

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, reduce errors and speed your critical HR workflows.

Viewpoint HR Management helps Vista users manage their information and streamline back-office operations. Eliminate double entry and errors by automating HR workflows allowing employees to manage their own data and easily access relevant information and documents. 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
- Improve ease of communication with employees

Edit Expense Item

Save and Close

Date

01/09/2019

Description

Car Parking

Location

Southbank Care Centre

Note

Reimbursement Mode

Expense

Unit of Measure

LS

Unit Cost

Qty.

Gross Amount

Tax Code

Tax Amount

Type

Clear Coding

Job

JCCo

1 - Vie...

Job

1 - 100- - Olympic HQ Buil

Phase

031110- - - SOG E...

Cost Type

Labor

Attached Documentation

Drop a file or Click to upload

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 sign on their smart phone, tablet or PC.

REPORT VIEWING

Easily access and view reports to have the most up to date information on your organisation.

EXPENSES

Eliminate the hassle of organising paper receipts and submit expenses online, code to Job or General Ledger accounts and attach photos of receipts. Review and approve expenses with a single click.

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 and more. All without having to change your payroll process. All without having to change your payroll process.

ENTER LABOR TIME

Empower employees to easily enter their labor time directly to Vista PR timecard batch entry from a mobile device.

EMPLOYEE ONBOARDING/JOB APPLICANT TRACKING

Build electronic workflows for each step of the applicant and onboarding process and track progress for new employees along the way.

EMERGENCY/GROUP SMS MSG

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

BENEFITS

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

Visit us at Viewpoint.com.au, call +61 2 9492 4100, 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.