with their managers and discuss performance.

### Key Benefits

ELMO Self-Service empowers employees to take control of their personal data and undertake many of the administrative tasks traditionally undertaken by HR and support staff. It also provides managers with all the data necessary to make more informed decisions.

Using ELMO Self-Service, employees can access and update their data anytime, anywhere. For example, they can get real-time leave balances, make leave requests, update their KPIs, complete timesheets, and access payslips and payment summaries.

ELMO Self-Service enables managers to keep track of employee absentee rates and performance, approve leave requests and access other vital staff information from the one location.

By automating and digitising these functions, ELMO Self-Service can also help your organisation go paper-free.



# Self-Service

## Key Features

- ✓ Increase productivity by reducing the burden on HR and support staff
- ✓ Save time and admin cost by enabling employees to update and review their own data
- ✓ Improve employee engagement by empowering them to update and review their own data
- ✓ Provide real-time updates for employees and managers
- ✓ Empower employees to review and update KPIs
- ✓ Allow access to payslips and payment summaries
- ✓ Request and check leave balance
- ✓ Access employee information and utilise team analytics and dashboards
- ✓ Go paper-free with automated and digitised processes
- ✓ Access employee information and utilise team analytics and dashboards

## Great alone, better together!

Harness additional benefits from ELMO Self-Service with the following complementary modules:



### Payroll

Provide seamless, cloud-based payroll services to your organisation with ELMO Payroll. In-depth reports allow permitted users access to historical and current payroll data to identify trends or anomalies, while an intuitive user interface assists in managing employees across one or multiple payroll cycles.



### Rostering / Time & Attendance

Retrieve timesheet and Award rate information from ELMO Rostering / Time & Attendance to ensure staff are paid correctly in accordance with compliance requirements. With accurate time & attendance tracking, you can control your employment costs more effectively.



**ONE** vendor  
**ONE** dashboard  
**ONE** user-experience

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