

IBIX\*MSS uses the possibilities of the intranet and the Internet to allow the employees, to manage their time accounts and other affairs as a selfservice. More information and more own responsibility of the employee can cause an essential discharge of the personnel department and the time representative.

In dialog with the managers approval of applications (e.g., holiday applications) can be done completely paperless. The manager looks at the applications of his employees and aproves it electronically or refuses them. In the same manner, applications for access control and visitor advance notifications can be handled.

### Selfservice for personnel time management

For employees it is possible:

- Register entries on a virtual terminal
- Display and print time account
- Postregister, correct and delete entries
- Absence applications for business trips, leave, flextime, overtime
- Display and printout annual absence overview
- Graphic group calendar for the absences of the colleagues

- Print time accounts for employees
- Plan overtime for the employees.
- Staff capacity planning by capture of exception-day specifications
- Definition of substitutes

### Selfservice for access control

Certain access permissions can be released for application with IBIX\*MSS. For employees there are in addition the functions:

- Display of all entered permissions
- Application of (timed) permissions

And for managers:

- Approval, authorisation or rejection of access applications

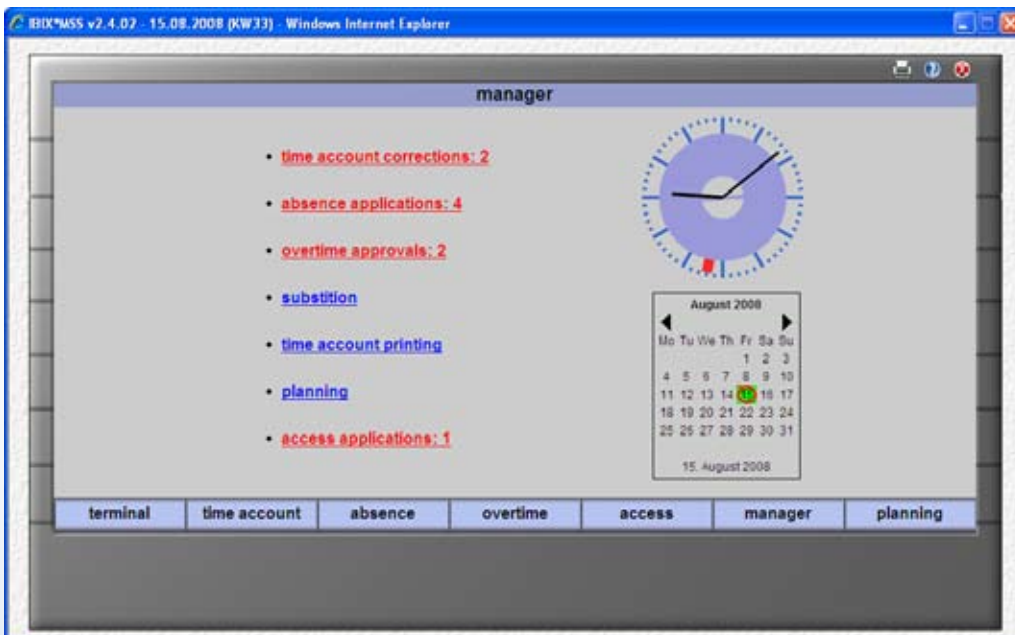
A room responsible person may be defined as „manager“ (for example the CC-manager) besides a staff manager (like with time management).

### Selfservice für visitor advance notification

Also the visitor management can be optimally supported. Employees can:

- Register visitors with visit period and assigned host
- Search and if required copy the data from former visits
- Update of visit data

Thus your reception is optimally prepared for the announced visits and can handle the checkin actually.



### Outlook / Notes Integration

IBIX\*MSS supports an active workflow by the fact that by the available mailing system announcements are traded between employee and manager.

Besides, the appendices are also sent in the „iCalendar“ format which are entered as a planned date to the Outlook calendar.

- Display and print personal operation plan

- Application of overtime

For managers there are, in addition, the functions:

- Approve or reject absence applications
- Cancelation of applications
- Approve or reject time account corrections

