

Employee Self-serve

The Employee Self-serve module of the Youmanage online HR system enables you to reduce your HR administration costs and empower your employees by giving them direct access to view, update and enter relevant information.

Employee Self-serve module is available with either the Small Business or Enterprise Editions of the Youmanage online HR toolkit.

The module gives employees access to maintain their personal details, raise holiday requests, view their performance record and make their own file notes.

The Employee Self-serve module is fully integrated with other Youmanage modules such as Managing Absence & Holidays and Managing Performance & Development, providing a seamless all-in-one solution for your organisation.

Key Features

- Employees can view and edit personal information (e.g. contact details, next of kin) stored on the Youmanage system via their own unique log-in
- Client administrators can define whether employees have access to update certain information (e.g. Payroll details)
- Employees can view other information stored as part of their record (e.g. objectives, development plans, job descriptions, competency

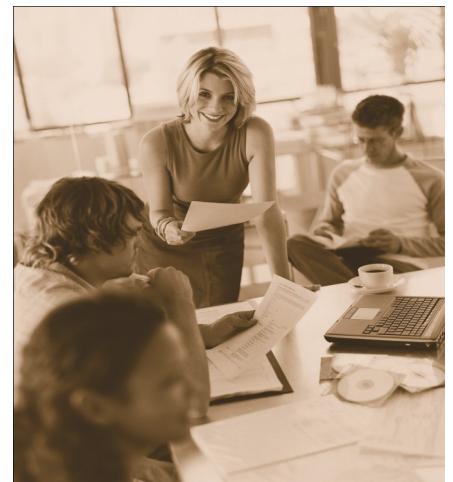
profiles) via their My Details Summary page

- Employees can enter their own 'file notes' and file them under relevant categories (e.g. against an objective or a career goal) enabling them to play an active part in the ongoing performance management process. These notes are then available to the manager at review time.
- Managers and HR users can be automatically notified any time an employee edits a piece of data on the system so that there is full visibility and control.
- Employees can view their current outstanding holiday entitlement and absence records.
- Employees can raise holiday requests and their manager will be automatically notified. Managers can easily approve/reject holiday requests and employees will automatically be notified of the manager's decision
- Employees can access standard HR documents, policies and forms via the Documents module.
- Employees can access from any machine with a web

browser and internet access, making it ideal for field-based or home workers.

Benefits

- Automates the process of keeping personal employee information up-to-date, reducing admin costs and freeing up HR to focus on activities that add greater value.
- Increases employee engagement in the performance management and development process.
- Improves the accuracy of employee information stored on the HR database,
- Saves managers' time processing holiday requests and updating HR on changes to employee details.



Screenshot from the Employee Self-serve Module

The screenshot shows a web browser window titled "Personal Details - Windows Internet Explorer" with the URL "https://www.youmanage.net/ympdemo/ESSPersonalDetails.aspx". The page header includes the Davian Services Ltd logo and navigation buttons for SELF-SERVE, HOME, ADMIN, REPORTS, and SIGN OUT. A status bar indicates "Mr Norman Newton signed in" and "Personal Details".

The main content area is titled "From this screen you can view and edit your personal details". It contains several sections:

- Personal Details:** Title (Mr), Other Title, First Name (Norman), Middle Name, Last Name (Newton), Also Known As, Maiden Name, Date of Birth (5/3/1959), Marital Status (Married), Spouse/partner name (Eleanor Mailer).
- Contact Details:** Work Phone (01277 987 656), Mobile (0780 981 5896), Work e-mail (norman@davian.co.uk), Home Phone (01234 234523), Personal e-mail (nnewton@gmail.com).
- Emergency Contact:** Emergency Contact Name (Eleanor Mailer), Relationship (Spouse), Contact Number 1 (02037489224), Contact Number 2.
- Any Known Medical Conditions?:** Epilepsy.
- Address:** A table with columns "Address Type" and "Address". The entry is "Default" for "Sunflower House" with a "view" link. Below the table is a link "Add/Edit Addresses".

On the left side, there is a sidebar with navigation options: My Details, My Holidays, My Performance & Development, Documents, and My Credentials. At the bottom of the sidebar is the Youmanage logo with the tagline "In conjunction with youmanage Workflow solutions for managers".

About Youmanage®

Youmanage is a comprehensive and integrated approach to online toolkit giving people managing their employees. A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks. For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

