



Pulse
MINING SYSTEMS

Human Resources Employee Kiosk

**SAVE YOURSELF VALUABLE TIME
AND EMPOWER YOUR WORKFORCE.**

The Employee Kiosk sub-module is a self-help tool that empowers employees to manage their personal information, freeing Human Resources from a multitude of administrative tasks.

Enables employees to:

- Enter, update and withdraw leave applications
- Maintain personal information
- View entitlements and projected leave balances
- Include attachments on leave applications
- Print or reprint pay advices.

Allow supervisors to:

- Electronically approve or reject leave applications
- Manage staffing resources via an overarching leave calendar
- Remove several administrative duties
- Better manage staffing levels through a Leave Application Map
- Focus on larger, more strategic issues.

**EMPOWER EMPLOYEES TO MANAGE
THEIR PERSONAL INFORMATION &
FREE-UP HUMAN RESOURCES TEAM TIME.**

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**DETERMINED TO BE THE ERP SOLUTION OF CHOICE FOR THE
MINING INDUSTRY.
PULSE MINING SYSTEMS OFFERS THE ONLY ERP DEVELOPED
EXCLUSIVELY FOR THE BENEFIT OF MINING.**

Benefits



Complete the Leave Application process online: Remove data entry, paper forms and manual handling from the Leave Application process. From submission to approval, the entire process can be completed within the Employee Kiosk, with automatic status updates.



Employee ownership: Reduce the amount of personnel-related administrative tasks by enabling employees to for update and maintain their personal information.



Employees can print their own Pay Advices: No more reprint requests! Further, save on costs by eliminating specialised and costly pay advice stationary.



Leave entitlement management: Employees can view their current leave balances through the Employee Kiosk. Supervisors have access to a Leave Application Map, a workforce indicator to ensure manning levels within teams meet requirements.



24x7 and immediate access: The Employee Kiosk is accessible to personnel when and where they need it. Reliance on Human Resources for access to information is greatly removed, and overall communication across the organisation can be greatly increased.



Cost savings: Overall the Employee Kiosk can save time, money and resources, freeing up your Human Resources departments and empowering your workforce.



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Employee Advantages

Take control of your personal information

With access to update and maintain personal information, employees can take ownership and reduce their reliance on Human Resources personnel. Employees can update information relating to name changes, emergency contacts and payment details.

Updated information is automatically saved in the Employee Kiosk. This means that data replication or inaccurate records are a thing of the past.

View your balances and history

There is no need to ask the Human Resources department for leave balance updates – you can find it in the Employee Kiosk. Easily access and view leave balances for annual leave, personal leave and long service leave accruals.

Print when you need it

Instead of requesting reprints or waiting to receive your payslips, log in to the Employee Kiosk and print them off when you need them.

Human Resources Advantages

Reduce your overheads

With access to update and maintain personal information, employees can take ownership and reduce their reliance on Human Resources personnel. Employees can update information relating to name changes, emergency contacts and payment details.

Updated information is automatically saved in the Employee Kiosk. This means that data replication or inaccurate records are a thing of the past.

Happier employees

Happier employees can lead to a reduction in employee turnover. The Employee Kiosk is a go-to resource for employees, providing an accessible and easy-to-use tool; employees can enjoy transparency relating to their leave accruals and personal information.

The Leave Application Map is an effective workforce indicator, enabling supervisors to better manage staffing levels and reducing stress caused by under or over-staffing.

Enhance your data integrity

The Employee Kiosk provides a centralised system for information relating to personnel. Providing employees with the opportunity to maintain their personal information can increase the currency and an overall accuracy of employee data. Further, by digitalising processes such as Leave Applications, inaccuracies caused by manual handling and data entry are removed entirely.