Aussiepay
Get Started Guide

Employee Self Service (ESS) & Leave Management

Employgroup Employee Self Service and Leave Management features provide your staff access to payroll-related data relevant to their employment, including:

- Payslips
- Pay History
- Personal Details
- Leave requests
- Banking details
- Leave entitlements

In addition to having real-time access to this important information, your employees can also now perform a range of administrative functions, such as update their personal information, print payslips and submit leave applications.

As shown below, employees can view their current payslip as well as all historical payslip data since their employment start date.

As well as being able to update standard personal information such as their home address, phone number, email address and emergency contact details, employees can change and update their own bank account details

Employgroup leave management feature allows your employees to manage and monitor their annual leave arrangements, including the online submission of leave applications, along with

keeping track of their leave applications and receiving updated as the applications progress, as demonstrated below

Leave application

The following example illustrates the calendar-based feature that employees can use to quickly and easily project their annual leave balances in advance
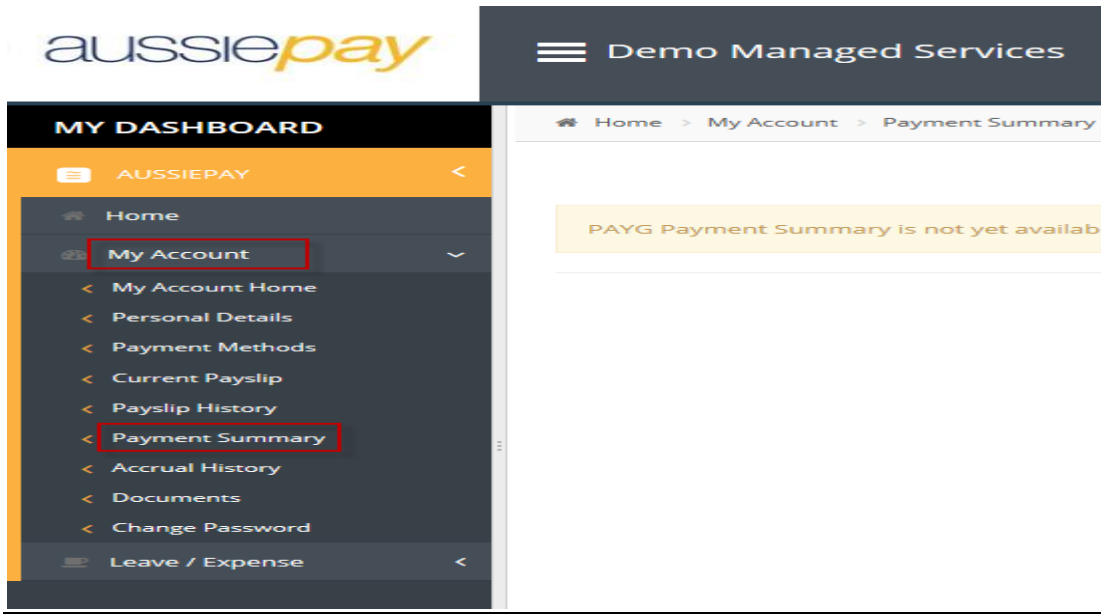

Employee will be able to access their payment summaries and payment summaries history.

Employees can access their payroll details on their mobile from Blackberry, IPhone or android, allowing them to conveniently perform all of these functions anytime and anywhere.

If you need further assistance, please contact your payroll consultant on service@aussiepay.com.au or (02) 8844 0777