



www.magnahr.com
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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.