The Smart Choice for Enterprise Software

Employee Portal

CityShare® is a complete platform of easy to use suites and applications designed specifically for Local Government's unique budgeting, operating and financial requirements. Our intuitive enterprise level software is modular and fully integrated allowing users to start with a basic system while affording the flexibility to add scalable functionality and features as needs expand and grow more complex. **CityShare®** is developed using industry standard client server and web enabled architecture combined with enhanced collaboration tool sets that will satisfy your needs now and in the future. We know you need to do more with less – fewer resources - fewer keystrokes –faster results. This is why our products are designed to be the Smart Choice for Enterprise Software!

The CityShare® Employee Portal ("the "ePortal") is a native web product designed to extend critical business activity to the internet using a web browser on a tablet or PC for input and review. The ePortal extends your municipal database to the internet with the important security features required to ensure the integrity of your information. No special web services are needed at your site as the software operates from our secure web servers providing a seamless interface for your organization. The Portal can be accessed by a PC, Laptop or Smartphone anywhere, anytime with an Internet connection.

ePortal enables employees to maintain their own personal data via a secure login without the need for assistance from Managers or Human Resources. It uses a role based approach to define access provided to employees and managers. Employees are provided access to their information and transactions they may be responsible to enter. Managers are provided their own information and that of their employees. In addition to data views, ePortal supports time entry for pay period transactions and leave time requests. Configuration options exist to support time entry by the actual employee, their manager or a special role that can be designated as a Timekeeper. Time entered on the portal is transmitted to the Payroll program for Pay Period processing resulting in further savings and improved accuracy.   Employees can request leave time via automatic emails. Leave status and history is maintained on an employee and organization level.

ePortal will save you time and money in the administration of employee and payroll activity.

Suites in the CityShare® Enterprise Solution

Financial Management is a complete and fully integrated multi fund accounting system for local government entities.

Employee Management provides all required functions of a complex Public Sector Payroll & Human Resources with integrated G/L & optional position control.

Revenue Management is a municipal billing and collection solution designed for local government utility operations that expedites bill processing, cash collection and control.

Land Management is a single tool for land use control and planning designed to manage all application, permit and violation documents featuring a centralized parcel database.

Tax Management is a comprehensive, modular billing solution for municipal governments that provides collection and reporting tools to automate your tax billing requirements.

Government Management provides the ability to distribute key features of accounting control with departmental security through the organization in a controlled manner.

<u>Employee Portal Features & Benefits</u>:

- Web services – none required at your site as the software operates from our secure web servers providing a seamless interface to your organization
- Security – Server-side authentication for all client requests - (login required). Client / Server communication encrypted using a 2048-bit SSL certificate (https).
- Employee Self Service – enables employees to maintain their own personal information
- Cloud-Based – available to employees and supervisors from anywhere, anytime
- Accessed with a tablet, laptop, PC or Smartphone.
- Leave Requests – employees initiate requests that are transmitted automatically via email to supervisors. Decisions automatically emailed to employees with explanations or comments as necessary
- Leave Calendar – color coded organization leave calendar automatically maintained and optionally interfaced to a designated Outlook calendar
- Time Entry – Pay Periods created in Payroll are available for time entry by employees, supervisors or designated timekeepers Time Sheet Submissions generate automated emails to supervisors. Time Sheet Approvals & Rejections generate automated emails back to subordinates
- Web-entered time is automatically entered in the Payroll program for pay calculations.
- Role-based - Employees are provided access to their information and transactions they may be responsible to enter. Managers are provided with their own information as an employee, but also information about their employees
- Communication – provides a library for dissemination of policies, notices and general information
- Automated email content customizable by eportal system administrators.

Let's Talk – we have a well thought out list of features and benefits – you'll be impressed!

Powered by

FREEDOM
SYSTEMS ★