Employee Self Service:

Good for you, your company and your employees.

Employee Self Service (ESS) allows your employees to access their personal information and perform many job-related functions, including payroll information updates, pay preference updates, paid time off (PTO) requests, employee data management, performance management, time tracking and approval, benefits enrollment and information, and access to company policies and news. Here's how Employee Self Service can benefit your organization.

Good for the company
In an increasingly competitive employee talent market, employee self-service technology can help create a positive work culture and retain talent by giving workers direct control over their employment information.

Self-service technology can also help make employees feel more connected to their organizations and happier and more productive in their jobs.

Good for you and your HR team
How often do you get questions from your employees related to payroll, PTO or benefits, or get asked to make changes to their records?

Employee self-service systems will save time for HR and payroll administrators by providing employees direct access to the system. Through the easy-to-use employee self-service portal, they will be able find the information they need or make necessary changes to their account.

The self-service portal also makes it easy for employees to switch from receiving paper checks to having their wages deposited directly into their bank account or signing up for a general-purpose debit card, and it will save you from the hassle and wasted time when a paper check is lost.

Good for employees
Employees will be given more autonomy to manage their personal information, benefits and payroll choices with a self-service portal. They can access their information anytime they want, without having to ask for help from their HR administrator. They can request time off, view their pay statements, make changes to their personal information, access their goals and much more.

Good for managers
Managers will benefit from the self-service portal with access to their team information, such as their profiles, contact information, work schedules and job history. And to better support their team, they can review time-off requests, edit team schedules, approve and edit time cards, track and manage goals and much more.

Mobile-device accessible
Employee self-service is not limited to desktop or laptop computers — your workforce can connect from anywhere using the ADP mobile app. With over 20 million registered users, it is the leading-edge solution connecting people to their vital HR information, wherever and whenever they need it.

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