

## **HR Online – Employee Self-Service Video Transcript**



The self-service module allows employees to log into the system and upload time sheets and leave requests, as well as viewing other documents, let's view the employee that we created in the first 'Add Employees' video. Now we have the employees file open, let's modify it and enable the self-service module.

We can also make this user a line manager, each employee in the system can have a line manager who processes certain approval action tasks for them. Underneath the line manager permission tick-box we can select which employee will be the timesheet approver for this employee. The system operates so that the timesheet approver does not have to be the same user as the employee's line manager.

At the bottom of this tab, we can select the employees file access control, this controls who will be able to view all files related to this user, for example access control could be given to the employee's line manager and up, or in other cases it could be given exclusively to the HR manager.

On the previous tab, we can change the employment status to active, and we can see the employees unique ID, this number has been automatically generated, however it can be manually set if required – this number also serves as the username for the employee's self-service login to the system.

We can also select the line manager for this user, as we mentioned a moment ago, the line manager is responsible for actioning tasks related to this employee. Employees with self-service enabled are able to have their rotas and timesheets sent to them via email and SMS, we can enable this in the contact tab.

When we are happy with all the information we have entered, we can click save and the employee will be created in the system, as we have 'self-service' enabled, the employee will be able to log in right away and use their ID to start using the system.