



Employee Self Service (ESS)

Integrated Administrative Software for Education

Employee Self Service Features

- Browser access for easy, intuitive data lookup by employees, including:
 - Basic personnel data
 - TB test expiration date
 - Payroll check history (w/ PDF copy)
 - Leave balances & detailed activity
 - W2 history (w/ PDF copy)
 - Credentials (incl. expiration dates)
 - Degrees & Name History
- Real-time access of QSS/OASIS data
- All data is encrypted between the browser and the server via HTTPS
- District-specific customization of ESS home page, help text, notes/messages and other layout elements
- Customize which fields are displayed or hidden from a user or groups of users *
- Employee generated leave requests and related approval work-flow *
- Flexible, robust and easy to administer role-based security
- QCC “instant” connect
- Active Directory/LDAP authentication and single sign-on integration
- Ability to retrieve employee data across district boundaries
- Shared administration with other QSS web applications, such as Professional Development System (PDS)

Employee Self Service Integration

- Position Control
- Payroll
- Human Resources
- Leave Tracking (ABT)
- PDF Interface

Customer Benefits

Employee Self Service provides staff with easy, real-time access to their data.

ESS can help reduce the costs of printing payroll direct deposit and W2 forms, providing a more paperless environment with fewer phone calls and e-mail messages to Payroll and Human Resources staff.

Simple to install and maintain – little or no down-time, even when installing updates. Scales from hundreds to thousands of users.

Summary

The QSS/OASIS Employee Self Service system streamlines employees’ access to their data without involving district staff.

* current work-in-progress