



ADVANCED ACCESS & SECURITY SOLUTIONS

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Workforce Management

Synerion Direct Employee/Manager Self Service

Synerion Direct, Synerion's new Employee Self-Service (ESS) and Manager Self-Service (MSS) system, enables direct access to information, updates, and communication between employees and managers in matters of attendance, absences, tasks, and work schedules.

A clear view of all data that is important to you

Based on an authorization system, Synerion Direct allows managers and employees to view information relevant to their jobs. The innovative and friendly interface is easy to navigate and supports your work processes.

Proactive alerts and notifications provide control and call your attention to topics that need immediate reaction and update. Embedded analytics reveal important business indicators in real time, allowing monitoring and necessary adjustments.

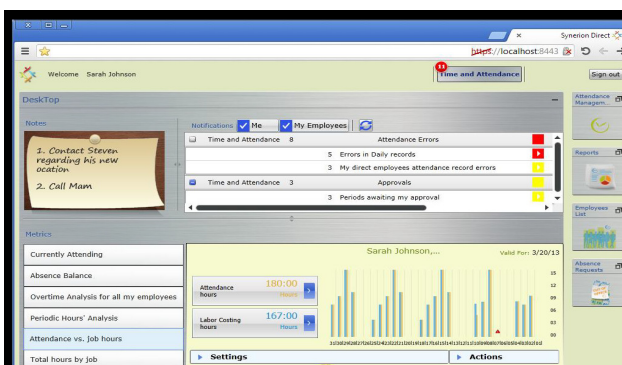
An innovative and user friendly interface encourages the utilization of the system and enables easy deployment.

The accessible information enables direct and fast communication between employees and managers, without having to wait for information and/or approvals from other business units.

With Synerion Direct you can automate work processes, reduce administrative tasks, prevent errors and minimize paperwork.

Key Benefits of Synerion Direct:

- Fully adapted to the needs of the organization
- Innovative user interface, with easy and intuitive navigation between different applications, using tiles
- Dashboards and graphic displays provide you with valid and reliable information that you can edit, approve, or reject in real time
- Proactive alerts and notifications allow for early detection of problems and corrective actions
- Simple automated workflows reduce administrative work and prevent errors due to manual data entry
- Accurate and accessible information for direct and fast communication between employees and managers, without the involvement of other business units.



Workforce Management Synerion Direct

Main Features

Interface

- Web interface for data viewing and updating
 - Direct and convenient access to workforce management applications (time and attendance and absence management, labor costing and scheduling, depending on the systems deployed in the company) using friendly tiles-based interface
 - Intuitive in-context design (displays only the relevant menus and action buttons).
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Workforce Management Processes Support

- Accessible valid data for real-time reporting, updating and request approval/rejection
 - Real-time submission of absence request/ report to the supervisor, including attachments such as medical certificates
 - Comprehensive view of the overtime of the employees reporting to the manager, including the ability to reject or specify partial amount of overtime to be transferred to payroll
 - Absence balance displays by period and absence codes. For example – bar charts of current year vacation allowance, usage and balance
 - Periodical errors/exceptions reports to prevent bottlenecks in the payroll department at the end of the month
 - Employee and manager approvals before data transfer to payroll.
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WFM Control

- Proactive alerts and notifications:
 - o Alerts that call for action based on priority and type
 - o Notifications such as: exceptions that should be approved, vacation requests, supervisor approval of employee report and more.
 - Embedded analytics:
 - o Visualization of attendance/absence time without the need to generate reports
 - o Attendance/absence data displays, analysis by type of hours (standard, overtime etc.), by employee, period and more
 - o Displays of historical data, current status and planned
 - Option to export reports and graphs in several formats
 - Built-in connectivity with Synerion Analytics BI system
 - A variety of reports for employees and managers.
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Authorizations

- Direct access to comprehensive data relevant to employees and managers, and the ability to update the information based on an authorization, monitoring, and security mechanism.
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Languages

- Supports seven languages, and can operate concurrently in two languages.
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System

Requirements

- Synerion time and attendance system (TimeKeeper)
 - Environment: Windows Server 2003 SP3 or higher Database: MS SQL 2008 or higher
 - Browser: IE7 or higher, Firefox 3 or higher / Chrome.
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