



### Incorporates the following key modules:

#### Administration Module

Allowing an administrator to:

- Configure manager and employee access rights
- Configure manager and employee triggers & reminders
- Control approval of updated records
- Comprehensive audit trail

#### Manager Self Service Module

Allowing a manager to:

- View employees under management supervision
- Approve or decline annual leave requests
- View employee operational records
- Run management reports for supervised employees

#### Employee Self Service Module

Allowing an employee to:

- Request annual leave online
- View and amend personal details
- View annual leave balance
- Request training
- Access employee directory

**ESS is Hallmark Solutions latest HR software system, providing employees with secure access to their own personnel records and the facility to make common HR requests online.**

### ESS Benefits

#### Saves Time

Speeds up response times to common HR requests and once approved will automatically update PAMS. Employees can access their own personal details instantly with HR defining and controlling the systems access rights.

#### Saves Your Organisation Money

The automation of many administration tasks streamlines HR operations allowing HR staff to concentrate on more strategic issues. ESS reduces paper-based transactions and cuts HR data entry workloads.

#### Empowers Employees

ESS gives employees ownership of their data, with the ability to check their annual leave balance, request annual leave and have authorisation from their manager or supervisor in a matter of seconds. Personal contact details and bank details can be easily viewed and updated.

#### What our Customers Say...

“The system has really modernised administrative processes, such as employee annual leave requests and changes to personal details.”

*HR Manager – Castlereagh Council*

“ESS has improved employee morale by empowering staff to maintain aspects of their personal records within the organisation.”

*HR Manager – Stranmillis University College*

“As a manager, ESS provides me with access to key operational information, such as current staff levels under my supervision, annual leave balances and strong management reports.”

*Leisure Services Manager – Castlereagh Council*

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