

Employee Portal - Inquiry



alio provides an Employee Portal affording each district employee access to view certain pieces of information specific to them. This type of access helps reduce the phone calls typically received by the Human Resources and Payroll staff. Employee access is restricted to only allow review of each employee's information based on their unique **alio** User ID/Password and associated Employee ID.

HIGHLIGHTS:

- > Employee demographic and emergency contact information
- > Beneficiaries, dependents and spouse information
- > Current benefits enrollments
- > Employment profile such as job/assignment information and dates
- > Pay checks, YTD pay history and W4/Tax Withholding information
- > Leave balances and activity
- > Educational background, certificates and endorsements
- > District personnel directory and policy manual

Employee Portal – Self Service (2007 Release)

The Employee Portal – Self Service application not only allows employees to view their personal information, but also provides the capability for employees to make requests for changes to certain types of information. Change requests made by the employee are then routed to appropriate district personnel for review and approval before actually applying the changes.

A significant benefit of the Employee Portal - Self Service capability is allowing employees to complete their benefits enrollment application on-line. Employees are presented with their current benefit selections, and are

allowed to request changes to it, leave the benefit unchanged, or opt out of the benefit. The system records this information and provides the employee with the opportunity to print out their selections. Benefits presented to the employee for selection are based on their jobs, hours and other qualification criteria for eligibility into each available plan. This alone saves the district time and money by allowing employees to request those changes on-line rather than having HR staff key in each election manually. There are fewer opportunities for errors. The same security rights as those established for the Inquiry Portal apply to the Self Service Portal.

HIGHLIGHTS:

- > Request updates and maintain demographic and emergency contact information
- > Maintain beneficiaries, dependents and spouse information
- > Facilitates On-line benefits enrollment during open enrollment period or when other life changes take place (such as birth of a child)
- > Paycheck modeling calculator to see impact of changes to benefits or deductions
- > View leave balances and initiate leave requests
- > Request direct pay and expense reimbursement
- > Maintain district directory listing options
- > Initiate administrative / personnel inquiries



Computer Management Technologies, Inc.
731 Gratiot Avenue Saginaw, MI 48602
Ph: (989) 791-4860 F: (989) 791-4928 web: www.cmtonline.com



Visit us on the web at www.hammer.net