Paper processing is costly, and often results in inaccuracies, misfiling, or delays in physical handling and delivery. Reduce your costs and increase employee satisfaction by offering them 24/7 access to paystubs, tax declarations, W-2 forms and more. MS Govern’s new and more robust Employee Self Service Portal (ESSP) is fully integrated with the Govern Payroll and Human Resources modules.

Features & benefits of our eco-friendly, Web-based Employee Self Service Portal include:

- **Address Management**: Employees can view and change their personal account information, such as their home address.

- **Approval Routing**: Employee changes are automatically submitted to the proper supervisor for approval when necessary (i.e. entering time, address changes, etc.).
The St. Johns River Water Management District is committed to the environment and has specific ‘Green’ initiatives. As part of the paper reduction program, we implemented the Employee Self Service Portal (ESSP) which eliminated the need to distribute paper copies of our direct deposits. We also store electronic images of all direct deposit notices, and other checks issued to vendors, employees and board members in our Document Management Storage System."

--Susan Eubanks
Business Application Services Coordinator
St. John’s River Water Management District, FL, USA
www.sjrwmld.com

- **Electronic Pay Statements**: Employees can view electronic versions of their paystubs, as well as tax (W2) information.
- **Electronic Timesheets**: Web-based access for all employees to enter their weekly time worked.
- **Employee Profile**: Shows important information such as leave balances, tax elections, direct deposits, benefit elections and more.

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