



How to navigate the MSS Portal

Index

- 1. How to approve leave.....3
- 2. How to reject leave7
- 3. How to approve a timesheets.....8
- 4. How to reject a time sheet.....13
- 5. How to add birthdays & anniversaries to a calendar14
- 6. How to view employee profile and team view19
- 7. How to do a substitution.....25

How to Approve Leave

Launch Work Zone and select Employee Zone

The screenshot shows the BCX Work Zone intranet homepage. A red callout box with the text "Launch Work Zone and select Employee Zone" has a red arrow pointing to the "Employee Zone" link in the top navigation bar. The navigation bar also includes a search bar, a "Voice" icon, and a "POWER" icon. Below the navigation bar, the main header features the "BCX | Work Zone" logo and a "YOU ARE HERE: WORKZONE INTRANET HOME" breadcrumb. The main content area is divided into three columns. The left column, titled "NEWS ARTICLE", contains three articles: "14 February 2018: Shutdown period and compulsory vacation leave- 2018", "09 February 2018: Our Operating Model in Action", and "07 February 2018: Declaration of interest – The Office of the Ombud for Financial Services Providers". The middle column contains three sections: "ORGANIZATIONAL STRUCTURE" with a "New Organizational Structure" diagram, "EXCHANGE RATE" with a "Exchange Rate" table, and "BRAND TEMPLATES". The right column contains two sections: "EMERGENCY COORDINATOR CONTACTS" with contact information for Derek Doveton, and "LINK TO GIFT DECLARATION REGISTER" with a "Gift Declaration Register" link. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date and time.

https://workzone.bcx.co.za/default.aspx

Webmail Condeco 3.3

Search...

Employee Zone

POWER

Your name
Yammer OneDrive Sites

SHARE FOLLOW

BCX | Work Zone

YOU ARE HERE: WORKZONE INTRANET HOME

SHARED SERVICES SALES CHANNELS SOLUTIONS SERVICE DELIVERY TRANSFORMATIONAL SOLUTIONS & PRE-SALES I-ZONE

NEWS ARTICLE

14 February 2018: Shutdown period and compulsory vacation leave- 2018

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ORGANIZATIONAL STRUCTURE

New Organizational Structure

EXCHANGE RATE

Exchange Rate

BRAND TEMPLATES

EMERGENCY COORDINATOR CONTACTS

In case emergency please call:

Derek Doveton
081 317 2889
[Emergency Coordinator]

Click emergency action plan

LINK TO GIFT DECLARATION REGISTER

Gift Declaration Register

14:13
2018/03/07

How to Approve Leave

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Business Process Enablement

Home

Full Screen

Options

news

self-help guides

CONTACT US

Employee Zone Dashboard

Overview of Actions required

Actions Highlighted with the Warning Triangle require action. To access the application, select the Warning Triangle.

*** Hover over Icon for additional details ***

14:58:12

Employee Self Service

Manager Self Service

Timesheets	Skills Update	Office Location	Compliance	Verify Assets	Time Approval	Leave Approval	Skills Approval	Expense Approval
✓	⚠	✓	✓	✓	✓	✓	⚠	✓

How to Approve Leave

Mobile WiFi

BCX | Employee Zone

Log off

HomeEmployee Self-ServiceManager Self-ServiceMaster Data ManagementBusiness Process Enablement

Home

Full ScreenOptions

Manager Services

MapDirectoryIndex

Approvals

Alerts, Tasks and Notifications.
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Team

Interactive overviews of information pertaining to employees or organisational units you are responsible for

Reports

Access and run reports specific to the management of employees and organisational structures you are responsible for

Organisational Chart

View the Organisational structure for BCX

Select Approvals

Out of Office

Manage assignment of substitution that will act on your behalf during your absence

i.Talent

Manage vacancies and Employee's Performance and Talent documents

Annual Salary Review

Manage annual salary increases for your team and organisational units

Upcoming Birthdays and Anniversaries

Birthdays

Previous Next 1-3 of 3

Anniversaries

Sun 2018/04/01 Roopa Mahendra Mackenjee (03)

Previous Next 1-1 of 1

Send E-Mail to Update Calendar

Refresh

Related Links

HELP Employeezone Navigation

ESS Help Guides

MSS Help Guides

MDM Help Guide

Most Frequently Used

Leave Request Approvals

Employee Profiles

Unified Inbox

How to Approve Leave

BCX | Employee Zone

Home Employee Self-Service **Manager Self-Service** Master Data Management Business Process Enablement

Overview Full Screen

Manager Services

Back

Approvals
Alerts, Tasks and Notifications.
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Unified Inbox
[View and action requests assigned to you](#)
[Leave Request Approvals](#)
[View and Action leave requests assigned to you](#)

Timesheet Approvals
- View and action timesheet entries as Tasked Approver
- Only Outstanding entries are presented for Approval or Rejections
- Only Released for Approval entries for normal/positive Approvals or Rejections

Time Management
- Capture Timesheet On Behalf of other employees - Handle corrections
- Process Released for Approval Time entries to check and approve
- Reject foreign entries to apply latest Master data to task another more current Appointed Approver/s
- Approve or Un-Approve time entries for next steps required
- Reject or Un-Reject time entries to do further follow-up before final Approval/s can be done
- View all relevant weekly totals per week ending dates and view detail in Show Details (Export to Excel if required)
- Line Manager view available for all these entries.
- Create Timesheets PDF Documents to Mail or Print
- Selectively Print or Mail Timesheets by Client, Approver or All entries
- Send Mail option will attach one or more PDF documents

Expense Claim Approvals
- View and action Expense Claims assigned to you as Tasked Approver
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Expense Management
Print Expense Claims
- Process Submitted for Approval Expense Claim entries to check and approve
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- Approve Expense Claim entries to allow the further processing to take place
- HR users only can Settle or Withhold Settlement for Approved Expense Claim entries
- View all relevant weekly totals per week ending dates and view detail in Show Details
- Line Manager view available for all these Expense Claim entries.
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iTalent To Do List
[View and action talent requests assigned to you](#)

1. Select Leave Request Approval

2. Approve or Reject

3. Confirm Approval

Approve **Cancel**

Leave Requests (1)

Search

Lilly White
Lieketseng Msiza
7,00 Hours
Today

Annual (Perm Employees)
2018/03/16 08:00AM - 4:00PM
New Request:

Leave Request

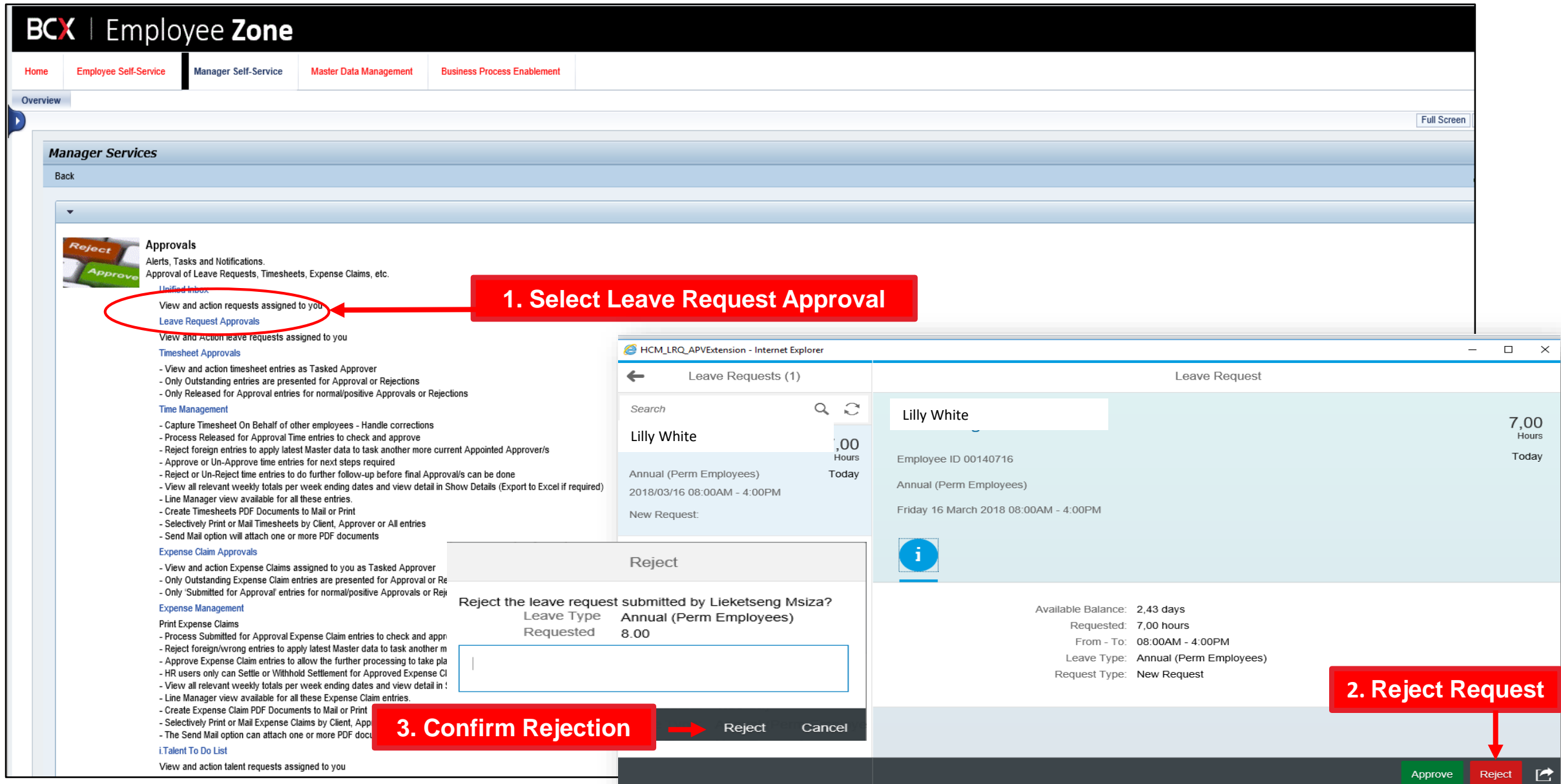
Lilly White
Lieketseng Msiza
Employee ID 00140716
Annual (Perm Employees)
Friday 16 March 2018 08:00AM - 4:00PM

Available Balance: 2,43 days
Requested: 7,00 hours
From - To: 08:00AM - 4:00PM
Leave Type: Annual (Perm Employees)
Request Type: New Request

Approve **Reject**

Approve the leave request submitted by Lieketseng Msiza?
Leave Type Annual (Perm Employees)
Requested 1.00 day

How to reject Leave



BCX | Employee Zone

Home Employee Self-Service **Manager Self-Service** Master Data Management Business Process Enablement

Overview Full Screen

Manager Services

Back

Approvals
Alerts, Tasks and Notifications.
Approval of Leave Requests, Timesheets, Expense Claims, etc.

Unified Inbox
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[Leave Request Approvals](#)
View and Action leave requests assigned to you

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Time Management
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- Process Released for Approval Time entries to check and approve
- Reject foreign entries to apply latest Master data to task another more current Appointed Approver/s
- Approve or Un-Approve time entries for next steps required
- Reject or Un-Reject time entries to do further follow-up before final Approval/s can be done
- View all relevant weekly totals per week ending dates and view detail in Show Details (Export to Excel if required)
- Line Manager view available for all these entries.
- Create Timesheets PDF Documents to Mail or Print
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Expense Claim Approvals
- View and action Expense Claims assigned to you as Tasked Approver
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Expense Management
Print Expense Claims
- Process Submitted for Approval Expense Claim entries to check and approve
- Reject foreign/wrong entries to apply latest Master data to task another manager
- Approve Expense Claim entries to allow the further processing to take place
- HR users only can Settle or Withhold Settlement for Approved Expense Claims
- View all relevant weekly totals per week ending dates and view detail in Show Details
- Line Manager view available for all these Expense Claim entries.
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Rejection Confirmation
Reject the leave request submitted by Lieketseng Msiza?
Leave Type Annual (Perm Employees)
Requested 8.00
Reject Cancel

Leave Request
Lilly White
Employee ID 00140716
Annual (Perm Employees)
2018/03/16 08:00AM - 4:00PM
New Request:
Friday 16 March 2018 08:00AM - 4:00PM
Available Balance: 2,43 days
Requested: 7,00 hours
From - To: 08:00AM - 4:00PM
Leave Type: Annual (Perm Employees)
Request Type: New Request
Approve Reject

1. Select Leave Request Approval

2. Reject Request

3. Confirm Rejection



How to Guide – How to approve Timesheets

How to Approve a Timesheet

Launch Work Zone and
select Employee Zone

The screenshot shows the BCX Work Zone intranet homepage. At the top, a red navigation bar contains a search bar, a 'Voice' icon, and the 'Employee Zone' link, which is circled in black and pointed to by a red arrow from a callout box. To the right of the navigation bar is a user profile section with the name 'Yammer' and links to 'OneDrive' and 'Sites'. Below the navigation bar is a dark header with the 'BCX | Work Zone' logo and a breadcrumb trail: 'YOU ARE HERE: WORKZONE INTRANET HOME'. A secondary navigation bar lists various service categories. The main content area is divided into three columns. The left column, titled 'NEWS ARTICLE', features three articles with 'dare to disrupt' banners. The middle column contains three sections: 'ORGANIZATIONAL STRUCTURE' with a diagram, 'EXCHANGE RATE' with a financial chart, and 'BRAND TEMPLATES'. The right column includes 'EMERGENCY COORDINATOR CONTACTS' with contact information for Derek Doveton and a 'LINK TO GIFT DECLARATION REGISTER' with a gift box image. The Windows taskbar at the bottom shows various application icons and the system clock indicating 14:13 on 2018/03/07.

https://workzone.bcx.co.za/default.aspx

Webmail Condeco 3.3

Search...

Employee Zone

Your name
Yammer OneDrive Sites

SHARE FOLLOW

BCX | Work Zone

YOU ARE HERE: WORKZONE INTRANET HOME

SHARED SERVICES SALES CHANNELS SOLUTIONS SERVICE DELIVERY TRANSFORMATIONAL SOLUTIONS & PRE-SALES I-ZONE

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ORGANIZATIONAL STRUCTURE

New Organizational Structure

EXCHANGE RATE

Exchange Rate

BRAND TEMPLATES

EMERGENCY COORDINATOR CONTACTS

In case emergency please call:

Derek Doveton
081 317 2889
[Emergency Coordinator]

Click emergency action plan

LINK TO GIFT DECLARATION REGISTER

Gift Declaration Register

14:13
2018/03/07

How to Approve a Timesheet

BCX | Employee Zone

Log off

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Business Process Enablement

Select Manager Self-Service

Home

Full Screen

Options



news



self-help guides

Browse our help section to find answers to common questions



CONTACT US

If you did not find the answer you were looking for in the Self-Help section, send us your query

Employee Zone Dashboard

Overview of Actions required

Actions Highlighted with the Warning Triangle require action. To access the application, select the Warning Triangle.

*** Hover over Icon for additional details ***

Employee Self Service

Manager Self Service

Timesheets	Skills Update	Office Location	Compliance	Verify Assets	Time Approval	Leave Approval	Skills Approval	Expense Approval
								

How to Approve a Timesheet

BCX | Employee Zone

Log off

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Business Process Enablement

Home

Full Screen

Options

Manager Services

Map

Directory

Index

Reject

Approve

Approvals

Alerts, Tasks and Notifications.
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TEAM

Team

Interactive overviews of information pertaining to employees or organisational units you are responsible for

REPORTS

Reports

Access and run reports specific to the management of employees and organisational structures you are responsible for

Organisational Chart

View the Organisational structure for BCX

Out of Office

Manage assignment of substitution that will act on your behalf during your absence

i.Talent

Manage vacancies and Employee's Performance and Talent documents

SALARY

Annual Salary Review

Manage annual salary increases for your team and organisational units

Upcoming Birthdays and Anniversaries

Birthdays

Sat 2018/03/10

Thamara Naicker

Wed 2018/03/28

Lauren Leslie Du Preez

Thu 2018/04/19

Grace Dipale

Previous

Next

1-3 of 3

Anniversaries

Sun 2018/04/01

Roopa Mahendra Mackenjee (03)

Previous

Next

1-1 of 1

Send E-Mail to Update Calendar

Refresh

Related Links

HELP Employeezone Navigation

ESS Help Guides

MSS Help Guides

MDM Help Guide

Most Frequently Used

Leave Request Approvals

Employee Profiles

Unified Inbox

How to Approve a Timesheet

BCX | Employee Zone

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Overview

Manager Services

Back

Reject

Approve

Approvals

Alerts, Tasks and Notifications

Approval of Leave Requests

Unified Inbox

View and action timesheet entries as Tasked Approver

Leave Request Approvals

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Reject or Un-Reject time entries to do further follow-up before final Approval

View all relevant weekly totals per week ending dates and view details

Line Manager view available for all these entries.

Create Timesheets PDF Documents to Mail or Print

Selectively Print or Mail Timesheets by Client, Approver or All entries

Send Mail option will attach one or more PDF documents

Expense Claim Approvals

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Talent To Do List

View and action talent requests assigned to you

1. Select Timesheet Approvals

2. Tick to select entry

3. Approve Timesheet

4. Select ok to confirm approval

HCM_TSH_APVExtension - Internet Explorer

← Timesheets (1)

Search

Jane Doe 152.00 Hours

Approver: Manager's Name For Approval Over 5 Weeks

Jane Doe 152.00 Hours for Approval

Over 5 Weeks 0.00 Hours, Approved

Approver Manager's Name 0.00 Hours, Rejected

Mar 18 - Mar 24 Jan 28 - Feb 03 Jan 21 - Jan 27 Jan 14 - Jan 20 Jan 07 - Jan 13

Date

Description

Recorded

Approval Status

Mar 21

N000126-HRM Learning Development
Leave: Perm (CC Home), Hours, Pm's Public Holiday, 139629 - Grace Dipale

8h 0m

For Approval

Confirmation

Do you want to approve the selected entry for Jane Doe

OK Cancel

Timesheet request will appear on the left

See summary/notes captured by requestor here

How to Reject a Timesheet

BCX | Employee Zone

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Overview

Manager Services

Back

Reject

Approve

Approvals

Alerts, Tasks and Notifications

Approval of Leave Requests

Unified Inbox

View and action on leave requests

Leave Request Approvals

View and Action leave requests assigned to you

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Create Expense Claim PDF Documents

Selectively Print or Mail Expense Claim

The Send Mail option can attach one or more PDF documents

iTalent To Do List

View and action talent requests assigned to you

1. Select Timesheet Approvals

2. Tick to select entry

3. Reject Timesheet

4. Select Rejection Reason

5. Select OK to confirm rejection

HCM_TSH_APVExtension - Internet Explorer

Timesheets (1)

Search

Jane Doe

152.00 Hours

Manager's Name

For Approval

Over 5 Weeks

Jane Doe

152.00 Hours for Approval

Over 5 Weeks

Approver Manager

Mar 18 - Mar 24

Jan 28 - Feb 03

Jan 21 - Jan 27

Jan 14 - Jan 20

Jan 07 - Jan 13

0.00 Hours, Approved

0.00 Hours, Rejected

Date

Description

Recorded

Approval Status/notes captured by requestor here

8

Mar 21

N000126-HRM Learning Development

8h 0m

For Approval

Leave: Perm (CC Home), Hours, Pm's Public Holiday, 139629 - Manager's Name

Rejection Reason

Search

AAAA=>BEFORE Rejections are Done: Fix Master Data

AAAB=>BEFORE Rejecting:Repair Line Inconsistencies

AAAC=>FOLLOW UP ALL Rejections YOU did on SAME...

AAAC=>OTHER TEAMS: Communicate using Mail Options

AAAC=>Only Do Rejections for OWN TEAM Members

Full:Only Empl in New Process can Action

CT Reason below Best Reflecting Yours

CT Reason: Its Your Message to Employee

Cancel

Confirm

Do you want to reject the selected entry for Lieketseng

OK

Cancel



Birthdays & Anniversaries Calendar

Birthdays and Anniversaries Calendar

Launch Work Zone and select
Employee Zone

The screenshot shows the BCX Work Zone intranet. The browser address bar displays <https://workzone.bcx.co.za/default.aspx>. The top navigation bar is red and contains a search bar, a 'Voice' icon, the 'Employee Zone' link (circled in red with a callout), and a 'POWER' icon. Below the navigation bar is a black header with the 'BCX | Work Zone' logo and a breadcrumb trail: 'YOU ARE HERE: WORKZONE INTRANET HOME'. A secondary navigation bar lists categories: 'SHARED SERVICES', 'SALES CHANNELS', 'SOLUTIONS', 'SERVICE DELIVERY', 'TRANSFORMATIONAL SOLUTIONS & PRE-SALES', and 'I-ZONE'. The main content area is divided into three columns. The left column, titled 'NEWS ARTICLE', contains three articles: '14 February 2018: Shutdown period and compulsory vacation leave- 2018', '09 February 2018: Our Operating Model in Action', and '07 February 2018: Declaration of interest – The Office of the Ombud for Financial Services Providers'. The middle column contains 'ORGANIZATIONAL STRUCTURE' (with a diagram), 'EXCHANGE RATE' (with a stock market graphic), and 'BRAND TEMPLATES'. The right column contains 'EMERGENCY COORDINATOR CONTACTS' (with contact info for Derek Doveton) and 'LINK TO GIFT DECLARATION REGISTER' (with a gift icon). The Windows taskbar at the bottom shows the time as 14:13 on 2018/03/07.

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Birthdays and Anniversaries Calendar

BCX | Employee Zone

Log off

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Business Process Enablement

Home

Full Screen

Options

news

self-help guides

CONTACT US

Employee Zone Dashboard

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*** Hover over Icon for additional details ***

Employee Self Service

Manager Self Service

Timesheets	Skills Update	Office Location	Compliance	Verify Assets	Time Approval	Leave Approval	Skills Approval	Expense Approval

Adding Birthdays and Anniversaries Calendar

The screenshot displays the BCX Employee Zone interface. The top navigation bar includes links for Home, Employee Self-Service, Manager Self-Service, Master Data Management, and Business Process Enablement. The Manager Self-Service section is active, showing various services like Approvals, Team, Reports, and Organisational Chart. A red box labeled "Click to open" points to the "Upcoming Birthdays and Anniversaries" link in the right sidebar. This link is circled in red. Below this, a pop-up window titled "Birthdays and Anniversaries of All Employees" is shown, displaying a list of birthdays and anniversaries. A red box labeled "Pop up confirming data sent to outlook – Select OK to close" points to the "OK" button in the pop-up window.

BCX | Employee Zone Log off

Home Employee Self-Service **Manager Self-Service** Master Data Management Business Process Enablement

Overview

Full Screen Options

Manager Services

Map Directory Index

Approvals
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i.Talent
Manage vacancies and Employee's Performance and Talent documents

Annual Salary Review

Upcoming Birthdays and Anniversaries

Birthdays
Wed 2018/03/28 Laura Croft
Thu 2018/04/19 Indiana Jones
Previous Next 1-2 of 2

Anniversaries
Sun 2018/04/01 Harry Potter
Previous Next 1-1 of 1
[Send E-Mail to Update Calendar](#) [Refresh](#)

Related Links
[HELP Employeezone Navigation](#)
[ESS Help Guides](#)
[MSS Help Guides](#)

Birthdays and Anniversaries of All Employees
Data successfully sent to your inbox
OK

Adding Birthdays and Anniversaries Calendar

File

Message

Attachments

Tell me what you want to do

Open

Quick Print

Remove Attachment

Save As

Save All Attachments

Save to OneDrive

Save All to OneDrive

Save to Cloud

Select All

Copy Selection

Show Message

Thu 2018/03/15 10:05

RB Indiana Jones <Indiana.jones@bcx.co.za>

Birthdays and Anniversaries

To Ravika Bandyopadhyay - BCX

SAP.ics

5 KB

Birthdays and Anniversaries for the Year 2018

Click on the SAP file

Microsoft Outlook

Add this Internet Calendar to Outlook?

You should only open calendars from sources you know and trust.

Attachment "Birthdays and Anniversaries.ics" from "Birthdays and Anniversaries"

Yes

No

Click Yes to action

Calendar - Ravika.Bandyopadhyay@bcx.co.za - Outlook

File Home Send / Receive Folder View Tell me what you want to do

New Appointment

March 2018

SU	MO	TU	WE	TH	FR	SA
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

28 March 2018

Washington, D.C. Today 50°F / 34°F Tomorrow 44°F / 33°F Saturday 43°F / 33°F

Calendar X

WEDNESDAY

28

06

07

08

09

10

Untitled X

WEDNESDAY

28

Date of birth for Loula Croft

Birthday Added to Outlook calendar



Employee Profile and Team View

Employee Profile & Team View

Launch Work Zone and
select Employee Zone

The screenshot shows the BCX Work Zone intranet homepage. At the top, there is a red navigation bar with a search bar on the left and a user profile on the right. The user profile shows 'Your name' as 'Yammer' and includes links for 'OneDrive' and 'Sites'. A red callout box with a white arrow points to the 'Employee Zone' link in the navigation bar. Below the navigation bar is a dark grey banner with the 'BCX | Work Zone' logo and a breadcrumb trail: 'YOU ARE HERE: WORKZONE INTRANET HOME'. Underneath the banner is a horizontal menu with various service categories. The main content area is divided into three columns. The left column is titled 'NEWS ARTICLE' and contains three news items, each with a 'dare to disrupt' graphic. The middle column is titled 'ORGANIZATIONAL STRUCTURE' and features a diagram of the 'New Organizational Structure'. The right column is titled 'EMERGENCY COORDINATOR CONTACTS' and lists contact information for Derek Doveton. Below this, there is a section for 'LINK TO GIFT DECLARATION REGISTER' with a graphic of a gift box. At the bottom of the page, there is a Windows taskbar with various application icons and a system tray showing the time as 14:13 on 2018/03/07.

Search...

Webmail Condeco 3.3

Employee Zone

Your name
Yammer OneDrive Sites

SHARE FOLLOW

BCX | Work Zone

YOU ARE HERE: WORKZONE INTRANET HOME

SHARED SERVICES SALES CHANNELS SOLUTIONS SERVICE DELIVERY TRANSFORMATIONAL SOLUTIONS & PRE-SALES I-ZONE

NEWS ARTICLE

14 February 2018: Shutdown period and compulsory vacation leave- 2018

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ORGANIZATIONAL STRUCTURE

New Organizational Structure

EXCHANGE RATE

Exchange Rate

BRAND TEMPLATES

EMERGENCY COORDINATOR CONTACTS

In case emergency please call:

Derek Doveton
081 317 2889
[Emergency Coordinator]

Click emergency action plan

LINK TO GIFT DECLARATION REGISTER

Gift Declaration Register

Employee Profile & Team View

BCX | Employee Zone

Log off

Home

Employee Self-Service

Manager Self-Service

Master Data Management

Business Process Enablement

Select Manager Self-Service

Home

Full Screen

Options

news

self-help guides
Browse our help section to find answers to common questions

CONTACT US
If you did not find the answer you were looking for in the Self-Help section, send us your query

Employee Zone Dashboard

Overview of Actions required

Actions Highlighted with the Warning Triangle require action. To access the application, select the Warning Triangle.

*** Hover over Icon for additional details ***

Employee Self Service

Manager Self Service

Timesheets	Skills Update	Office Location	Compliance	Verify Assets	Time Approval	Leave Approval	Skills Approval	Expense Approval
								

Employee Profile & Team View

BCX | Employee Zone

Log off


HomeEmployee Self-ServiceManager Self-ServiceMaster Data ManagementBusiness Process Enablement

Home

Full ScreenOptions


Manager Services

MapDirectoryIndex




Approvals

Alerts, Tasks and Notifications.
Approval of Leave Requests, Timesheets, Expense Claims, etc.




Team

Interactive overviews of information pertaining to employees or organisational units you are responsible for




Reports

Access and run reports specific to the management of employees and organisational structures you are responsible for




Organisational Chart

View the Organisational structure for BCX



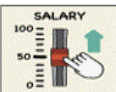
Substitution

Manage assignment of substitution that will act on your behalf during your absence



i.Talent

Manage vacancies and Employee's Performance and Talent documents



Annual Salary Review

Manage annual salary increases for your team and organisational units

Upcoming Birthdays and Anniversaries

Birthdays

Sat 2018/03/10Laura Croft

Wed 2018/03/14Joe Thomas

Thu 2018/04/19Indiana Jones

Previous Next 1-3 of 3

Anniversaries

Jun 2018/04/10Harry Potter

Previous Next 1-1 of 1

[Send E-Mail to Update Calendar](#)

[Refresh](#)

Related Links

[HELP Employeezone Navigation](#)

[ESS Help Guides](#)

[MSS Help Guides](#)

[MDM Help Guide](#)

Most Frequently Used

[Leave Request Approvals](#)

[Employee Profiles](#)

[Unified Inbox](#)

Click on Team

Employee Profile & Team View

The screenshot shows a web browser window with the address bar displaying `https://employeezone.bcx.co.za/irj/portal`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A status bar at the bottom indicates 'Mobile WiFi'.

The application header is black with the 'BCX | Employee Zone' logo on the left and a 'Log off' link on the right. Below the header is a navigation bar with the following tabs: Home, Employee Self-Service, Manager Self-Service (selected), Master Data Management, and Business Process Enablement.

The main content area is titled 'Manager Services' and includes a 'Back' link. It features a 'Team' section with a 'TEAM' icon and a list of links: Compliance, Attendance Overview, Team Work Schedules, and Capture Timesheet on Behalf of Employee. Below these are several bullet points regarding timesheet and expense claim procedures.

The 'Employee Profiles' section is highlighted with a red circle and a red arrow pointing to it from a red callout box that says 'Select Employee Profiles'. The 'Employee Profiles' link is accompanied by an icon of people and a brief description: 'An interactive view of your team and organizational units. Applications and information can be launched and displayed for each employee or organizational unit you are responsible for from this view.'

Employee Profile & Team View

Employee Profiles - SAP NetWeaver Portal - Internet Explorer

Home

Data From: 2018/03/15 10:21:04

Team

Display: Employees Data: Organizational Search All Attributes

Reporting Line: Manager's Name

Marry John Thabo Jane Peter

Detailed Team View

Birthdays and Anniversaries

Birthdays

No Birthdays in Selected Month

Anniversaries

No Anniversaries in Selected Month

Send E-Mail to Update Calendar

March 2018

Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31	1	2	3
4	5	6	7	8	9

Birthdays

Anniversaries

Multiple

Today

Employee profiles appear on the left

Click on Detailed Team View

Team View

Compare Objects

Display: Employees Data: Organizational Search All Attributes

Reporting Line: Manager's Name

Org. Unit: HR Learning and Development Position: Senior Administrator: Learning and Devel

Org. Unit: HR Talent and Perf Management Administrator

Org. Unit: HR Talent and Org Development Position: Specialist: Talent & Performance Mngt

Org. Unit: HR Talent and Org Development Position: Snr Specialist: Organisation Development

Org. Unit: HR Learning and Development Position: Principal HR Practitioner: L&D

Detailed Team view



Substitution

Substitution

Launch Work Zone and
select Employee Zone

The screenshot shows the BCX Work Zone intranet homepage. At the top, there is a red navigation bar with a search bar on the left and a user profile on the right. The user profile shows 'Your name' as 'Yammer' and 'OneDrive' as 'Sites'. A red callout box with the text 'Launch Work Zone and select Employee Zone' points to the 'Employee Zone' link in the navigation bar. Below the navigation bar is a black header with the BCX logo and 'Work Zone' text. To the right of the header is a breadcrumb trail: 'YOU ARE HERE: WORKZONE INTRANET HOME'. Below the header is a horizontal menu with the following items: 'SHARED SERVICES', 'SALES CHANNELS', 'SOLUTIONS', 'SERVICE DELIVERY', 'TRANSFORMATIONAL SOLUTIONS & PRE-SALES', and 'I-ZONE'. The main content area is divided into three columns. The left column is titled 'NEWS ARTICLE' and contains three news items, each with a 'dare to disrupt' image and a BCX logo. The middle column is titled 'ORGANIZATIONAL STRUCTURE' and contains a 'New Organizational Structure' diagram. The right column is titled 'EMERGENCY COORDINATOR CONTACTS' and contains contact information for Derek Doveton. Below the main content area is a 'LINK TO GIFT DECLARATION REGISTER' section with a 'Gift Declaration Register' button. At the bottom of the page is a Windows taskbar with various application icons and a system tray showing the time as 14:13 on 2018/03/07.

https://workzone.bcx.co.za/default.aspx

workzone.bcx.co.za

Webmail Condeco 3.3

Search...

Employee Zone

POWER

Your name
Yammer OneDrive Sites

SHARE FOLLOW

BCX | Work Zone

YOU ARE HERE: WORKZONE INTRANET HOME

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LINK TO GIFT DECLARATION REGISTER

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Substitution

Browser address bar: <https://employeezone.bcx.co.za/irj/portal>

File Edit View Favorites Tools Help

Mobile WiFi


BCX | Employee Zone


Log off


Home Employee Self-Service **Manager Self-Service** Master Data Management Business Process Enablement

Home

Full Screen Options

**news**

**self-help guides**
Browse our help section to find answers to common **questions**

**CONTACT US**
If you did not find the answer you were looking for in the Self-Help section, send us your query










Employee Zone Dashboard

Overview of Actions required

Actions Highlighted with the Warning Triangle require action. To access the application, select the Warning Triangle.

*** Hover over Icon for additional details ***

14:58:12

Employee Self Service					Manager Self Service			
Timesheets	Skills Update	Office Location	Compliance	Verify Assets	Time Approval	Leave Approval	Skills Approval	Expense Approval
								

Substitution

Overview - SAP NetWeaver Portal - Internet Explorer

BCX | Employee Zone

Log off


HomeEmployee Self-ServiceManager Self-ServiceMaster Data ManagementBusiness Process Enablement

Overview

Full ScreenOptions


Manager Services

MapDirectoryIndex




Approvals

Alerts, Tasks and Notifications.
Approval of Leave Requests, Timesheets, Expense Claims, etc.




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Upcoming Birthdays and Anniversaries

Birthdays

Wed 2018/03/28 12:00 Laura Croft

Thu 2018/04/19 08:00 Indiana Jones

Previous Next 1-2 of 2

Anniversaries

Sun 2018/04/01 00:00 Roopa Mahendra Mackenjee (03)

Previous Next 1-1 of 1

[Send E-Mail to Update Calendar](#) [Refresh](#)

Related Links

[HELP Employeezone Navigation](#)
[ESS Help Guides](#)
[MSS Help Guides](#)
[MDM Help Guide](#)

Most Frequently Used

[Leave Request Approvals](#)
[Timesheet Approvals](#)
[Employee Profiles](#)
[Manager Organisational Chart](#)
[Substitution Overview](#)
[Attendance Overview](#)
[Expense Management](#)
[Unified Inbox](#)
[Expense Claim Approvals](#)

Click on Substitution

Substitution Overview

Overview - SAP NetWeaver Portal - Internet Explorer

BCX | Employee Zone

Log off

HomeEmployee Self-ServiceManager Self-ServiceMaster Data ManagementBusiness Process Enablement

Overview

Manager Services

Back

Out of Office

Manage Substitution

Create and maintain rules for substitutions to manage your team and associated tasks in your absence

Manage Substitution Rules

Create and maintain rules for substitutions

Substitution Overview

Manage teams and tasks where you are the substitute for another Manager

Substitution Overview

Manage teams and tasks where you are the substitute for another Manager

Full ScreenOptions

Click Manage Substitution

Manage Substitution Rules

Manage Substitution Rules - SAP NetWeaver Portal - Internet Explorer

Manage Substitution Rules

You can view and manage your substitution rules.
You can create several substitution rules for planned or for unexpected absences.
You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Create Rule Delete Refresh

Tasks

1. Click on Create a rule

Create a Substitution Rule

* Assignee:

Assign These Tasks:

I Want the Assignee To:

☒ Receive My Tasks

You hand over tasks to the assignee for the duration of your planned absence; you can set a start date for this rule.

☐ Fill In for Me

If you are unexpectedly absent, the assignee can take over your tasks completely.

Activation of the Rule:

☒ At Once

☐ On

☐ Do not activate the rule now.

Deactivate this rule:

☒ Never

The rule is not automatically deactivated on a specified date. You can, however, deactivate or delete it at any time.

☐ On

The rule is automatically deactivated on the specified date. You can deactivate or delete it at any time.

OK Cancel

To create a Substitution rule:

- You will have to assign the rule to a specific person that will manage your team and tasks on your behalf
- Indicate what you want that person to do on your behalf in your absence
- Indicate the time period applicable for this rule to be assigned

This gives you an overview of Substitution rules created by you

Gives you an overview of Substitution rules created by others

Manage Substitution Rules - SAP NetWeaver Portal - Internet Explorer

Manage Substitution Rules

You can view and manage your substitution rules.
 You can create several substitution rules for planned or for unexpected absences.
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My Substitution Rules

Create Rule Delete Refresh

Tasks Assignee Substitution Type Status Rule Activation

1. Click on Create a rule

Create a Substitution Rule

* Assignee: [Select]

Assign These Tasks: Search: Assignee

I Want the Assignee To: Search Criteria

Further Search Helps: Users by Address Data, Users by Address Data, Users Assigned to Persons, Users Assigned to Employees

Activation of the Rule: User, Last name, First name, Department

Deactivate this rule.: []

2. Select Assignee to search options

3. Select Applicable option

4. Click search

Search Clear Entries Reset to Default

5. Select the correct person here

Search: Assignee

Search Criteria

Further Search Helps: Users by Address Data

User, Last name, First name, Department

Search Clear Entries Reset to Default

Results List: 1 results found for Assignee

User	Last name	First name	Department	Building co...	Room N...	Extension	Cost ce...	Internal mail	Company	Name	City
ANUSHAM	MARIMUTHU	ANUSHA		active	141179				BUSINESS CONNEXION	BUSINESS CONNEXION	MIDRAND

Manage Substitution Rules

Create a Substitution Rule

* Assignee: Doe

Assign These Tasks: **I Want the Assignee To:**

- All
- Expenses
- FI Journal Processing
- Leave
- Leave, Time and Expenses
- Purchasing
- Sales Contracts
- Timesheets
- Training

Activation of the Rule:

☐ Do not activate the rule now.

Deactivate this rule.: ☒ Never

The rule is not automatically deactivated on a specified date. You can, however, deactivate or delete it at any time.

☐ On

The rule is automatically deactivated on the specified date. You can deactivate or delete it at any time.

OK Cancel

6. Select applicable task from drop down list

Create a Substitution Rule

* Assignee: Doe

Assign These Tasks: **I Want the Assignee To:**

- ☒ Receive My Tasks
- ☐ Fill In for Me

You hand over tasks to the assignee for the duration of your planned absence; you can set a start date for this rule.

☐ Fill In for Me

If you are unexpectedly absent, the assignee can take over your tasks completely.

Activation of the Rule:

- ☒ At Once
- ☐ On 2018/03/19
- ☐ Do not activate the rule now.

Deactivate this rule.: ☒ Never

The rule is not automatically deactivated on a specified date. You can, however, deactivate or delete it at any time.

☐ On 2018/03/24

The rule is automatically deactivated on the specified date. You can deactivate or delete it at any time.

OK Cancel

7. Choose applicable options
Select dates to activate

8. Select Ok to confirm selection

Manage Substitution Rules

Manage Substitution Rules

You can view and manage your substitution rules.
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You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

My Substitution Rules

Create Rule Delete Refresh				
Tasks	Assignee	Substitution Type	Status	Rule Activation
All	Jane Doe		Starts On 2018/03/19 Ends On 2018/03/24	Turn Off

All Substitution rules created by you will appear here

Click here to activate rule or deactivate

Other Users' Substitution Rules

Tasks	Task Owner	Substitution Type	Status	Substitution Takeover
Purchasing		Receive	Ongoing	

Delete Rule here

Substitution Overview

BCX | Employee Zone

Log off

HomeEmployee Self-ServiceManager Self-ServiceMaster Data ManagementBusiness Process Enablement

Overview

Full ScreenOptions

Manager Services

Back

Out of Office

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Create and maintain rules for substitutions to manage your team and associated tasks in your absence

[Manage Substitution Rules](#)

Create and maintain rules for substitutions

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Manage teams and tasks where you are the substitute for another Manager

[Substitution Overview](#)

Manage teams and tasks where you are the substitute for another Manager

Click Substitution Overview

Substitution Overview

Data From: 2018/03/15 10:12:57

Overview

[Manage Substitution Rules](#)

You have not assigned any substitutes.

[Work Overview](#)

To view Work Overview tasks related to the substitutions assigned to you.

Active Substitutions

Substituting Manager: Grace Dipale

Team of Grace Dipale

Display: EmployeesData: Communication

Search All Attributes

Reporting Line Jane Doe

Merry

John

Tisha

Jane

Peter

Click Substitution Overview

Substituted Tasks of Grace Dipale

You have no team specific tasks that have been substituted by Grace Dipale