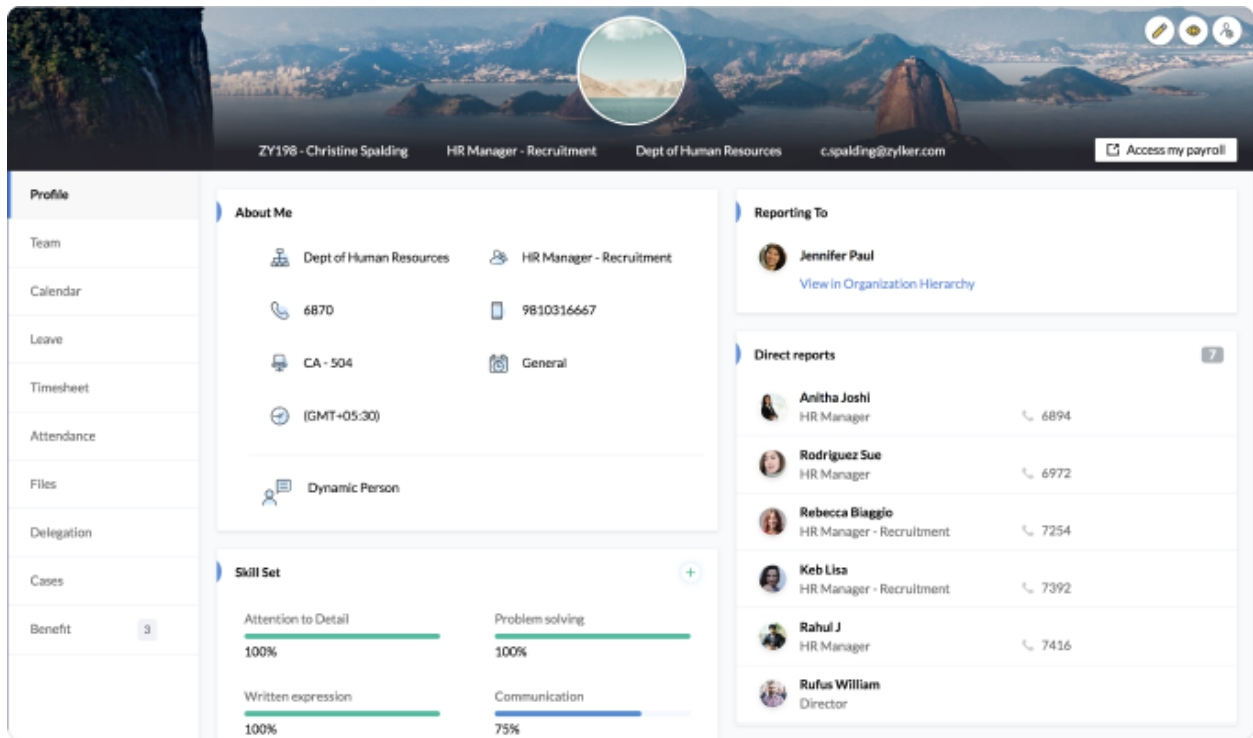


Core SmartOffice Feature★

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

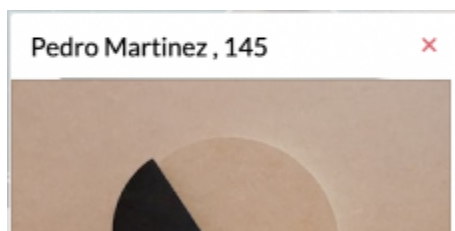


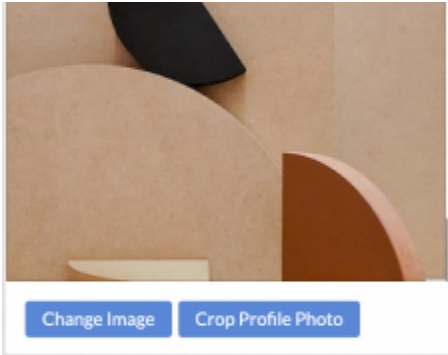
The following is a list of basic tabs that they can view and edit from their self-service page:

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.

The screenshot displays the Zylker HR system interface. At the top, a banner shows a scenic view of Rio de Janeiro with a circular profile picture placeholder. Below the banner, the user's information is displayed: ZY198 - Christine Spalding, HR Manager - Recruitment, Dept of Human Resources, and c.spalding@zylker.com. A button labeled 'Access my payroll' is visible. The left sidebar contains a navigation menu with options: Profile, Team (selected), Calendar, Leave, Timesheet, Attendance, Files, Delegation, Cases, and Benefit (3). The main content area shows the 'Team' view for the 'Dept of Human Resources', listing 7 members. The team is organized into three columns: 'HR Manager - Recruitment' (2 members), 'HR Manager' (4 members), and 'Untitled' (1 member). Each member's card displays their name, ID, phone number, and status (In or Out).

Team	Members
HR Manager - Recruitment (2)	<ul style="list-style-type: none">ZY198 - Christine Spalding (In)ZY134 - Rebecca Biaggio (Out)
HR Manager (4)	<ul style="list-style-type: none">ZY194 - Anitha Joshi (In)ZY181 - Rodriguez Sue (In)ZY107 - Rahul J (In)144 - Silver Goodman (Out)
Untitled (1)	<ul style="list-style-type: none">Jeenie Smith - Jeenie Smith (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.

The screenshot displays the Zylker HR system interface, specifically the 'Leave' tab. The top banner and user information are identical to the previous screenshot. The left sidebar shows the 'Leave' tab selected. The main content area displays the 'Leave Year 2020' section, with an 'Apply Leave' button.

Team
Calendar
Leave
Timesheet
Attendance
Files
Delegation
Cases
Benefit 3

Casual Leave Type
Compensatory off
On Duty
Vacation Leave

Available : 12
Taken : 1

Available : 10
Taken : 0

Available : 24
Taken : 0

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

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.