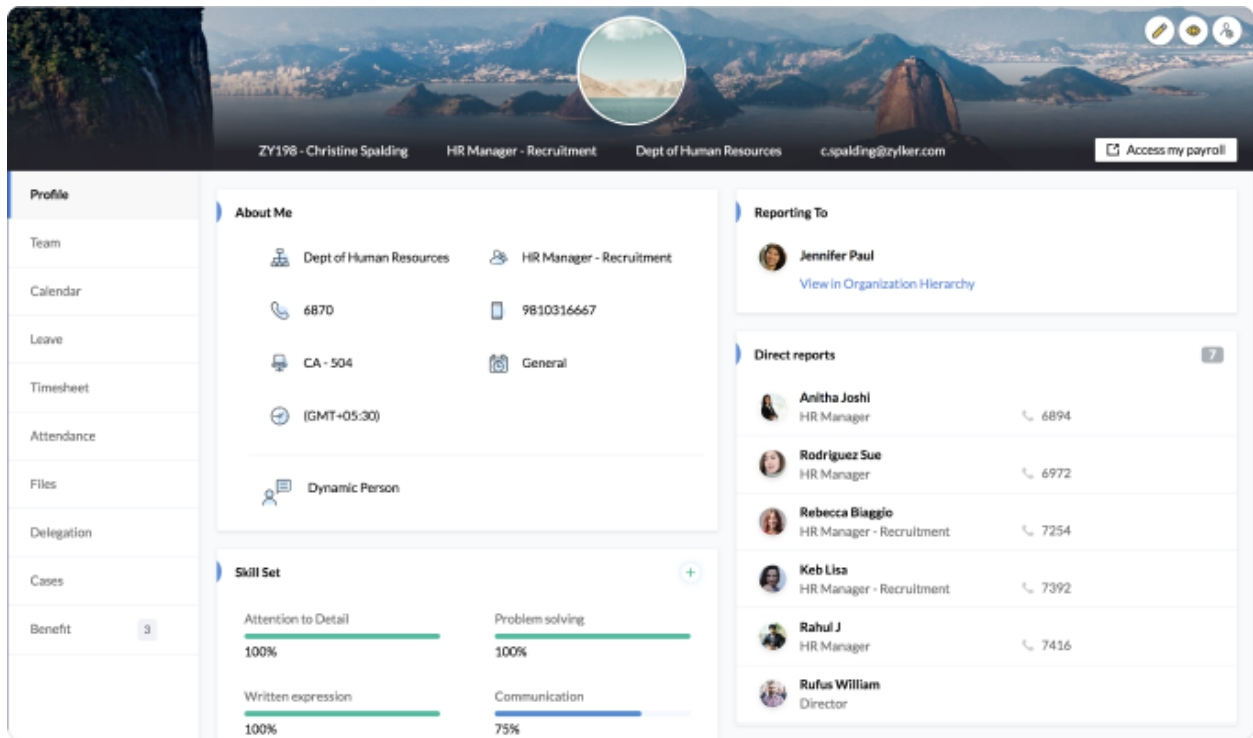


Data%20Security%20Types★

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

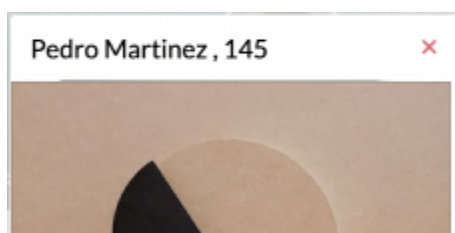


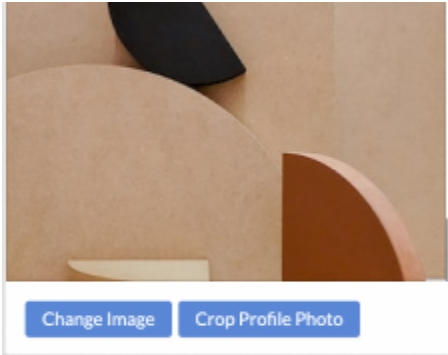
The following is a list of basic tabs that they can view and edit from their self-service page:

Team

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

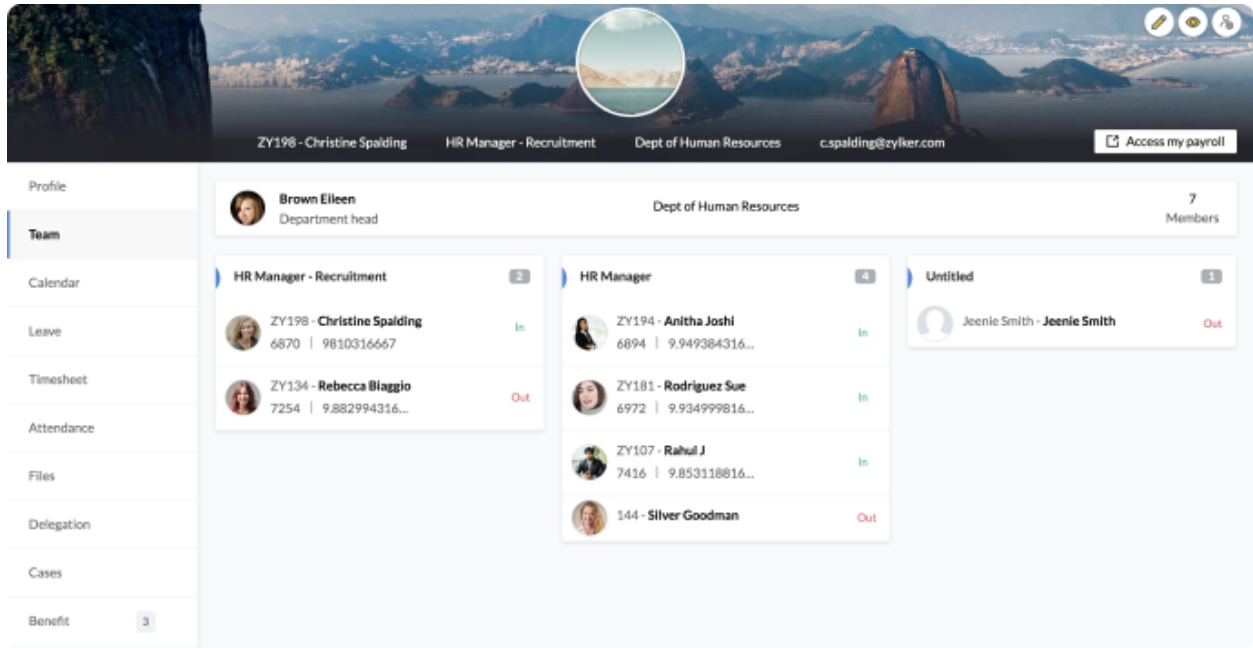
To initiate a quick chat with any teammate, simply click the chat icon beside that employee's name. An employee can also update their profile picture by clicking on the image and then clicking Change Photo.





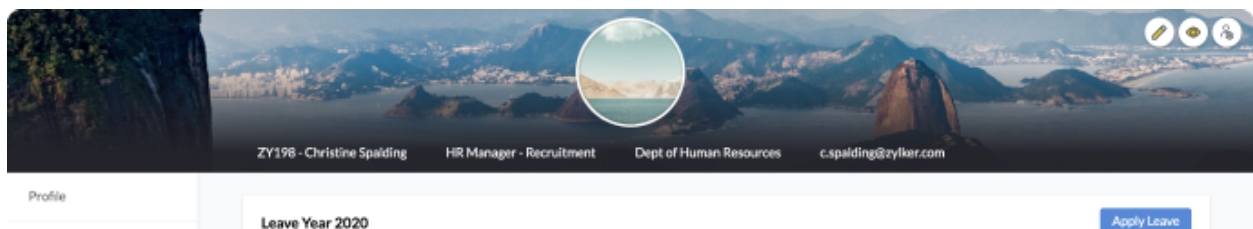
Calendar

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.





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
ZY134 Rebecca Biaggio

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.