

# Employee and Manager Portal

## Taking Human Resources Functions Online

The Employee and Manager Portal empowers employees while promoting enhanced business process efficiencies from recruitment to retirement.

Using the Lawson®, Web-based Employee and Manager Portal helps employees take ownership of personal information and provides managers with a method for tracking and maintaining information about their direct reports.

Human resource professionals can reduce administrative tasks and redirect their focus to activities that bring strategic value to the organization.

Employee and Manager Portal can become the principal means of human resource information distribution for your organization. Employees have access to their employment and paycheck data. Additionally, they have access to information about how to enroll in training courses. Managers have the ability to open job requisitions and check applications received, all securely from their own computer, or wherever browser access is available.

Organizations can distribute online versions of important documents — policy and procedure manuals, summary plan descriptions, etc.

The result: significant cost savings over paper documents and easier maintenance and dissemination of updated information, so less time is spent on routine human resource inquiries.

### Employee Portal

Employee Portal provides a wide variety of functions that dramatically improve human resource processes by allowing employees to view and maintain their own data. Employees can make changes to their personal information in a completely automated, paperless process.

Life events, a feature of the Portal, groups tasks together in ways that guide the employee to complete both required and optional tasks. For example, an employee who has just moved simply clicks on the move task and is guided through a process that first allows changes to the employee's home address, then allows a number of optional changes — dependent address, direct deposit, emergency contacts, tax withholding, etc. The employee is informed of where they are in the process and has access to "help" icons that provide more information as needed.

### **Accurate Processes**

Employees can apply for posted positions or enroll in training sessions — all online. Studies show that implementations of Employee Portal can significantly cut process costs compared to traditional methods.

### **Manager Portal**

Managers have access to information about employees in their reporting hierarchy through various profiles. Drill Around, an exclusive Lawson feature, allows the viewer to drill deep into supporting information so decisions can be made quickly.

Manager Portal goes far beyond mere access to information. The true power of the system is that it gives managers the Web-based capability to perform business transactions vital to their job duties.

Human resources can establish an unlimited number of personnel actions, and determine which ones are available for the managers to access via self-service.

For example, an organization can establish a personnel action called transfer which allows managers to move employees from one department to another while updating important accounting-related information. Human resource personnel can specify whether the action updates the database immediately or is pending for approval.

### **A Single, Powerful System**

Employee and Manager Portal is a tightly integrated part of the Human Resources suite. Other applications with Human Resources include: Personnel Administration, Payroll, Tips, Benefits Administration, Absence Management, Pay-to-Bill and e-Recruiting.

For more information about Lawson Human Resources solutions, call 1-800-477-1357, direct at +1-651-767-7000, international at +44 (0) 208-560-0825 or visit [www.lawson.com](http://www.lawson.com)



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