

rda EMPLOYEE SELF SERVE

Employee Self Serve (ESS) is RDA's online portal that reduces payroll/hr staff workload while improving service to employees.

Keeping staff demographic information current is a never ending process. Requests for hard copies of pay stubs and w2's take time to process. It does not have to be this way.

RDA's 24/7 online portal shares & collects information and documents. It is a win/win situation. Your payroll/hr staff workload is reduced saving money. Your employees get access to their important information when they need it.

LAUNCHING THE ESS PORTAL

Launching the ESS portal is simple.

1. Conduct Discovery Meeting
2. Configuration and Staff Training
3. Open the Portal
4. 30 Day Check-in

The Details:

1. Personal Information Manager (PIM)
 - a. Save Time - Employees update their own demographic information
 - b. Serve Employees - Download pay stubs and w2's
 - c. Share Information - Filing cabinet stores important electronic documents
 - i. View leave balances (optional feature)
2. Add Time Card
 - a. Leverage Technology - Employees can virtually "punch" their time card online
 - b. Save Time - Capture information at the source
 - c. Eliminate Errors - Once approved, the time card flows into payroll for compensation.
3. Add Leave
 - a. Streamline Processes - Employees input Leave units online
 - b. Save More Time - Automated workflows with online approval processes
 - c. Eliminate More Errors - Approved leave flows into payroll and leave management

Leave the technology to RDA. A fully integrated system saves you money while providing staff and employees a better work experience.

CONTACT RDA SALES TO UPGRADE TODAY