

# Employee Portal

Abacus HR software module

## Overview of functionalities MyAbacus employee dashboard



Customisable dashboard



Complete tasks



Send message



Enter working times



Modify personal data



View document dossier



View employees from own team



Process portal



Show employees present



Request vacation



Enter expenses



Enter services



Evaluations

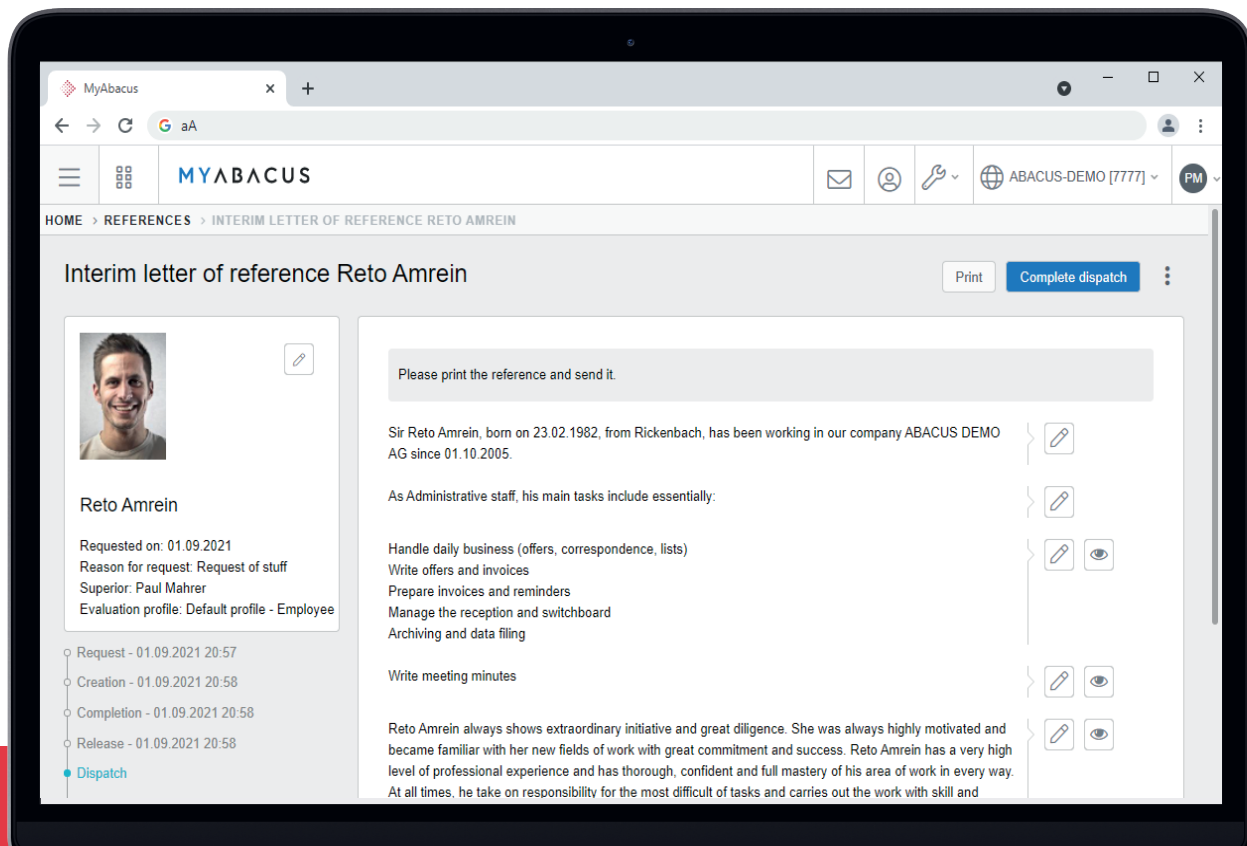
Employees enter master data changes in predefined processes. This not only saves time and money, but also minimizes potential sources of error.

Entering address changes, creating sick leave notifications or applying for child allowances consume a lot of time in an HR department. This major administrative undertaking is a thing of the past with the Employee Portal.

Thanks to the "Employee Self-Service (ESS)" function, employees and supervisors can access their personal data regardless of location. In addition to viewing their master data, absences, reporting or time recording, personal documents such as the monthly wage statements can also be accessed. The MyAbacus Employee Portal offers supervisors extensive evaluation options for the personnel

data of their subordinate employees. HR managers stay updated about every change and request and can approve or reject them.

In addition, customizable dashboards with company-relevant key figures are available. The views and masks are individually customizable to the own company and equipped with various filters. For example, the individual company logo can be used.



## Your benefits

- Once installed, the Employee Portal (ESS) is immediately operational and easy to use
- Supervisors can quickly view evaluations about team members via Manager Self-Service (MSS)
- Insights into time recording, absences, birthday lists, expenses and more are possible at any time
- Data security is ensured by individual access rights that can be defined on a higher level
- Most functions are also available on the go via the AbaClik smartphone app

More information can be found under: [abacus.ch/en/human-resources](https://abacus.ch/en/human-resources)

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