



# Employee On-boarding and Self Service

Business Solutions

## Get your new employees on-boarded and self sufficient from Day One

Make it **easier for managers**. Make it **easier for employees**. Make it **easier for HR**.

With modern web and mobile applications, document management and workflow automation.

**Workflow-driven employee on-boarding**

**Intuitive web applications for ESS/MSS**

**Team Balances Report**

Employee Number	Surname	Name	Description	Message	Accrued	Taken	Balance	Threshold	Warning	Status
00001032	Beck	Martin	LSL	Over the threshold	29	0	29	20	15	Red
00001032	Beck	Martin	Annual leave	Within threshold	4.8	0	4.8	25	20	Green
00001031	He	Kevin	LSL	Over the threshold	30	0	30	20	15	Red
00001031	He	Kevin	Annual leave	Within threshold	12	0	12	25	20	Green
00001200	Hess	Alexander	LSL	Over the threshold	29	0	29	20	15	Red
00001200	Hess	Alexander	Annual leave	Within threshold	12	0	12	25	20	Green
00001301	Jordan	Ute	LSL	Over the threshold	26	0	26	20	15	Red
00001301	Jordan	Ute	Annual leave	Within threshold	12	0	12	25	20	Green
00001950	Kuhl-Mayer	Henriette		No current leave balance	0	0	0	0	0	White
00001015	Rickes	Alexander	LSL	Over the threshold	30	0	30	20	15	Red
00001015	Rickes	Alexander	Annual leave	Within threshold	12	0	12	25	20	Green

**Manager Self Service**

Seamless SAP integration

## Benefits

- Accelerate employee on-boarding and self-service
- Enforce HR policy compliance with automated workflow
- Enable accurate and timely data entry by managers and employees
- Reduce HR processing with direct SAP integration
- Improve manager adoption, and lower training and support effort
- Optimise manager and HR decision-making productivity with mobile approvals
- Reduce paper storage costs

**Leave Request**

Employee Number: 00001000

Leave Type: [Select...]

From Date: 23/05/2016 To Date: 23/05/2016

Attachments: + Add files

Comments: [Text area]

Leave Type dropdown options:

- 0100 - Annual Leave
- 0230 - Doctors Appointment
- 0200 - Sick Leave With Cert
- 0210 - Sick Leave Without Cert

[SUBMIT] [CANCEL]

Payslips Addresses Bank Accounts Leave Requests Timesheets

# Apps for SAP