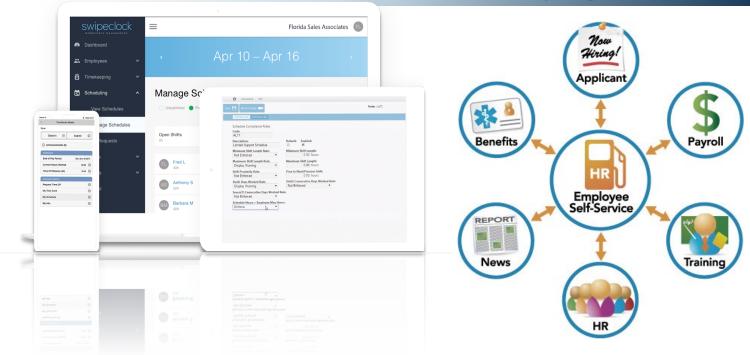Employees today are accustomed to accessing their payroll and other employment data online. AIU's Employee Portal provides your employees this convenience helping your company benefit from being more efficient and saving time.

## Employee Portal Features

**Accessing and Updating Employee Data**
The Employee Portal offers the ability for employees to access data online, making it more convenient for the employee and reducing the number of requests to payroll and HR.

**Access Pay Data**
Employees can access and print paystubs and W-2s, a time-saving feature at tax time

**View and Request Time Off**
The Employee Portal provides access to vacation and sick time accruals, and a time off request form that is automatically sent to the employee's manager for approval and will identify time off conflicts

**Update Information**
Employees can update their personal information as changes occur and notifications are sent to managers.

**Creating Workflow Efficiencies**
At a time when businesses are looking to do more with less to remain competitive, clients will appreciate the efficiency of AIU Payroll's Employee Portal

**Manage Requests Online**
Managers can review and approve employee data changes and time off requests online.

**Facilitate Communication**
Post company-wide announcements and important information for employees to see when they log in

**Reduce Paper**
The ability for employees to access paystubs online can mean a reduction in printed paystubs for employees with direct deposit, saving time