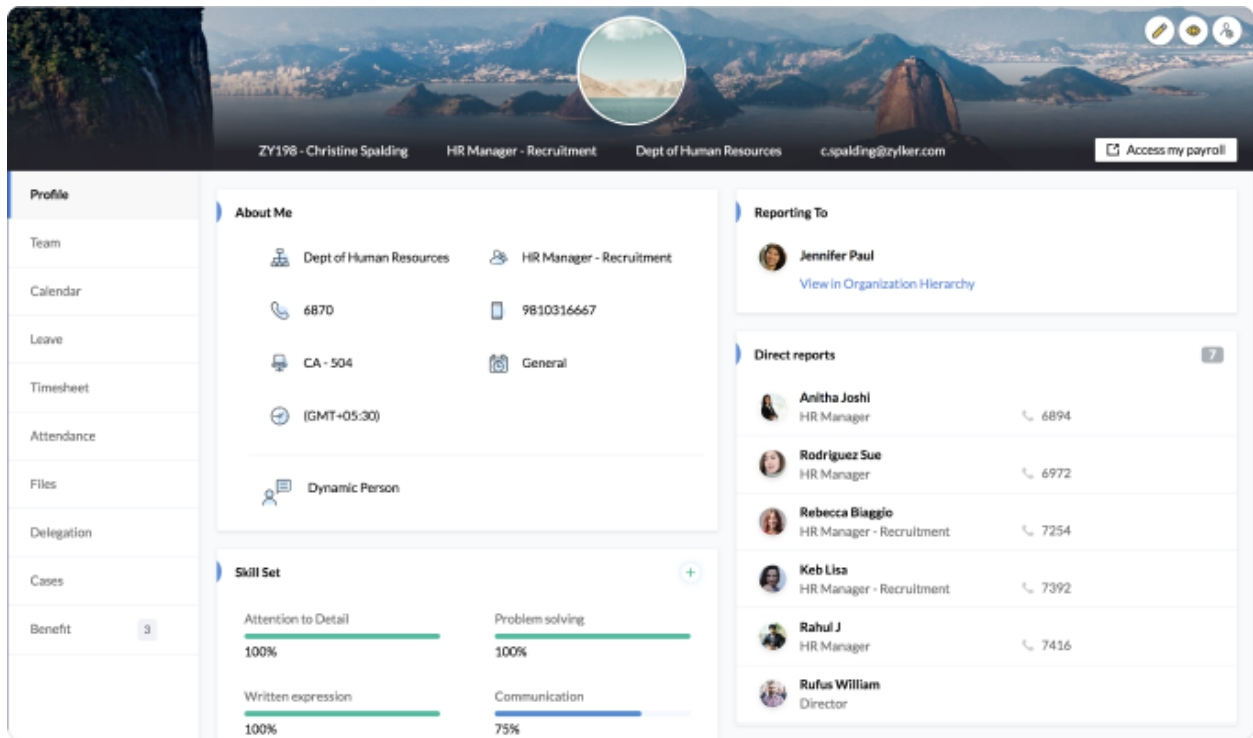


Core SmartOffice Feature★

Employee Self-Service is a space where the employee can access their personal information, related services, and quick actions.

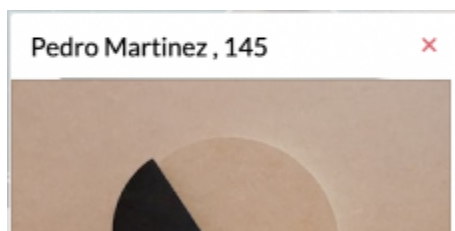


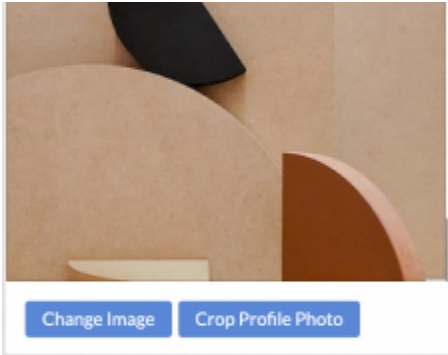
The following is a list of basic tabs that they can view and edit from their self-service page:

Team

An employee will be able to view their complete profile, including personal details, work details, skill set information, reportees, and related information.

To initiate a quick chat with any teammate, simply click the chat icon beside that employee's name. An employee can also update their profile picture by clicking on the image and then clicking Change Photo.





Calendar


In this tab, the employee will be able to see the members of your team. All the members of their team will be listed. For a more detailed view, click on the name of the teammate to view their self-service page.


Brown Eileen Department head Dept of Human Resources 7 Members		
HR Manager - Recruitment (2)	HR Manager (4)	Untitled (1)
ZY198 - Christine Spalding 6870 9810316667 In	ZY194 - Anitha Joshi 6894 9.949384316... In	Jeenie Smith - Jeenie Smith Out
ZY134 - Rebecca Biaggio 7254 9.882994316... Out	ZY181 - Rodriguez Sue 6972 9.934999816... In	
	ZY107 - Rahul J 7416 9.853118816... In	
	144 - Silver Goodman Out	


Leave


In this tab, the employee will be able to see the members of your team. All the members of their team will be listed. For a more detailed view, click on the name of the teammate to view their self-service page.

Team
Calendar
Leave
Timesheet
Attendance
Files
Delegation
Cases
Benefit 3


Casual Leave Type

Available : 12
Taken : 1

Compensatory off

Available : 10
Taken : 0

On Duty

Available : 24
Taken : 0

Vacation Leave

Available : 12
Taken : 0

Leave Applications


Date	Leave Type	Count	Reason	Approval Status
Mon 13-Jan-2020	Casual Leave Type	1 Day(s)		 Pending

Timesheet

In this tab, the employee will be able to see the members of your team. All the members of their team will be listed. For a more detailed view, click on the name of the teammate to view their self-service page.


Add Delegation
X

Delegator

 Christine Spalding

▼

Delegatee

 ZY134 Rebecca Biaggio

▼

Type

☒ Temporary
☐ Permanent

03-Feb-2020-07-Feb-2020

Notification ⓘ

☒ Delegator and Delegatee
☐ Delegatee

Description

My approvals are delegated to Becky during my business visit.


Attendance

In this tab, the employee will be able to see the members of your team. All the members of their team will be listed. For a more detailed view, click on the name of the


teammate to view their self-service page.

Add Delegation ✕

Delegator

 Christine Spalding ▼

Delegatee

 ZY134 Rebecca Biaggio ▼

Type

☒ Temporary ☐ Permanent

03-Feb-2020-07-Feb-2020

Notification ⓘ

☒ Delegator and Delegatee ☐ Delegatee

Description


My approvals are delegated to Becky during my business visit.

Delegation


In this tab, the employee will be able to see the members of your team. All the members of their team will be listed. For a more detailed view, click on the name of the teammate to view their self-service page.

Add Delegation ✕

Delegator

 Christine Spalding ▼

Delegatee

 ZY134 Rebecca Biaggio ▼

Type

☒ Temporary ☐ Permanent

03-Feb-2020-07-Feb-2020

Notification ⓘ

☒ Delegator and Delegatee ☐ Delegatee

Notification 

 Delegate and Redelegate

 Delegate

Description

My approvals are delegated to Becky during my business visit.