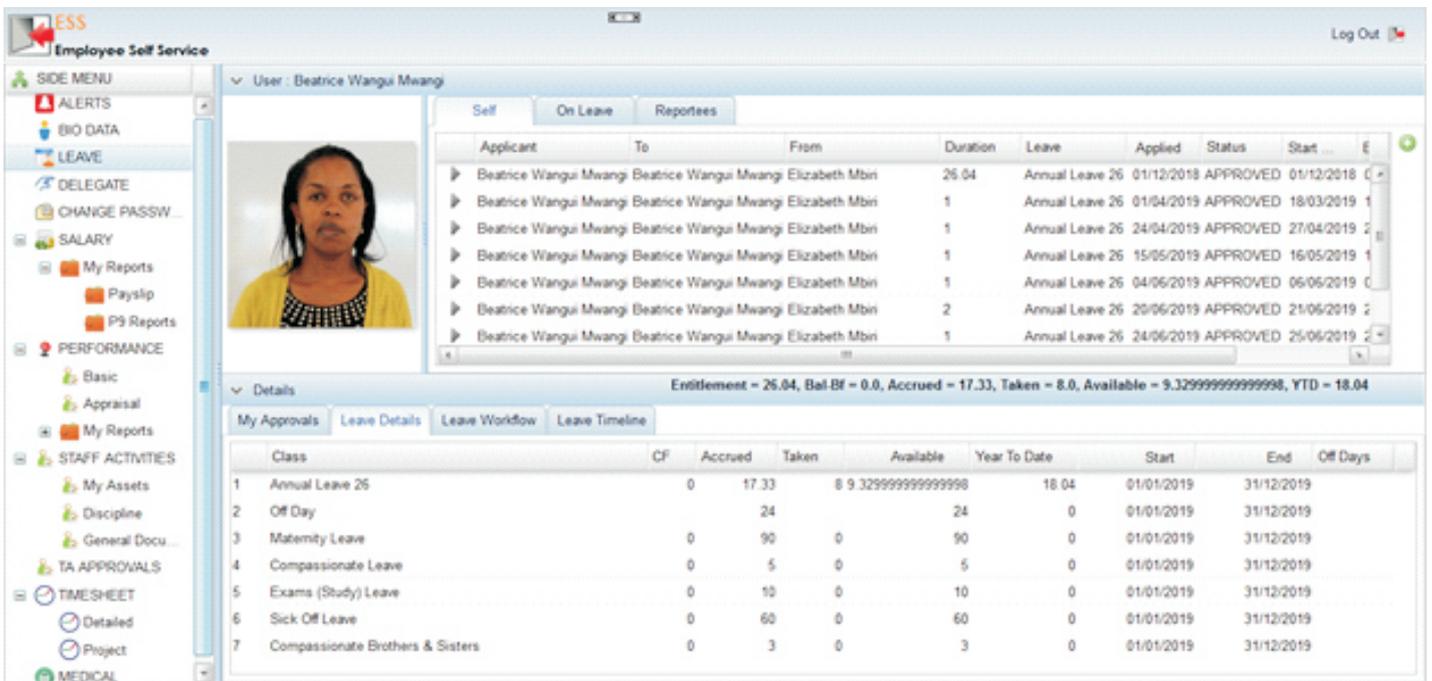# EMPLOYEE SELF SERVICE

This is a module within the PAYMAN HR System. It epitomizes the HR System request management and workflow processes. ESS streams HR to all staff and aspects of your organization. It is the employee portal that gives a window of participation for each staff in a realtime environment and eliminates paper trail.

Functions within ESS

Medical
The staff access treatment management from here. All institutions of medical service and expenses associated with staff medical care are found here. Staff will view personal medical details and also use this portal to post medical requests and view approvals. It integrates to the leave management (in case of sick leave need) and also with Payroll (in case of recovery of excess medical expenses)

Payroll
Staff can view salary-related information. These can be payslips and end-year personal returns such as the P9 Forms. Current or previous payslips can e viewed or printed. The employee can only view but not make any changes on the payslip. the MSS (Manager Self Service) allows managers or supervisors to view salary data and reports for staff who report to them

Training
Staff can apply online for any scheduled training. This applications will be forwarded (via email) to the Training Manager who approves or rejects the application. Upon approval, an email is sent to the applicant. The application process identifies the course, the location, the dates/times/duration and the expenses. The course participant will also carry out a post-training evaluation.

Performance
Staff can evaluate themselves during the performance review and appraisal time. This depends on the set objectives and performance indicators for that period. The manager will carry out review of staff reporting to him or her via this portal. Employee can print personal scorecards for current or previous periods. In a 360 Degree Review staff will also evaluate their peers

Recruitment
For an internal job recruitment, staff can respond to an advert. The applicants will fill an online response format in line with the stated requirements such as education, experience, gender, age, skills etc. The recruitment portal will automatically shortlist the right candidates and send invite for interviews. CV uploads may be required. All the processes are followed till the hire stage

Timesheet
Staff will record here how they have spent the 8 working hours of the day. Each task will be associated with the duration it took in hours. This is mainly based on the mobile app and staff can complete it in the evening or at home. The manager will approve the worksheet online

Functions within ESS

Alerts
This sub-moduole alerts the employee on any set activity that he or she should be aware of. These alerts are displayed on the ESS panel and relate mainly to the following:
End of Probation period, Contract period coming to an end, annual Leave date due, Passport about to expire, Performance review due, Birthday, Marriage anniversary, etc. These reminders are set a few days/weeks before.

Bio-data
Each staff can view and update any bio-data detail that pertains to him or her. This facility helps many organization to build a comprehensive HR data within a much shorter period than if only the HR department is doing it. The staff will actually also capture more accurate data. In cases where the HR has already captured it, the staff helps to clean it up. Note that any changes made by the employee must be approved by HR in order to be committed to the database

Leave
Online leave application is one of the major reasons for having the ESS Employee portal. All leave applications and approvals are done online and realtime without the need for paperwork. Notifications are sent via email to the approver and applicant. All leave types are included in this process: Annual Leave, Maternity, Study, Sick Leave, Compassionate, Paternity, etc

Attendance
Attendance via biometric clock devices helps can be monitored via ESS. This means, each employee can view own attendance reports based on their clock-Ins and clock-outs. They will thus appreciate the salary absence or lateness deductions or overtime payments. Note that to pay for OT or Deduct for absence is optional within the PAYMAN system. Similarly supervisors can view attendance of their staff and authorize OT

Assets
This facility captures all company assets that are assigned to a particular staff. Details of the asset include serial number, purchase documentation, date of issue, etc. On return, the staff has an online process to follow. During staff exit, the system can identify whatever company properties the staff has and its value. This current value may consider depreciation

Travel
Any business trip will go through the request and approval stages. Expenses associated with staff travel are captured here on return. Staff may also upload any receipts pertaining to expenses (e.g. accommodation, transport, purchases, treatment, etc). Any shortfall in expenses remitted against the perdiem issued will be deducted from the payroll

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Why MANPLAN

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