# Employee Self-Service

iSuweldo features employee self-service providing a dedicated login portal for employees to access their timesheet, leave, overtime, expense, and other payroll transactions and information.

With self-service, the employee is empowered with updating their employee information, submitting timesheets, leave, overtime, expense and other applications for approval, viewing their own pay slips, historical leave and other transactions without having to contact the payroll admin.

Features of iSuweldo self-service include:

## Timesheet Application

iSuweldo self-service provides employees with fast and easy ways to enter their timesheets.

Timesheets can be generated from E-Bundy, from default time, from excel and from others sources.

Aside from actual hours per day, employees can account for their actual tardiness, under-time, night differential, holidays and other information.

## Expense Application

Employees can create expense applications that record project related expenses enabling the company to easily track employee expenses and properly account for the expense of each project. With expenses, the employee can attach any type of file to their expense application as supporting documents such as scanned receipts.

## Loans Inquiry

iSuweldo's loan inquiry provides the employee with the ability to keep track of their amortization schedules, loan payment history, outstanding loan balance, and other details.

## Leave Application

With self-service, employees can easily file their leaves for approval with supporting document attachments such as medical certificates. With iSuweldo, leaves scheduled for the year would never get lost or forgotten.

## Built-in E-Bundy Clock

iSuweldo's self-service has an electonic Bundy clock built-in enabling employees to easily time-in and time-out at corresponding locations within your company.
E-Bundy can also be used for work done outside the office where corresponding employees can time-in and time-out at assigned client sites and any other location with an internet connection.

## Self-Service Inquiries and Reports

Your employees have the ability to view and reports on their own leave usage, leave accruals, leave balance, leave history for each period, pay slips, and other information eliminating the need to contact the HR admin to request for these information.

## Approval Groups

Each employee can be configured to have their own customized set of approval hierarchies to be used when they submit timesheets, expenses, leaves, and other documents for approval

## IP Security

Each employee's self-service transactions can be configured to only have access using specified IP addresses. This would enable companies to restrict access to self-service functions to available using certain machines and locations.

## Increased Efficiency

With employee self-service, the HR administrator's tasks of processing payroll is made easy with proper checks and approvals on employee self-service documents while the employee is granted the ability to get accurate real-time information on his payroll transactions, leave balances, and other information.