



**K-Rise Systems, Inc.**

Enterprise. Easier.

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## Employee Self-Service

**Employee Self-Service is an Enterprise-Class Human Resource Portal** that gives your employees and managers access to update their own records and information, including leave requests, time entry, and tax information – all in one place.

### Employee Features

- **Time Entry** - Through a secure login, employees can enter in their weekly hours using two methods. Employees can either submit their hours worked on a daily basis, or upload a preformatted spreadsheet and enter in their hours within this template on a weekly basis. Once submitted, this information is placed in a queue for approval from the appropriate manager.
- **Leave Request & History** – With K-Rise Systems' Employee Self-Service Portal, users now have the ability to submit leave requests for approval. Users can request the type of leave, date range, or start date, and duration entry. Any comments that are added regarding time-off can follow the leave request into JD Edwards. Requests then are submitted for approval from the appropriate manager according to the rules set in JD Edwards. Leave request history can also be reported on as well.
- **Pay Stub History & Detail** - Pay stub history and detail reports can be created against real-time data in JD Edwards. When searching by date, for example, users are exposed to details concerning a pay stub line item. As with any EASYProcess portal, these lists and reports can be exported as an excel spreadsheet or PDF document.
- **My Profile** – The "My Profile" feature is a complete description of employee information, including birth date, hire date, salary information, employee tax identification number, holiday time-off, and other leave information.
- **Self-Service** - Where appropriate, changes can be made to address book records following all JD Edwards security. Changes move through proper approval and are automatically updated in JD Edwards according to your rules.
- **Employee Tax Forms** - Employees can access tax forms with this self-service portal. Actual W-2 forms or T4 forms can be accessed via JD Edwards, an image server, or through the portal itself. A summary page is also available including all pertinent tax data.
- basis through the "Quick Time Entry" page. Job codes, account codes, and employee numbers can be searched for and located in JD Edwards. Submissions are authenticated against JD Edwards data as well.
- **Time Entry Across Entire Groups or Teams** - Flexible time entry features allow users to upload spreadsheets based on a pre-configured format. Managers can select a group based on various criteria and update across that certain group or team. Quick entry can be performed against employees' records as well.
- **Time Entry and Leave Request Approvals** - Managers have queues for approving both time entry and leave requests. These approvals follow the hierarchy in place by JD Edwards.
- **Update and View Subordinate Details** - Users can control subordinate details and other information related to those employees and their managers, specifically.
- **View Manager's Details** - Users can access employee data for a manager currently logged in to the portal.
- **Employee Tax Form Functionality** – K-Rise Systems' Employee Self-Service Portal gives human resources many possibilities for dealing with W-2 or T4 (Canada) tax forms. These forms can be made available to your employees through your image server, or from JD Edwards (if these forms are stored here). The portal also gives you the ability to create and distribute these forms, as well as make them available for download. Employee tax forms can be distributed as a PDF attachment or through a secure link to the stored document as well. K-Rise Systems' Employee Self-Service Portal gives administrators the ability to import PDF forms and then map the necessary data to that document.

### Management Features

- **Manager's Workbench** - Management can utilize this workbench to review leave requests, salary history, as well as view each employee's level of authority within the organization.
- **Update Employee Address Book Records** - Managers have full control, per JD Edwards rules, of employee address book records.
- **Manage Time Entries** - A manager can approve an employee's time entry within the "Manage Time Entries" page. Mass updates and approvals can also be performed through here as well. Entries can be uploaded from a preformatted spreadsheet or created on an individual
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*"I wanted to let you know that the first release has been a great success since its launch. The communication went out to the company yesterday afternoon. Since then the site collection has had over 1,000 views and almost 300 updates have been made using EASYProcess. Comments from the staff via SharePoint are also trending nicely with a 98% approval rating. I think we'll pick up that last 2% with release 2."*

**-Mike Mihaichuk**

**Manager - IT Finance Applications, WestJet**



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# Hardware & Software

## Hardware/Software Requirements

### Production Environment

#### Windows Server

Windows server will host EASYProcess application servers, web applications, and batch jobs.

#### Hardware:

- Processor Architecture: 32/64-bit
- OS: Windows 2003 / 2008 Server 32/64-bit
- 4 GB RAM, 80 GB HD (30 OS, 50 App)
- Processor: 1 or 2 Intel Dual/Quad Core 2.5 GHz.

#### Software:

- .NET Framework 2.0
- Database Drivers
- IIS 6.0/7.0

#### SQL Server

#### Hardware:

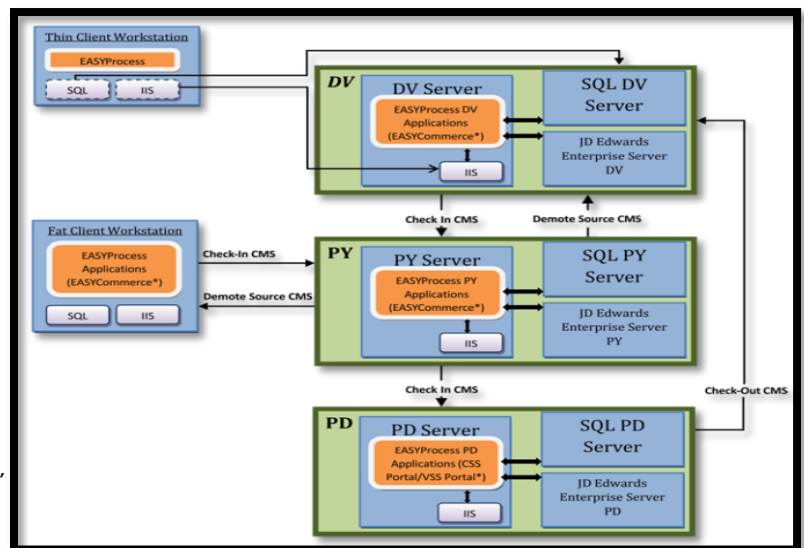
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#### Software:

- SQL Server 2000/2005/2008; Any Version

- Oracle Database Server: Oracle Database Client with OleDb and Oracle Providers for .NET Drivers
- IBM iSeries Database: Client Access Express Full Install

## Hardware/Software Architecture Diagram



### Development/OA/CRP Environments:

#### Windows Server

Windows server will host EASYProcess application servers, web applications, and batch jobs.

#### Hardware:

- Processor Architecture: 32/64-bit
- OS: Windows 2003 / 2008 Server 32/64-bit
- 1-2 GB RAM, 80 GB HD (30 OS, 50 App)
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#### Software:

- .NET Framework 2.0
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- IIS 6.0/7.0

#### SQL Server

#### Hardware:

- Processor Architecture: 32/64-bit
- OS: Windows 2003 / 2008 Server 32/64-bit
- 1-2 GB RAM, 80 GB HD (30 OS, 50 App)
- Processor: 1 Intel Dual/Quad Core 2.5 GHz.

### Developer Workstation:

#### XP Pro, Windows 7

#### Hardware:

- 1-2 GB RAM, 20 GB HD
- 2 GB RAM

#### Software:

- .NET Framework 2.0
- Database Drivers
- IIS 6.0/7.0
- SQL Server 2005/2008 Express, MSDE

#### Database Drivers:

- MSSQL Database Server: .NET Native SQL Driver, Part of .NET Framework.

## Network Architecture Diagram

