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# Magna HRIS and ESS

A wealth of information at your fingertips.

Our 100% Web-based **Magna Human Resource Information System (HRIS)** will provide you with access to a wealth of human resources data and company-specific information. With **Magna HRIS**, you or your designated HRIS administrator(s) can review, approve, update and process a variety of human resources and payroll transactions, including:

- Add new hires
- Update, review and approve employee records
- Review and approve payroll
- Maintain employee benefits
- Maintain corporate information
- Review historical changes
- Run various standard and ad hoc reports via the reporting tools
- Maintain corporate policies, employee handbooks and summary plan descriptions

## **Magna Employee Self-Service**

For companies that want to provide employee-level access, the **Magna Employee Self-Service (ESS)** product is the next level of the **Magna HRIS** application. Employees can access a secure Web site to accomplish a variety of functions, including:

- Update personal information such as name, address, telephone, emergency contacts, beneficiaries, education, skills, licenses, training, etc.
- Enroll in various employee benefits options during open enrollment
- Maintain time and attendance records through an electronic timesheet
- Review Summary Plan Descriptions (SPDs)
- Use the 401(k) loan calculator to run various scenarios before initiating a loan

In addition, **Magna ESS** provides a secure central hub for employees to review corporate policies and procedures, employee handbooks, benefits statements and other important personal and company information.

This “self-service” approach not only saves time by eliminating cumbersome administrative tasks, but it also gives the employees access to essential workplace information on a 24/7 basis without hassle.

## **Easy Implementation**

Implementation is very straightforward. In fact, depending on the level of business complexity and plan design, initial application development can be completed in as little as 24-48 hours! There is no expensive software to install; all you’ll need is an internet connection at your facility. **MagnaHR** will provide you with the information you and your employees will need to access the application.

## **Real-Time Value**

Our Web-based approach allows us to extend unbelievable value to our clients. The product can be easily tailored to your company’s specific needs. This typically eliminates any up-front capital expenditures, custom development charges and time-consuming implementation tasks.

Plus, we’ve unbundled the **Magna HRIS** and **Magna ESS** services to give you the most cost-effective application for your dollar. Choose only the functions that will benefit your company. Our affordable costs are based on two factors: the number of employees and the level of access you have to the system.