



Employee Portal Information Display

Key Features

- Cloud application - no hardware to purchase, manage, or maintain
- Easy to setup and use
- Safe and secure with SSL encryption and security roles defined by the utility
- Integrated to the **Utilit-e Insight** Payroll module by secure web services
- Up-to-date and accurate information for employee to view
- Frees up time by automating manual processes such as time entry
- Creates employee ownership of their personal information
- Green application reduces paper shuffle
- Utility has control of which employees have access and to which areas
- Launch portal from the utility website or other application

Product Overview

Empower employees, reduce the paper shuffle, and increase the efficiency of the Human Resource and Payroll departments by implementing the PCS Employee Portal. The Employee Portal was developed to be an extension of the Human Resource and Payroll departments by providing employees with on-demand access to their personal information. It provides anywhere or anytime access to a self-service portal where their day-to-day questions can be answered.



Many Parts, One Great Solution

The Employee Portal consists of several areas, which include Employee Home Page (EHP), Employee Information Display (EID), Employee Time Entry (ETE), and Employee Documents (EDS). EHP provides an area for the employee to register and receive permission to access the site. EHP also provides for Company announcements, RSS feeds (news and websites), and a central area to launch to other modules.

EID allows the employee to view their personal information such as address, date of birth, marital status, exemptions, deductions, direct deposit information, pay stubs, and more. This information is automatically kept up to date as payroll records change. ETE allows the employee to enter and electronically submit their time for approval. EDS provides a central repository for access to company documents such as handbooks, manuals, links, and reports. Since the application incorporates secure web service calls, and the application integrates with the PCS accounting software **Utilit-e Insight**, it does not matter if the data is located at the PCS hosting facility or at the utility.

Log On From Home or Work

This web-based application allows employees to log on for access to the Employee Portal from most any browser, inside the office or from home. Because the software is in the cloud, there is no hardware to install or maintain.

Integration with Utilit-e Insight

This portal allows an employee to register a user name and password. The administrator or HR/Payroll Manager is allowed to tie the registered user name to an employee number in **Utilit-e Insight**. This link will tie the user name to the payroll record, providing a seamless integration between payroll and the portal.

Employee Information	
Personal Info Deductions Benefits Direct Deposit Payroll Checks History Inquiry	
Personal Info	
Name:	Henry E Brooks
Address:	123 Main St Denison, IA, 51442
Phone:	(712) 263-9999
Fax:	
Email Address:	
Contact Name:	
Date of Birth:	08/25/1953
Date Employed:	05/03/1976
SSN:	***-**-6789
Job Title:	Lead Lineman
Pay Type:	Hourly Employee
Hourly Rate:	\$30.15
Marital Status:	<input type="checkbox"/> Head of Household <input type="checkbox"/> Married-Joint <input type="checkbox"/> Married - Withhold as Single <input type="checkbox"/> Single
Employee Codes:	<input checked="" type="checkbox"/> Union Member <input type="checkbox"/> Pension Plan Member



Employee Portal Time Entry

Key Features

- Eliminates manual keying of employee's time, while increasing efficiency and reducing labor costs
- Customizable views for fast time entry
- Integrated with **Utilit-e Insight** Payroll module
- Create aliases and templates for easy and convenient time entry
- Ability for employees to enter time in the office, remotely from the field, or from home
- Paperless timesheet system
- Real-time validation against **Insight** Payroll
- Designed to be used by all utility employees

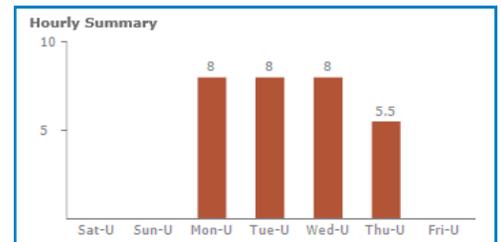
Product Overview

The Employee Time Entry (ETE) module allows the utility employee the ability to enter their time through an easy to use web-based time sheet. Once time has been entered for the payroll period, the employee can submit their time for approval, then route to the PCS **Utilit-e Insight** Payroll module where the time can be reviewed and included in the Payroll module. This process reduces or eliminates the manual paper time sheets and reduces the Payroll department's data entry time.

Edit	Date	Hours	Description	Earn Type	Fund	Sector	Account	Work Order	WO Category
	9/1/2014	8.0000	Foreman	R	1	0	10720	6111001	PR
	9/2/2014	5.0000	Installing	R	1	0	58400		
	9/2/2014	3.0000	Reading Meters	R	1	0	90200		
	9/5/2014	8.0000	Holiday	H	1	0	92620		
Total		24.0000							

Flexible and Easy to Use Time Entry

ETE allows for a wealth of information to be entered such as earning type, hours, description of work, fund, sector, General Ledger account, work order, category, project, task, truck number, truck units, truck miles, truck expense code, odometer readings, and work location. The administrator and each employee can create views of only the fields they require to streamline data entry. Each employee can create an alias which can act like a preset or default to various types of time entry such as vacation, holiday, and even daily work. Groups of entries can be formed into templates which can represent such things as a normal day or a specific construction project. The use of aliases and templates are designed to simplify the entry process.



Workflow

Once the employee has entered their time for the pay period, they can submit their time to a supervisor by entering an employee created signature phrase. The supervisor is automatically notified and can accept or reject the time. If accepted, the employee and the supervisor are notified. The Payroll department has the ability to import all or selected employees' approved time into the Payroll module. This process eliminates the paper shuffle and manual processes, which increase efficiency and accuracy.

By	Date & Time	Status	Remark
Doe, John	9/24/2014 7:38:22 AM	Submitted	Please review accounts for the 2nd.
Doe, John	9/24/2014 7:38:22 AM	Pending Approval	

Showing 1 to 2 of 2 entries

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