

# HUMAN RESOURCES eHR



**Greentree<sup>®</sup>**  
BUSINESS-BUILDING SOLUTIONS  
*"very, very, responsive!"*

### Key Benefits



- On-line access to HR information
- Employee and management remote access
- Leave requests
- Approvals
- Employee choices
- Record workplace OH&S incidents
- Update personal details

## eHR Employee Self-service

Your HR department should be engaged in strategic workforce planning and supporting business performance, not bogged down in HR transactions and queries. Accurate employee data and intelligent HR processes are crucial to the efficiency of day-to-day business operation. eHR lets remote staff and HR managers deal with routine HR requests expediently allowing management focus on the bigger picture.

### Using Greentree to keep your organisation informed and in touch

eHR is an employee self-service kiosk that allows staff to access and maintain their personal records in Greentree via the internet. eHR frees up your company's HR resources, reducing the number of requests by employees and empowering staff by putting their personal information at their fingertips. eHR integrates seamlessly with HRM giving authorised staff access to real-time staff records and updates. Employees can update their personal records, check annual leave and pay information securely - anytime, anywhere.

### Accurate and up to date employee information

A challenge for many businesses is the ongoing maintenance and access of employee records. Now

your employees can proactively manage their own records, and management can be confident that their HR analysis will be based on accurate data. A simple, safe and streamlined function, eHR allows authorised employees to securely access and change their personal address, contact and emergency contact details via the web, including their Direct Deposit banking details. When alterations are made to employee data an audit record is automatically generated with details of the amendments, date and time.

### Easy access for payroll review

Payment administration just got easier with the ability to review salary and pay issues over the Internet. This clever solution can handle pay queries and give employees the ability to view pay history and deductions for their own reference. Authorised management may also access employee pay information remotely in minutes, saving time and staff resources.

### Leave requests and balances at your fingertips

As a business you appreciate the importance of controlling and managing staff leave. The impact to operations of poorly managed leave planning can be significant. eHR provides a one-stop portal for employees' leave balance,



"Very, very flexible!"



and leave history for all annual, sick, personal and other leave. Authorised HR administrators and management can quickly review and analyse employee leave history remotely for requests and timely leave approvals. This responsive solution is available wherever you are with Internet access providing valuable information for analysis, reporting and planning.

#### Easy management approval process

eHR is the smart way to ensure your HR management spends less time on HR administration like leave approvals and more time making a contribution to your business

goals. The Leave Approval functionality in eHR improves the efficiency of your company's leave approval practice streamlining the request and approval procedure.

#### Secure access environment

Given the sensitive nature of employee information, eHR respects the security settings within Greentree HR Management and gives the option to employ security rules that can be applied to individuals and teams to control their ability to perform functions or access particular records.

“Our whole system has become much more visible at every stage of the process.”

*Graham McKinnon, Director - Smith & Davies*

#### CLIENT SPOTLIGHT: The PA People



The PA People is a specialist contractor in the areas of Sound Reinforcement, Performance Lighting, Audio Visual Systems, Video and Communications. Over the past 30 years the company has developed a reputation as one of the industry leaders, with major offices in both Sydney and Brisbane and associates located in Melbourne and New Zealand.

For more information visit: [www.papeople.com.au](http://www.papeople.com.au)

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### Related Modules

- **Contacts & Relationship**
- **Payroll**
- **Workflow Designer**
- **Approvals & Alerts**
- **Recruitment**
- **Occupational Health & Safety**
- **Leave Planning**

## Integration with other Greentree Modules

Greentree's modular system builds upon and integrates with all other modules to ensure that every drop of business intelligence is extracted from every transaction right across the business – nothing goes to waste. This translates into aggregated business value and you need only purchase the modules that best fit your business.

eHR is integrated with core Human Resource and Payroll modules to optimise HR resources and employee data in a 'live' environment.

### eHR integrates in real-time with Greentree modules:

- Human Resource Management
- Leave Planning
- Payroll
- eTimesheets

## KEY FEATURES

### Employee personal data

Greentree allows authorised employees to maintain their personal address, contact and emergency contact details via eHR, including their banking details for their pay.

### Pay information

Employees can view their own pay details, not just for the current pay period, for their entire history of employment. They can even print their own payslip directly from the web, removing the tedious task of printing and distributing pay slips. Automated emailing of payslips using PDF format is also provided.

### Leave balances and forecasting

eHR offers employees a one-stop summary of their leave balance, and leave history for all leave types including annual holiday leave, sick and personal. Greentree's powerful database includes exact details of all leave taken for an employee's entire work history, not just the latest running balance, ensuring the employee is confident in the accuracy of the records. Employees and Managers can also forecast their future entitlements, allowing them to plan leave well in advance with better management.

### Leave requests

Employees can submit a Leave Request and receive an automated email advising of the approval or otherwise of their request. Once a request has been approved, any alterations or cancellations go through the same approval process, ensuring that managing staff during periods of leave is fully managed.

### Management approvals

Approvals is a management tool that allows all leave requests to be viewed and approved or rejected as required.

### OH&S incident reporting

With so many laws and regulations effecting employers, it is crucial that an easy to use system is available to capture workplace incidents as soon as they occur and Greentree provides just that. Being a fully integrated system, once an incident is reported, it can be totally managed through to conclusion using Greentree's OH&S module.



"Very, very alive!"



“Very, very integrated!”

Greentree is modular, with all business functions totally integrated. This provides you with a wide variety of modules and sub-modules that afford options rarely found in other packages. You purchase the pieces that you need, effectively matching the system to fit your business. Choose from: Financials, Job Costing, Supply Chain & Distribution, Manufacturing, Human Resources, Customer Relationship Management (CRM), Service & Asset Management, Business Intelligence, Retail, Workflow-Business Process Management and eBusiness.

Greentree is a **flexible** solution, readily adapting across a broad range of industries and business types. Businesses are provided with a **powerful**, extremely cost-effective system that has consistently proven itself capable of managing change and growing business potential.

With simple, smart thinking at your fingertips, Greentree provides the ultimate seamless business-building environment. Exploit its accuracy in business metrics, challenge its capability to deliver empowering information. Rely on the one highly **responsive** solution to efficiently streamline your internal processes resulting in increased manageability and productivity across all areas of your enterprise.

What’s the difference to any other software solution? Greentree is the most responsive business software product available, providing a source of competitive advantage to help you drive your business to the next level!

