



# **EMPLOYEE SELF SERVICE**

Save your business time and money by allowing your employees to access their own secure portal. Employee driven record management and online access to documentation and messaging will encourage more internal communication and engagement.

## WHY YOU NEED IT.

### ISSUE AND RESPOND TO TASKS

Empower employees with comprehensive task management tools. Allocate and action work assignments using interactive cloud software.

### GREATER EMPLOYEE ACCOUNTABILITY

Allow employees to manage and update personal details, background information, and log all training and qualifications, saving you time and money.

### ACCESS AND ACKNOWLEDGE POLICIES

Upload and update company policy information to the cloud so employees and managers can stay informed 24/7 with current company policies.

## WHAT'S INCLUDED?



### EASY ACCESS

Optimised for mobile devices, workers can access their information from any device at any time.



### SHARE COMPANY RESOURCES

Workers can conveniently access company policies, templates and forms from the centralised platform.



### ON-BOARDING

Simplify and streamline the on-boarding of successful candidates with electronic signatures and acknowledgments.



### TRAINING AND QUALIFICATIONS

Workers can self manage changes to their training, qualifications, licensing and ticketing with digital uploading for approval by managers.



### MANAGE SAFETY

Workers can submit hazards, incidents and accidents from their mobile device including supporting photos and videos. Workers can access company registers, policies and documents relating to their safety.



### ONLINE PERFORMANCE REVIEWS

With eSS optimised for mobile use, workers have the flexibility to complete their reviews on-the-go. With the ability to track and update objectives, this will enable your company to support organisational development.

For more information on enableHR please get in touch:

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