

Reduce the burden on your HR staff and provide your employees with the convenience and ease of use of a self-service portal with Viewpoint HR Management. As a web extension of Vista HR, Viewpoint HR Management seamlessly integrates to eliminate rekeying, reduces errors and speeds your critical HR workflows.

Viewpoint HR Management by Viewpoint helps Vista users manage their information and streamline back-office operations. Eliminate double entry and errors by automating HR workflows allowing employees to self-service. Viewpoint leverages the familiarity and power of Vista with specific data access functions to make HR management quick and easy.

Viewpoint HR Management provides contractors with the tools to be more successful in both the office and the field. Provide key insights for management and valuable transparency for employees, foster greater collaboration across the entire team and simplify processes when interfacing with HR and payroll staff.

BENEFITS

- Improve HR efficiency and better manage your office and field employees
- Streamline your key HR processes
- Empower employees to manage their own data through self service
- Avoid paper work and automate HR workflows for payroll staff
- Reduce errors caused by manually transferred data
- Expand ease of communication with employees

Welcome to your open enrollment. Follow the steps below to elect your benefits. We are glad you are here!

Lost? Get Help! 

Your enrollment window is from **5/13/2018 to 8/16/2018.** Window Type: **Open Enrollment**

Step 1. Update your own personal information.	Complete! 
Step 2. Update your dependent information.	Complete! 
Step 3. Review plan offerings and elections.	Incomplete! 
Step 4. Finalize and submit.	Incomplete! 



CAPABILITIES

TIME OFF

Manage time off through Viewpoint's framework of leave code balances without spreadsheets. Easily allow employees to request and then have management extend permissions for time off.

ELECTRONIC DOCUMENTS

Take documents to the digital environment and allow employees to view relevant compliance documents in one centralized location. Allowing them to sign on their smart phone, tablet or PC once they have reviewed.

REPORT VIEWING

Easily access and view SSRS reports directly from Vista. Extending the most up to date SSRS reports to employees in the office or in the field from a browser experience.

EXPENSES

Eliminate the hassle of organizing paper receipts and submit expenses online, code to Job or General Ledger accounts and attach photos of receipts straight from your mobile device. Review and approve expenses with a single click. Capture and review Credit Card expenses.

TRAINING CLASSES

Review employee skills training and assess their progress to manage their position and permissions accordingly.

PERFORMANCE REVIEW

Digitally conduct your performance reviews to evaluate employees and give feedback.

PERSONNEL UPDATE

Allow employees to directly update their personal information in Vista to cut down on administrative effort.

EARNINGS/PAY DOCS/PAYSTUB TOOLS

Efficiently provide transparency for employees to view past paystubs, timecards, 1095C, and W-2s or T-4s. Allow Employees to easily set up their direct deposit information. All without having to change your payroll process.

BENEFITS

Extend your data to Vista by letting employees review current elections, submit life event changes and complete open enrollment.

EMERGENCY/GROUP SMS MSG

Communicate important emergency news via SMS messaging to your employees easily from Vista.

EMPLOYEE ONBOARDING/JOB APPLICANT TRACKING

Build electronic workflows for each step of the applicant hiring process. Give your website a career page that guides applicants and integrates seamlessly through the applicant tracking and onboarding process. Letting you track onboarding progress for new employees along the way.

Visit us at Viewpoint.com, call **+1 800.333.3197**, or email productinfo@viewpoint.com to learn more or see an informative demo.

ABOUT VIEWPOINT

Viewpoint, a Trimble Company, is a leading global provider of integrated software solutions for the construction industry. Viewpoint software enables customers to integrate operations across the office, team and field to improve project profitability, enhance productivity, manage risk and effectively collaborate across the broad construction ecosystem. With nearly 8,000 clients, including more than 40 percent of the ENR 400, Viewpoint's innovations are transforming the construction industry by fully integrating operations across financial and HR systems, project management tools and mobile field solutions.