

Human Resource Management

BENEFITS

Save time and reduce costs. Update Human Resources (HR) records and payroll deductions automatically, saving countless hours at the beginning of your benefit plan year.

Make benefit enrollment easy for your employees. The wizard-driven selection process is easy to use, and provides only those options specific to each employee.

Deploy quickly and easily. Leverage existing setups in Human Resources to deploy open enrollment. Assign plan documents to benefits, as well as set validations on enrollment fields, such as a pre-tax percentage maximum on a 401(k).

Maintain control with flexible eligibility rules. Quickly set up eligibility rules and assign benefits for each group of employees. Your people can select only the benefits for which they are eligible.

Provide round-the-clock access to benefits information. Give employees the tools to access their benefits by providing links to internal or external resources, such as plan documents or benefit provider Web sites.

Benefit Self Service for Microsoft Dynamics GP

Deploy online benefits enrollment for your employees, and conduct your open enrollment the way Fortune 500 companies do. Benefit Self Service for Microsoft Dynamics™ GP leverages Microsoft® Office Sharepoint® Server and Microsoft Business Portal to deliver the tools you need to deploy Web-based enrollment to any size company. Your organization gains efficiency and control, and your employees can evaluate and enroll in their benefits conveniently.

Designed to streamline the open enrollment process, this module smoothly integrates with Human Resources in Microsoft Dynamics GP. Automated transfer of information to Human Resources helps eliminate paper-based systems and reduce data re-entry, freeing staff to focus on higher priorities.

The screenshot displays two overlapping windows from the Microsoft Dynamics GP interface. The background window is titled 'Eligibility Rules' and shows a list of rules with columns for 'Include', 'Code', and 'Description'. The 'Include' column has checkboxes, with 'ENST' checked. The 'Code' column lists 'ACCT', 'ADMM', 'ENST', 'PCRC', 'SALE', and 'SPTS'. The 'Description' column lists 'Accounting', 'Administration', 'Installation', 'Purchasing/Receiving', 'Sales', and 'Support Services'. The foreground window is titled 'Open Enrollment - Make Selection Wizard' and shows a 'Make Selection' dialog box. It contains a table with columns for 'Benefit Code', 'Benefit Description', 'Enroll', and 'Waive'. The table lists three benefit codes: EN5 (Insurance Premium benefit enrollment maximum age 18), EN1 (Insurance (+1 dependent) benefit enrollment maximum age 70), and EN2 (Insurance (family coverage) benefit enrollment maximum age 70). The 'Enroll' column has radio buttons, with the one for EN1 selected. Below the table, there are 'Back', 'Next', and 'Cancel' buttons. A note at the bottom of the wizard window reads: '* Indicates current benefit enrollment selections. To modify benefit enrollment selections launch the Make Benefit Selections task. Once all benefit enrollment selections are completed for a benefit type, select the Submit Final Benefit Selections task.'

*INCREASE PRODUCTIVITY
using easy-to-use, roles-
tailored wizard selections.*

*OFFER APPROPRIATE BENEFITS
using flexible eligibility rules.*

FEATURES

BENEFIT SELF SERVICE

Flexible Configuration	Use rules-based configuration of benefit offerings to assign benefit options to employee groups. Employees see and select the benefits for which they are eligible.
Wizard-Driven Benefit Selection	Step-by-step wizards guide employees through the open enrollment selection process. Employees can save their selections, discuss options with their dependents, and return to the wizard at a later time to make changes.
Self-Service Savings	Remove the responsibility of data entry from HR professionals to improve productivity and increase accuracy of open enrollment.
Complete Solution	Benefit Self Service is fully integrated with HRM Self Service Suite for Business Portal and Human Resources in Microsoft Dynamics GP, helping ensure the rapid deployment that can improve productivity from the start.
Flexible Reporting	Create reports for enrollment statistics and employee selection by using the familiar SmartList reporting utility.
Full Microsoft Dynamics GP Product Benefits	Benefit Self Service is fully tested, documented and, supported by Microsoft®. All planned upgrades are available, as well as robust support by the award-winning Microsoft Support Services Team.

For more information about Benefit Self Service for Microsoft Dynamics GP and HRM Self Service Suite for Business Portal, visit www.microsoft.com/dynamics/gp.