

# Simply Personnel Self Service

## A Guide for Managers

## Simply Personnel Self-Service Module

This document provides step-by-step guide for Managers to give an easy understanding on use of the Self Service Module.

If at any time you need help or just need some questions answered please use our on-line helpdesk at [www.simplypersonnel.co.uk](http://www.simplypersonnel.co.uk) where you will find comprehensive articles and an option to open a support ticket.

Thank you

The Simply Personnel Team.

## Logging into the System

The Self Service Module is accessed via a link which will then take you the login page, where you will be asked to enter your login details.

**Login**

UserName:	<input type="text" value="Dgarner"/>	<a href="#">Book mark this page</a>
Password:	<input type="password" value="•"/>	<a href="#">Forget me on this computer</a>
Change Password:	<input type="checkbox"/>	
<input type="checkbox"/> Remember me on this computer	<input type="button" value="Login"/>	<a href="#">Forgot Password?</a>

Enter the Employee username and password. You can change your current password to something more memorable. To do this you must enter the current username and password and then tick the 'Change Password' option.

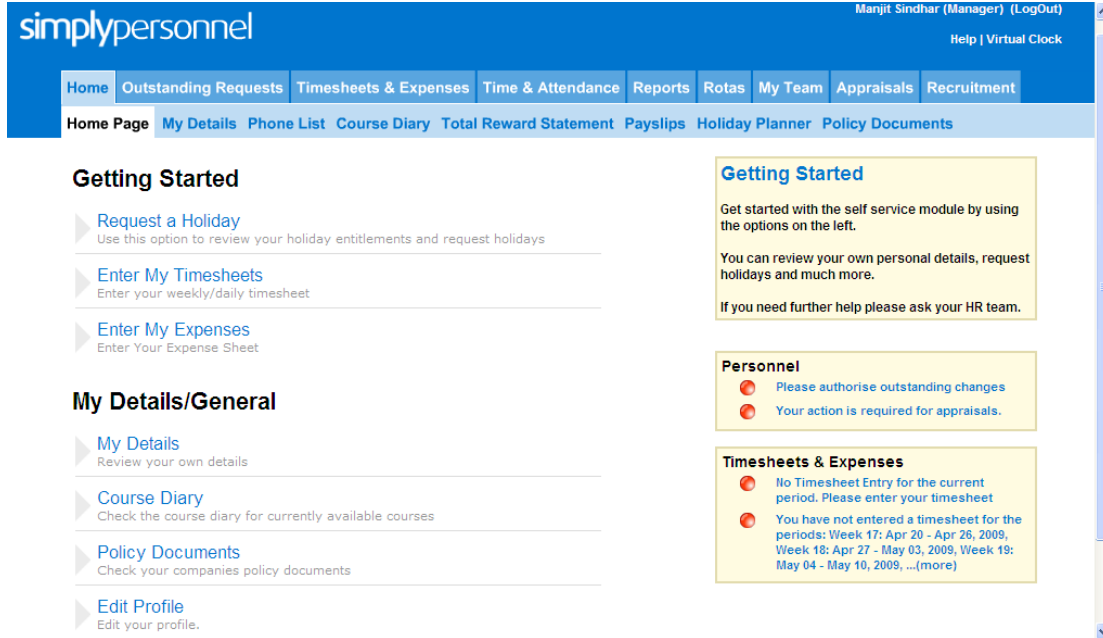
**Login**

UserName:	<input type="text" value="Dgarner"/>	<a href="#">Book mark this page</a>
Password:	<input type="password" value="•"/>	<a href="#">Forget me on this computer</a>
Change Password:	<input checked="" type="checkbox"/>	
Password:	<input type="text"/>	
Confirm Password:	<input type="text"/>	
<input type="checkbox"/> Remember me on this computer	<input type="button" value="Login"/>	<a href="#">Forgot Password?</a>

Once the box is ticked you will be given two boxes, one for the new password and the second box to confirm the new password. Then Click 'Login' and this will save your new password and take you to the employee home page.

## Once Logged in...

You will be greeted with the main manager's dashboard, as shown below.



The screenshot shows the manager's dashboard for Manjit Sindhar. The top navigation bar includes: Home, Outstanding Requests, Timesheets & Expenses, Time & Attendance, Reports, Rotas, My Team, Appraisals, and Recruitment. Below this is a secondary navigation bar with: Home Page, My Details, Phone List, Course Diary, Total Reward Statement, Payslips, Holiday Planner, and Policy Documents. The main content area is divided into several sections:

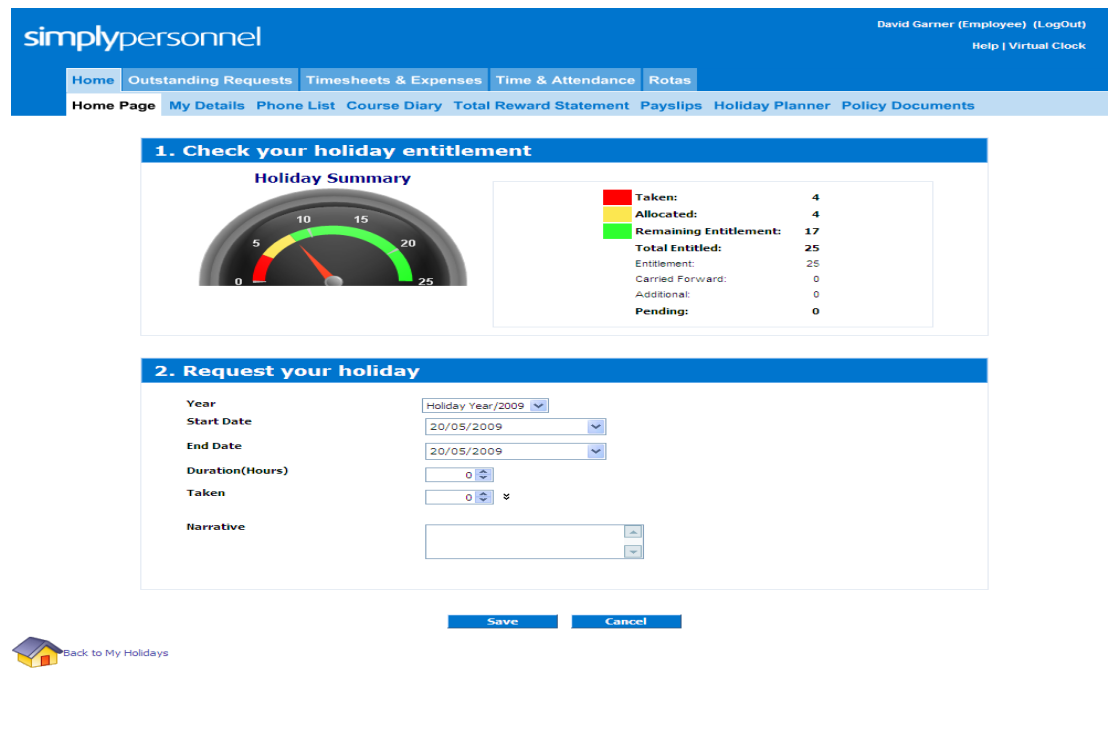
- Getting Started:** Contains links for 'Request a Holiday' (review holiday entitlements), 'Enter My Timesheets' (enter weekly/daily timesheet), and 'Enter My Expenses' (enter expense sheet).
- My Details/General:** Contains links for 'My Details' (review own details), 'Course Diary' (check currently available courses), 'Policy Documents' (check company policy documents), and 'Edit Profile' (edit profile).
- Getting Started (Yellow Box):** A summary box stating: 'Get started with the self service module by using the options on the left. You can review your own personal details, request holidays and much more. If you need further help please ask your HR team.'
- Personnel (Yellow Box):** Contains two alerts: 'Please authorise outstanding changes' and 'Your action is required for appraisals.'
- Timesheets & Expenses (Yellow Box):** Contains two alerts: 'No Timesheet Entry for the current period. Please enter your timesheet' and 'You have not entered a timesheet for the periods: Week 17: Apr 20 - Apr 26, 2009, Week 18: Apr 27 - May 03, 2009, Week 19: May 04 - May 10, 2009, ... (more)'

As a manager you can see some of your personnel details, your holiday and absence details, a holiday planner for your department, and a telephone list for the company. You can access your team's personal details, training records, and absences, and approve requests sent to you by your team.

## The Dashboard

You can easily navigate through the system by selecting the option titles. This will then take you to the relative screen.

To easily book a holiday, click on **request a holiday** on the main dashboard, this will take you to the following screen.



The screenshot shows the 'request a holiday' interface. At the top, there's a navigation bar with 'Home' and 'Outstanding Requests' highlighted. Below that, a secondary bar contains 'Home Page', 'My Details', 'Phone List', 'Course Diary', 'Total Reward Statement', 'Payslips', 'Holiday Planner', and 'Policy Documents'. The main content area is titled '1. Check your holiday entitlement' and features a 'Holiday Summary' gauge and a table of entitlements. The gauge shows a needle pointing to approximately 17 on a scale from 0 to 25. The table lists: Taken: 4, Allocated: 4, Remaining Entitlement: 17, Total Entitled: 25, Entitlement: 25, Carried Forward: 0, Additional: 0, and Pending: 0. Below this is section '2. Request your holiday' with a form containing fields for Year (Holiday Year/2009), Start Date (20/05/2009), End Date (20/05/2009), Duration (Hours) (0), Taken (0), and Narrative. 'Save' and 'Cancel' buttons are at the bottom. A 'Back to My Holidays' link is also present. The footer reads 'Simply Personnel 2006-2009. Version 2009 Release 1'.


This will show your holiday entitlement for the current holiday year.

To request a holiday got to section 2 at the bottom of the page, all you need to do is enter the requested date from the calendar then click on save.

This will automatically go to the person who authorises you holiday requested, it will show on their personal login screen and will also send an email directly to them.

You can also book a holiday via My Details> Attendance> Holiday Details, this will take you the screen below.


 David Garner (7)

	<b>First Name:</b>	David	
	<b>Last Name:</b>	Garner	 0113 2949632
	<b>Reports To:</b>	Charles Abbey 	 garnerd@simplypersonnel.com
	<b>Location:</b>	35 St Annes Avenue, Leeds.	
	<b>Date Commenced:</b>	10/01/2005 (4 year(s) 4 month(s) 10 day(s))	

[Book holiday](#)


























**Your holiday entitlement**

**Holiday Summary**



<span style="color: red;">■</span> Taken:	4
<span style="color: orange;">■</span> Allocated:	4
<span style="color: green;">■</span> Remaining Entitlement:	17
<b>Total Entitled:</b>	<b>25</b>
Entitlement:	25
Carried Forward:	0
Additional:	0
Pending:	0

Selected Year Holiday Year/2009 [Book holiday](#)

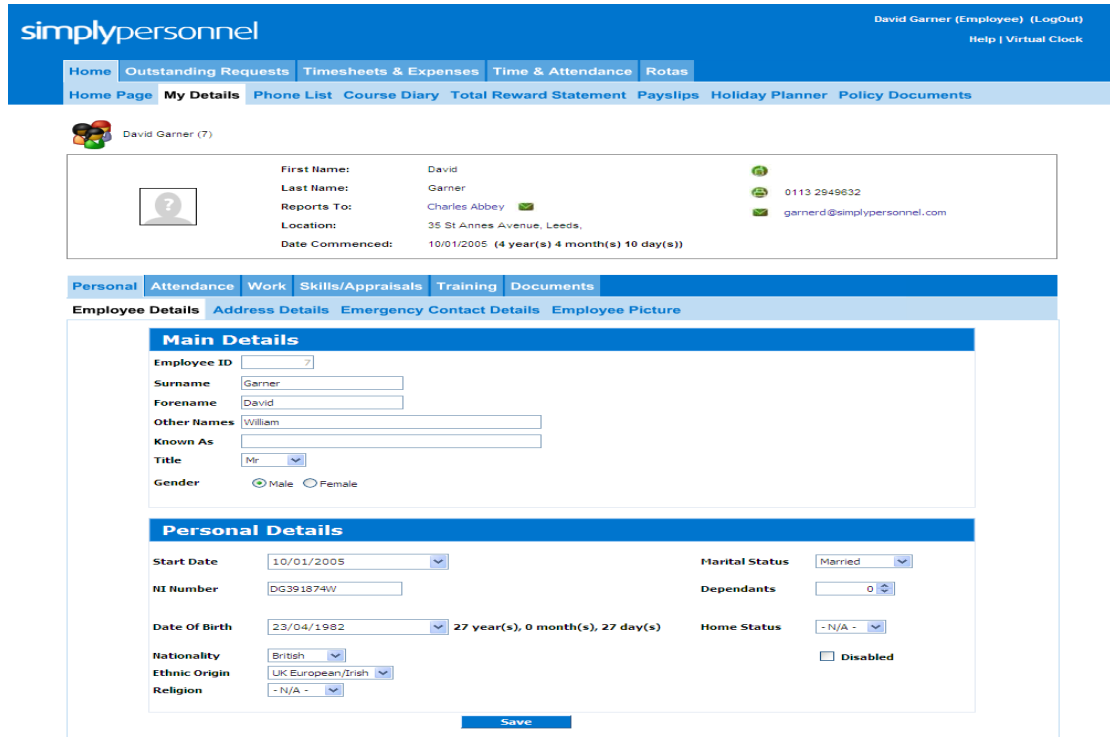
Status	Start Date	End Date	Taken	Narrative	Authoriser(s)	
	28/12/2009	28/12/2009	1	Boxing Day		 
	25/12/2009	25/12/2009	1	Christmas Day		 
	31/08/2009	31/08/2009	1	Summer Bank Holiday		 
	25/05/2009	25/05/2009	1	Spring Bank Holiday		 
	04/05/2009	04/05/2009	1	Early May Bank Holiday		 
	13/04/2009	13/04/2009	1	Easter Monday		 
	10/04/2009	10/03/2009	1	Good Friday		 
	01/01/2009	01/01/2009	1	New Year's Day		 

[Book holiday](#)

It is very similar to the screen via the main dashboard but it will also list all of the days that you have booked taken and are waiting for approval. And the bottom of this page you can select book holiday.

## My Details

This screen will show you personal details your administrator may allow you to change these if so complete the new detail on the correct fields and click save, this will then go to the authoriser to be confirmed. It may be read only in this case you will not be able to amend any details.



**simplypersonnel** David Garner (Employee) (LogOut)  
Help | Virtual Clock

Home Outstanding Requests Timesheets & Expenses Time & Attendance Rotas  
Home Page My Details Phone List Course Diary Total Reward Statement Payslips Holiday Planner Policy Documents

David Garner (7)

First Name: David  
Last Name: Garner  
Reports To: Charles Abbey  
Location: 35 St Annes Avenue, Leeds,  
Date Commenced: 10/01/2005 (4 year(s) 4 month(s) 10 day(s))

0113 2949632  
garnerd@simplypersonnel.com

Personal Attendance Work Skills/Appraisals Training Documents  
Employee Details Address Details Emergency Contact Details Employee Picture

**Main Details**

Employee ID: [?]  
Surname: Garner  
Forename: David  
Other Names: William  
Known As: [?]  
Title: Mr  
Gender:  Male  Female

**Personal Details**

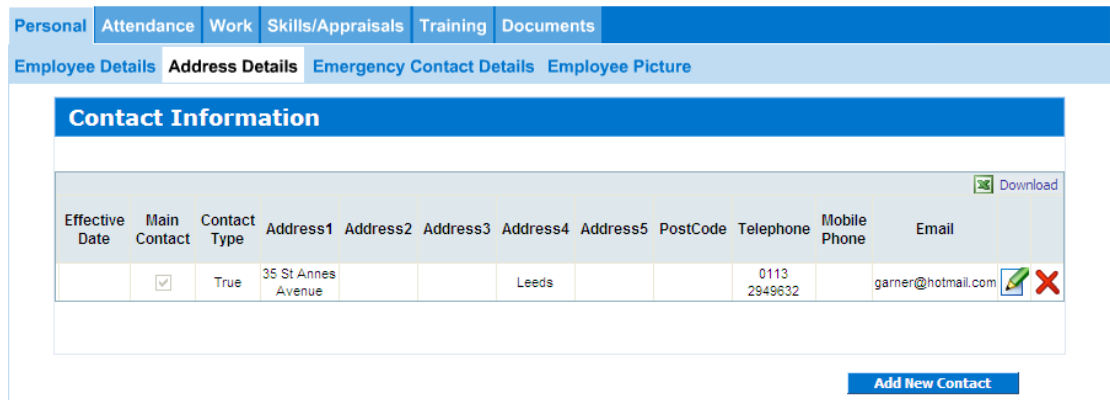
Start Date: 10/01/2005  
NI Number: DG391874W  
Date Of Birth: 23/04/1982 (27 year(s), 0 month(s), 27 day(s))  
Nationality: British  
Ethnic Origin: UK European/Irish  
Religion: - N/A -  
Marital Status: Married  
Dependants: 0  
Home Status: - N/A -  
 Disabled

Save

Simply Personnel 2006-2009. Version 2009 Release 1

Select the tab you wish to view from the top bar, this then opens up other options below that you may be given access to view or amend.

To amend you address details select **address details** from the options bar.



Personal Attendance Work Skills/Appraisals Training Documents  
Employee Details Address Details Emergency Contact Details Employee Picture

**Contact Information**

Download

Effective Date	Main Contact	Contact Type	Address1	Address2	Address3	Address4	Address5	PostCode	Telephone	Mobile Phone	Email
	<input checked="" type="checkbox"/>	True	35 St Annes Avenue			Leeds			0113 2949632		garner@hotmail.com

Add New Contact

Click on the green pencil to amend existing details or add new contact via the button at the bottom. This will open up a further window.

**Edit Contact Information**

<b>Main Contact</b>	<input checked="" type="checkbox"/>
<b>Contact Type*</b>	- N/A - <input type="button" value="v"/>
<b>Address*</b>	<input type="text" value="35 St Annes Avenue"/> <input type="text"/> <input type="text" value="Leeds"/> <input type="text"/>
<b>Post Code</b>	<input type="text"/>
<b>Telephone</b>	<input type="text" value="0113 2949632"/>
<b>Mobile Phone</b>	<input type="text"/>
<b>Email</b>	<input type="text" value="garner@hotmail.com"/>
<b>Effective Date</b>	<input type="text"/> <input type="button" value="v"/>

As before once you have completed the correct information click on update, this will then send an alert and email to you authoriser.

You may have access to other screen such as emergency contacts, bank details, absences and training screens dependant on the access set by you administrator. Some of these screens are shown below.

#### Emergency Contact Details:

Employee Details
Address Details
Emergency Contact Details
Employee Picture

**Emergency Contact**

<b>Name/Relation</b>	<input type="text" value="Miriam Garner"/> <input type="button" value="v"/>	<input type="text" value="Wife"/> <input type="button" value="v"/>	<input type="text" value="Michelle Garner"/> <input type="button" value="v"/>	<input type="text" value="Sister"/> <input type="button" value="v"/>
<b>Address</b>	<input type="text" value="35 St Annes Avenue"/> <input type="text"/> <input type="text" value="Leeds"/> <input type="text"/>	<input type="text" value="35 St Annes Avenue"/> <input type="text"/> <input type="text" value="Leeds"/> <input type="text"/>		
<b>Post Code</b>	<input type="text"/>	<input type="text"/>		
<b>Home Telephone</b>	<input type="text" value="0113 2949632"/>	<input type="text" value="0113 2949632"/>		
<b>Work Telephone</b>	<input type="text" value="0113 2937541"/>	<input type="text" value="0113 2504018"/>		

**Medical Contact**

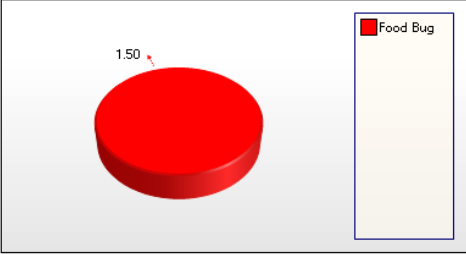
<b>Doctors Name</b>	<input type="text"/>	<b>Telephone1</b>	<input type="text"/>
<b>Address</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>Telephone2</b>	<input type="text"/>
<b>Post Code</b>	<input type="text"/>	<b>Notes</b>	<input type="text"/>

Absence Details:

Absence Details:

Personal Attendance Work Skills/Appraisals Training Documents

Holiday Planner Holiday Details Absence Details




Start Date: 01/01/2009 End Date: 31/12/2009

Absence Category	Reason	Duration	Consecutive Days	Date From	Date To
Sick	Food Bug	1.5	2.50	14/09/2009	15/09/2009

Download

Total sick days this year: 0  
 Total sick days last year: 0  
 Total late this year: 0  
 Total late this year(Duration): 00:00  
 Total trip occurrences this year: 0  
 Total trip days this year: 0

If you have been absent you may be required to self certify it if this is the case you will be sent an email and there will also be an alert on the main page when you log in.

**Personnel**  
 Self Certification required for 1 absences

Click on the red circle and this will take you to the absence details page and the absence that will require your input will be red.

Start Date: 01/01/2009 End Date: 31/12/2009

Absence Category	Reason	Duration	Consecutive Days	Date From	Date To
Sick	Food Bug	1.5	2.50	14/09/2009	15/09/2009
Sick	Headache	1	2.00	01/09/2009	01/09/2009

Download

Click on the green pencil to open up the absence, the window below will appear.

### Absence Details

**Absence Category\***

**Absence Reason\***

**Date From**

**Date To**


**Duration(Hours)**

**Duration**

**Comments**

**GP Consulted**

**Advice Given**



Complete the information in the bottom 2 fields and then click on save.


This will automatically update the main personnel system and will also inform your superior that they need to complete a back to work interview with you.



### Bank Details:

Personal
Attendance
Work
Skills/Appraisals
Training
Documents

Job Details
Salary Details
Bank Details
Documents
Notes

### Banking Details

 Download

Bank Name	Address1	Address2	Address3	Address4	Address5	PostCode	Account Name	SortCode	Account Number	Roll Number	Main Details
HSBC Bank PLC	177 High Steet			Leeds		LS1 8JD		876432	29876542		True  

### Edit Banking Information

Name\*

Address

Post Code

Account Name

Sort Code


Account Number

Roll Number

Main Details

[Update](#) [Cancel](#)

### Policy Documents:


David Garner (Employee) (LogOut)  
Help | Virtual Clock

Home
Outstanding Requests
Timesheets & Expenses
Time & Attendance
Rotas

Home Page
My Details
Phone List
Course Diary
Total Reward Statement
Payslips
Holiday Planner
Policy Documents

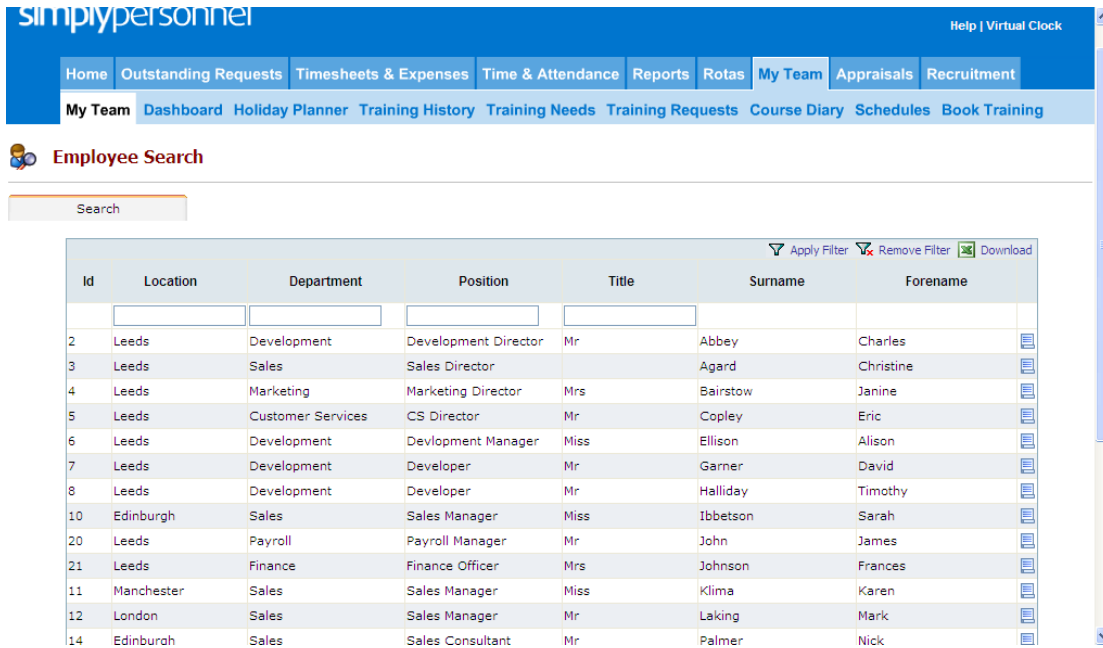
#### Staff handbook

- ▶ 1  
1
- ▶ 2  
2
- ▶ TEST 1  
Test 1

The administrator can load up documents i.e you staff/ managers hand book, certain policy and procedures, by selecting the policy documents tab you will be able to view these.

## My Team.

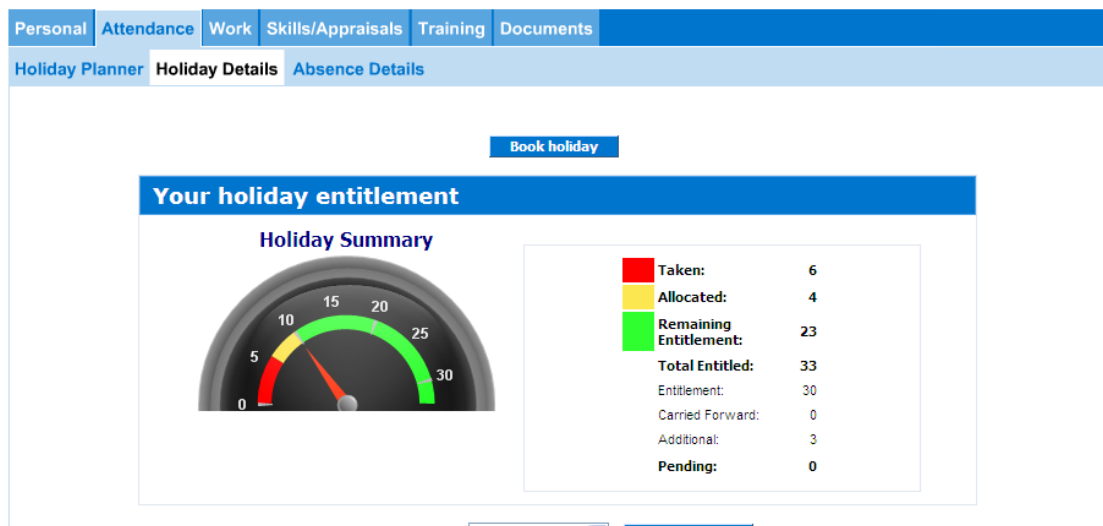
As a manager you can view certain details about you team. The second tab also marked my team will give you a list of your team you can access their personnel record by selecting the icon to the far right of the entry.



Id	Location	Department	Position	Title	Surname	Forename
2	Leeds	Development	Development Director	Mr	Abbey	Charles
3	Leeds	Sales	Sales Director		Agard	Christine
4	Leeds	Marketing	Marketing Director	Mrs	Bairstow	Janine
5	Leeds	Customer Services	CS Director	Mr	Copley	Eric
6	Leeds	Development	Development Manager	Miss	Ellison	Alison
7	Leeds	Development	Developer	Mr	Garner	David
8	Leeds	Development	Developer	Mr	Halliday	Timothy
10	Edinburgh	Sales	Sales Manager	Miss	Ibbetson	Sarah
20	Leeds	Payroll	Payroll Manager	Mr	John	James
21	Leeds	Finance	Finance Officer	Mrs	Johnson	Frances
11	Manchester	Sales	Sales Manager	Miss	Klima	Karen
12	London	Sales	Sales Manager	Mr	Laking	Mark
14	Edinburgh	Sales	Sales Consultant	Mr	Palmer	Nick

Once in one of your teams record you will be given several options to view and amend.

The below screen will show you their team member holiday entitlement, you could also book a holiday for this person.



**Book holiday**

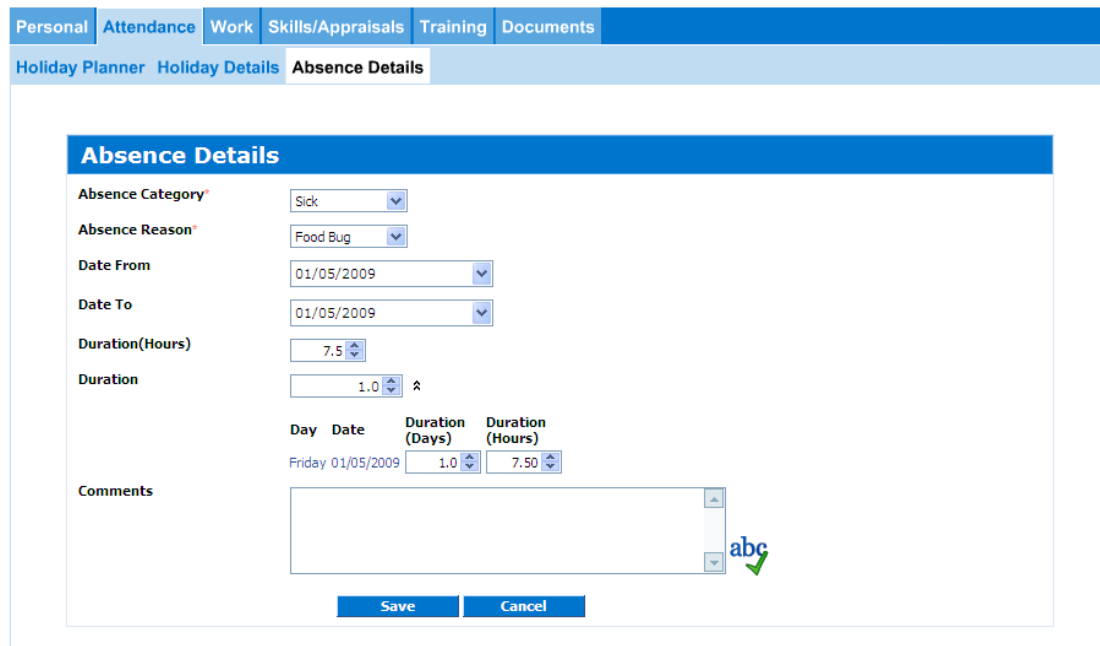
**Your holiday entitlement**

**Holiday Summary**

<b>Taken:</b>	6
<b>Allocated:</b>	4
<b>Remaining Entitlement:</b>	23
<b>Total Entitled:</b>	33
Entitlement:	30
Carried Forward:	0
Additional:	3
<b>Pending:</b>	0

The below screen shows absence details, to add an absence against an employee records click on **Add Absence** fill in the reason and dates the click on save.

Once you have click on the save button you will not be able to amend the date of the absence, so if the employee does not come back in on the date that was stated the date can be amended by the main Personnel Manager System (please contact you HR team).



The screenshot shows the 'Absence Details' form within a software interface. The form includes the following fields and options:

- Absence Category:** Sick
- Absence Reason:** Food Bug
- Date From:** 01/05/2009
- Date To:** 01/05/2009
- Duration(Hours):** 7.5
- Duration:** 1.0
- Table:**

Day	Date	Duration (Days)	Duration (Hours)
Friday	01/05/2009	1.0	7.50
- Comments:** A text area with a placeholder 'abc' and a green checkmark icon.
- Buttons:** Save and Cancel.

This will kickoff the self certification process, an email and an alert will be sent to the employee asking them to complete some information. Once they have done this you will then receive an email/alert informing you that you have got to complete a back to work interview for this employee. The alert will look as follows.

**Personnel**

- You have outstanding changes waiting to be authorised
- Need to perform a back to work interview for 'David Garner'
- 2 questionnaire(s) are outstanding .

Click on the employee's name, this will then take you to their employee file and on to the absences page.

Start Date  End Date

Absence Category	Reason	Duration	Consecutive Days	Date From	Date To	
Sick	Food Bug	1.5	2.50	14/09/2009	15/09/2009	
Sick	Headache	1	2.00	01/09/2009	01/09/2009	

Highlighted in red is the absence that needs your attention, click on the green pencil and the following window will appear.

### Absence Details

**Absence Category\***

**Absence Reason\***

**Date From**

**Date To**

**Duration(Hours)**

**Duration**

**Comments**

**GP Consulted**

**Advice Given**

**Interview Conducted Date**

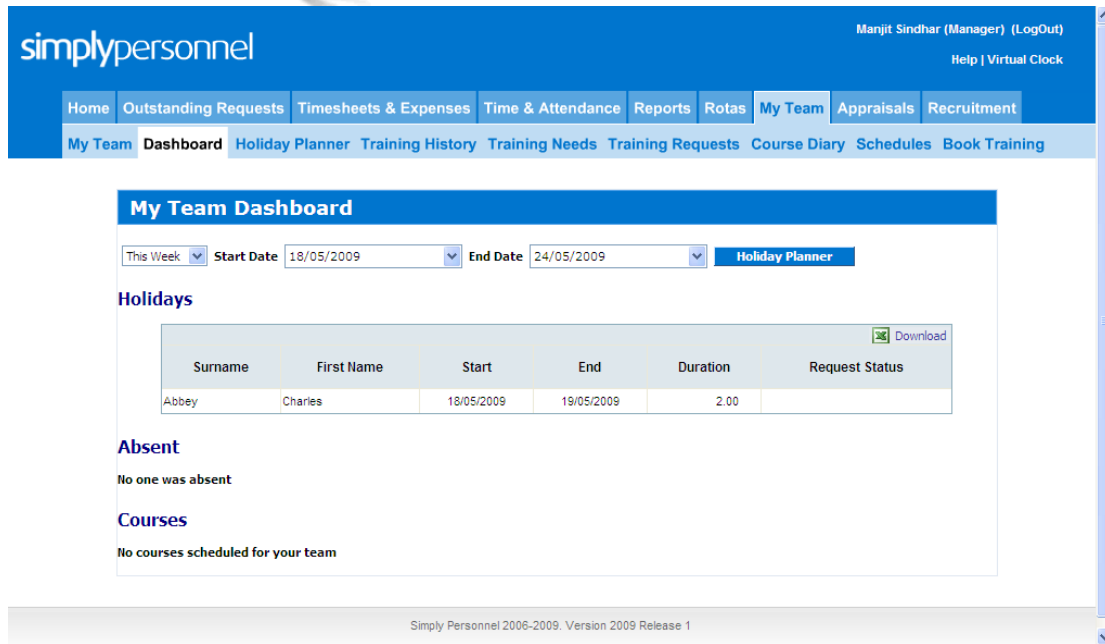
**Interview Notes**

Complete your back to work interview and enter the details then click on save.

This will update both this system and the main personnel system.

Dashboard:

As a manager you can also look at your teams Dashboard.



**My Team Dashboard**

This Week Start Date: 18/05/2009 End Date: 24/05/2009 [Holiday Planner](#)

**Holidays**

Surname	First Name	Start	End	Duration	Request Status
Abbey	Charles	18/05/2009	19/05/2009	2.00	

**Absent**  
No one was absent

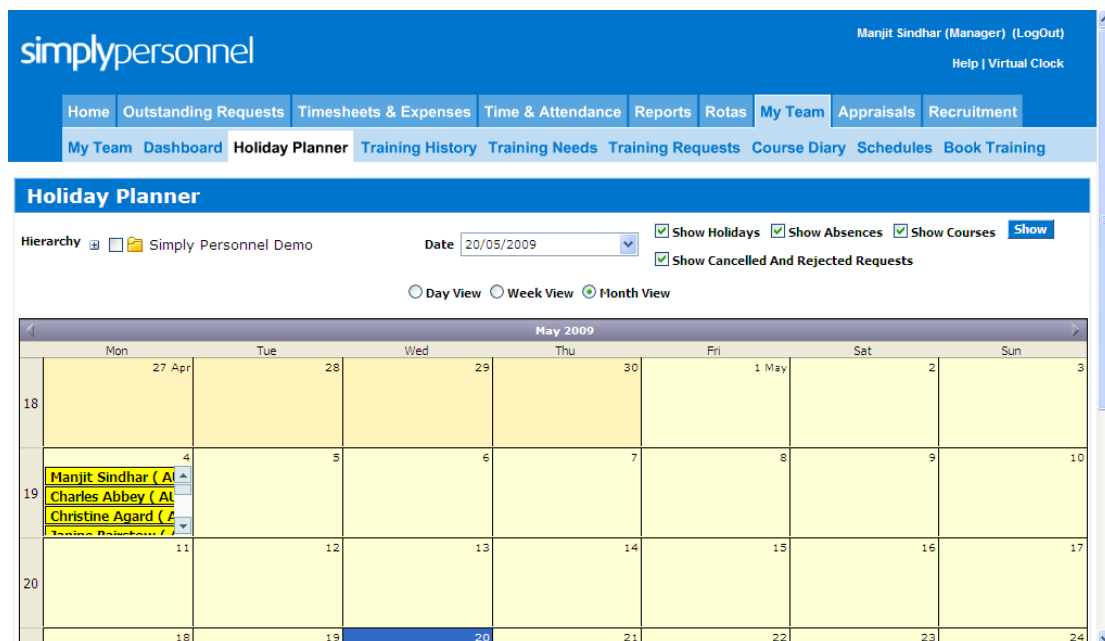
**Courses**  
No courses scheduled for your team

Simply Personnel 2006-2009. Version 2009 Release 1

This will show any holidays, absences and training course.

Holiday Planner:

The holiday planner will open up a calendar with your whole team again this will show absences and training courses



**Holiday Planner**

Hierarchy: Simply Personnel Demo Date: 20/05/2009

Show Holidays  Show Absences  Show Courses [Show](#)

Show Cancelled And Rejected Requests

Day View  Week View  Month View

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
18	27 Apr	28	29	30	1 May	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
	18	19	20	21	22	23	24

There are also some training screens, training history, training needs and training requests. These will give you an overall picture of your teams status.

Training History:

simplypersonnel Manjit Sindhar (Manager) Help

Home Outstanding Requests Timesheets & Expenses Time & Attendance Reports Rotas My Team Appraisals Recruitment

My Team Dashboard Holiday Planner **Training History** Training Needs Training Requests Course Diary Schedules Book Training

### Employee's Training History Summary

Status:   Do not show blank courses

	MS Access 97	Advanced Driving	Communications Skills	Computer Studies	Intermediate Electrical Engineering	First Aid	Fork Lift Truck	French Language	Health and Safety	Induction	Project Management	MS Powerpoint 97	Sales training	Simply Personnel	Teleph Skills
Abbey Charles (abbeyc@simplypersonnel.com)									✓	✓				✓	
Agard Christine (agardc@simplypersonnel.com)									✓	✓				✓	
Bairstow Janine (bairstowj@simplypersonnel.com)									✓	✓				✓	
Copley Eric (copleye@simplypersonnel.com)										✓				✓	
Ellison Alison (ellisona@simplypersonnel.com)								✓	✓	✓				✓	
Garner David (garnerd@simplypersonnel.com)										✓				✓	
Halliday Timothy (hallidayt@simplypersonnel.com)										✓				✓	
Ibbetson Sarah (ibbetsons@simplypersonnel.com)										✓				✓	
John James (johnj@simplypersonnel.com)										✓				✓	
Johnson Frances (johnsonf@simplypersonnel.com)										✓				✓	
Klima Karen (klimak@simplypersonnel.com)										✓				✓	
Laking Mark (lakingm@simplypersonnel.com)										✓				✓	
Palmer Nick										✓				✓	

### Training Needs:

simplypersonnel Manjit Sindhar (Manager) (LogOut) Help | Virtual Clock

Home Outstanding Requests Timesheets & Expenses Time & Attendance Reports Rotas My Team Appraisals Recruitment

My Team Dashboard Holiday Planner Training History **Training Needs** Training Requests Course Diary Schedules Book Training

### Employee's Training Needs

Outstanding Training Needs  Completed Training Needs  Show All Show

Highlight training needs due within the next  days

	Basic Computer Skills	Communication Skills	General PC Skills	Health and Safety	Management	Presentation Skills	Project Management	Selling Skills	Simply Personnel Overview	Spreadsheet skills	Staff career development	Word Skills
Abbey Charles (abbeyc@simplypersonnel.com)	✓			✓	✓	✓	✓		✓		✓	
Agard Christine (agardc@simplypersonnel.com)	✓			✓	✓	✓	✓		✓		✓	
Bairstow Janine (bairstowj@simplypersonnel.com)	✓			✓	✓	✓	✓		✓		✓	
Copley Eric (copleye@simplypersonnel.com)	✓			✓	✓	✓	✓		✓		✓	
Ellison Alison (ellisona@simplypersonnel.com)	✓			✓	✓	✓	✓		✓		✓	
Garner David (garnerd@simplypersonnel.com)	✓		✓			✓			✓			
Halliday Timothy (hallidayt@simplypersonnel.com)	✓		✓			✓			✓			
Ibbetson Sarah (ibbetsons@simplypersonnel.com)	✓	✓	✓			✓		✓	✓			
John James (johnj@simplypersonnel.com)	✓				✓	✓	✓		✓	✓		
Johnson Frances (johnsonf@simplypersonnel.com)	✓				✓	✓	✓		✓	✓		
Klima Karen (klimak@simplypersonnel.com)	✓	✓	✓			✓		✓	✓			

### Book Training:

You can also book a member of you team on to a scheduled training course (from the Training Manager).

simplypersonnel
Manjit Sindhra (Manager) (Logout)  
Help | Virtual Clock

Home Outstanding Requests Timesheets & Expenses Time & Attendance Reports Rotas My Team Appraisals Recruitment

My Team Dashboard Holiday Planner Training History Training Needs Training Requests Course Diary Schedules Book Training

Book Training

Start Date:   Only show training courses from My Staff Training Needs

End Date:

January 2009 ❗ No Training Scheduled for this month.

---

February 2009 ❗ No Training Scheduled for this month.

---

March 2009 ❗ No Training Scheduled for this month.

---

April 2009 ❗ No Training Scheduled for this month.

---

May 2009 ❗ No Training Scheduled for this month.

---

June 2009

Course Description	Start Date	End Date	Location	Spaced Left	
<input type="checkbox"/> French Language	01/06/2009	05/06/2009		3	<a href="#">More Information</a>

---

July 2009 ❗ No Training Scheduled for this month.

---

August 2009 ❗ No Training Scheduled for this month.

---

September 2009 ❗ No Training Scheduled for this month.

---

October 2009 ❗ No Training Scheduled for this month.

---

November 2009 ❗ No Training Scheduled for this month.

---

December 2009 ❗ No Training Scheduled for this month.

Select Employee(s)

Abbey Charles (abbeyc@simplypersonnel.com)  
 Agard Christine (agardc@simplypersonnel.com)  
 Bairstow Janine (bairstowj@simplypersonnel.com)  
 Copley Eric (copteyec@simplypersonnel.com)  
 Ellison Alison (ellisona@simplypersonnel.com)  
 Garner David (garnerd@simplypersonnel.com)  
 Halliday Timothy (hallidayt@simplypersonnel.com)  
 Ibbetson Sarah (ibbetsons@simplypersonnel.com)  
 John James (johnj@simplypersonnel.com)  
 Johnson Frances (johnsonf@simplypersonnel.com)  
 Klima Karen (klimak@simplypersonnel.com)  
 Laking Mark (lakingm@simplypersonnel.com)  
 Palmer Nick (palmerm@simplypersonnel.com)  
 Roberts Andrea (robertsaa@simplypersonnel.com)  
 Sindhra Manjit (sindhram@simplypersonnel.com)  
 Smith Jane (smithjh@simplypersonnel.com)  
 Spalding Andrew (spaldinga@simplypersonnel.com)  
 Taylor Gabriella (taylorg@simplypersonnel.com)  
 Watson Patricia (watsonp@simplypersonnel.com)  
 Yerson Jennifer (yersonj@simplypersonnel.com)

Book Training

Simply Personnel 2006-2009, Version 2009 Release 1

There will be a list of all the training courses scheduled each month. Select the course and the employee then click on book training.

### Authorisation:

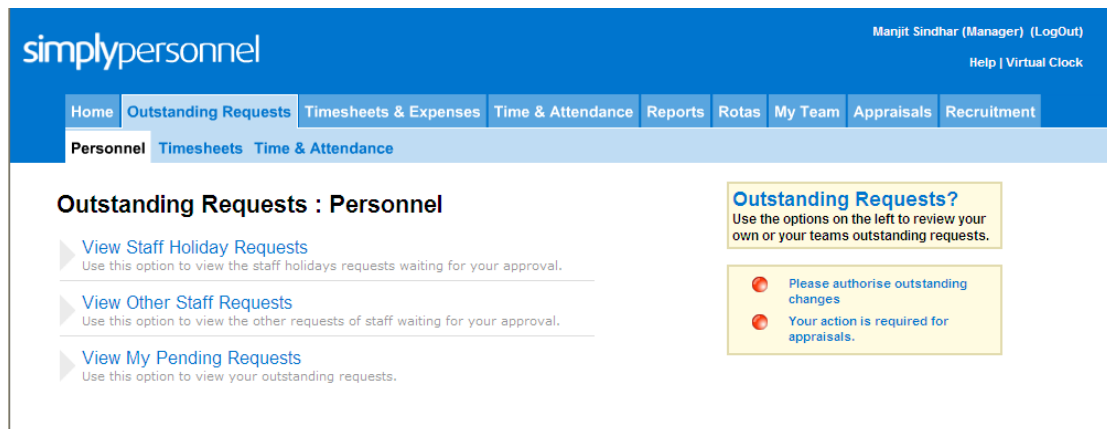
As a manager you may be required to authorise certain requests i.e holidays from you team or other teams in colleagues absences.

You will have an alert on your main dashboard stated requests are awaiting approval.

**Personnel**

- Please authorise outstanding changes
- Your action is required for appraisals.

To view these approval requests select outstanding request at the top of the screen.



Select an option.

Show Requests:   Requests waiting for approval  Approved Requests  All Requests

Status	Requested By	Approver(s)	Date	Screen Name	Remarks	Comments
<span style="color: orange;">●</span> Submitted	David Garner	Manjit Sindhar	20/05/2009	Employee Holiday	A New Employee Holidays Details has been added as follows : 'Year = '2009' 'Start Date = '29/05/2009' 'End Date = '30/05/2009' 'Duration(Hours) = '15' 'Taken = '2' 'Narrative = ''	Show Comments >> <span style="color: green; font-size: 1.2em;">✔</span> <span style="color: red; font-size: 1.2em;">✘</span>

Then select the green tick for approval or red cross for rejection.

If you have any other questions regarding the Self Service please contact the support desk.