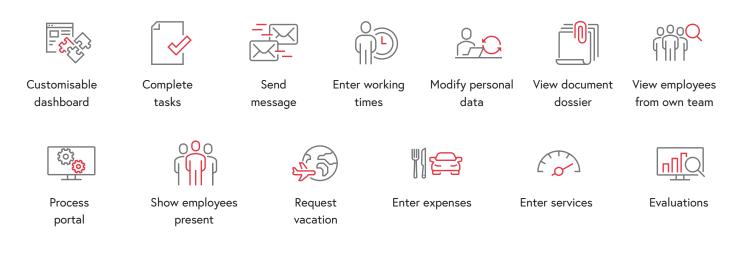
## Employee Portal

Abacus HR software module

## Overview of functionalities MyAbacus employee dashboard



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.



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ME → REFERENCES → INTERIM LETTER OF RE	FERENCE RETO AMREIN						
Interim letter of reference Re	eto Amrein			Pr	nt Complet	e dispatch	.
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	Please print the reference and send it.						
	Sir Reto Amrein, born on 23.02.1982, from Rickenbach, has been working i	in our com			EMO CO	1	
	AG since 01.10.2005.	in our com	рану Ас	JACOS D	EMO		
Reto Amrein	As Administrative staff, his main tasks include essentially:				Ø	]	
Requested on: 01.09.2021	Handle daily business (offers, correspondence, lists)						
Reason for request: Request of stuff Superior: Paul Mahrer	Write offers and invoices Prepare invoices and reminders						
Evaluation profile: Default profile - Employee	Manage the reception and switchboard						
o Request - 01.09.2021 20:57	Archiving and data filing						
Creation - 01.09.2021 20:58	Write meeting minutes				Ø		
Completion - 01.09.2021 20:58	Reto Amrein always shows extraordinary initiative and great diligence. She	waa alway	ua biablu	, moth of	d and		
	became familiar with her new fields of work with great commitment and suc						
o Release - 01.09.2021 20:58	level of professional experience and has thorough, confident and full maste						

## 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

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