ENTERPRISE TIME RECORDING SOLUTIONS INC.

Employee Self Service Kiosk

HR Kiosks offer self-service functions to any employees without access to desktop computers, who may be computer illiterate, or those not located near an HR office.

Kiosk Features:

- 8 Unique Buttons – Fully Customizable with uses such as: URL Links, Reports, Policies, etc.
- Compatible with Touch Screen or Keyboard and Mouse – enables less computer literate employees access to important company and personal information
- Audit Trail – Kiosk provides an electronic audit trail for all requests and decisions
- Auto Email feature – Easier communication with email notifications for supervisors and employees upon every request or decision; email trail of all interactions available
- Change/Cancel Requests – Employees can request a modification or cancellation to any Time Off Request
- Web Security – limited browsing of definable web pages
- Real-Time Accrual Tracking – provides Employees and Managers with an up to date record of hours earned, hours used, and hours remaining; specific to each code setup within the system for Time Off
- Screen Timeout – length definable for every screen by each site
- Allows for Custom Applications – Windows Calculator, Microsoft Excel, Adobe Viewer, etc.

Supervisor Approval Screen Features:

- Employee Filters – Filter by company, group, department, etc.
- Sort Employees – Organize the requests for maximum efficiency
- Manager/Supervisor Approval Process – Provides an easy method for employees and managers to follow request process
- Auto Email feature – Automatically sends an email to employees when a decision is made
- Modify feature – Supervisors can manually edit requests before approval

System Requirements:

Processor	Pentium 4 and greater
Memory	1GB RAM or greater
Disk Space	500MB
Operating System	Windows XP, Vista, 7, 8
Additional Items	Screen Resolution Minimum 1024 x 768, CD-ROM Drive, COM Port

Server:

Processor	Pentium 4 and greater
Memory	1GB RAM or greater
Disk Space	Minimum 500MB; Varies with System Configuration
Network Operating System	Windows Server 2000, 2003, 2008, 2012
Network Bandwidth	10/100 Mbps LAN (WAN/VPN configurations must use Terminal Server or Citrix)
Additional Items	Screen Resolution Minimum 1024 x 768, CD-ROM Drive, COM Port

Optional Touch Screen

BBB ACCREDITED BUSINESS
BBB Rating: A+

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Employee Self Service Kiosk:

Enterprise Suite Additional Module

- Fast and easy communication
- Real-time accrual details
- Accurate reports
- Time off requests
- Auto-emailer
- Touch Screen (POS)

Flexible Solutions for your Time Recording Needs!

Save time, increase efficiency, and add convenience!

Our Employee Self-Service Kiosk is completely customizable with up to 8 different functions. It provides employees with the information they need and empowers employees, managers and supervisors!

Employee Self Service Kiosk

Simple POS Kiosk!

The Employee Self Service Kiosk acts as a point of service terminal for employees to check their accruals, request vacation time, notify employers of emergency leave or schedule any other time off, check company policies, view and print employee reports and much more. The main feature however is to request time off. It has options to disallow next day or same week requests, an auto-emailer to notify supervisors of requests and employees of decisions, and even a comment field that may allow or (if you define it) force employees to give a predefined or specific reason for absence.

Painless Time Off Requests!

The Employee Time Off Request screen allows employees to schedule vacation, sick days, or any other time off easily; with no line-ups and with no paperwork!

- Create, change or cancel a request
- Automatically checks for available accrued hours
- Comments for high level communication
- Auto-emails supervisors when any change is made
- Easy filtering of requests

Easily Request Time Off!

New Request
- Press "New Request"
- Leave ample time for approval

Fill in Information
- Type of Request, date, length, etc.
- Comment if applicable

Done!
- Email sent to supervisor
- Request waiting for supervisor approval

Powerful Reporting!

6 unique and individualized reports for employees and 2 supervisor reports!

- Check Accrual Balances
- See Attendance Record
- List Reports
- Define available reports based on employee security level
- Selectable date range, codes and much more!

Supervisor and Manager Control!

The Supervisor Approval screen gives supervisors as much control as you allow. They can use many advanced functions – but only if you allow it through Enterprise Suite. There are multiple security levels and authentication techniques to ensure that supervisors only see the information corresponding to their security level.

- Approve, deny or change requests
- Sort and filter employees
- View and print employee reports
- Three levels of supervisor filters

Quickly Decide Requests