

# Manager Self Service

Understanding the functionality of Manager Self Service

## MSS Dashboard

The ESS Dashboard consists of the navigation bar, employee menu and widgets.



### Field:

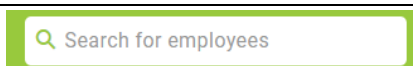
### Description:



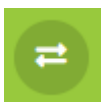
The logo will reflect. Select the logo to navigate back to the ESS Dashboard.



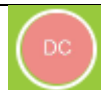
Select the **Toggle menu bar** to expand the Widgets and collapse the Employee Menu. The Employee Menu will still be visible when hovering over it.



Select this option to search the Employee Directory. By default, this will include all employees within a group of companies.



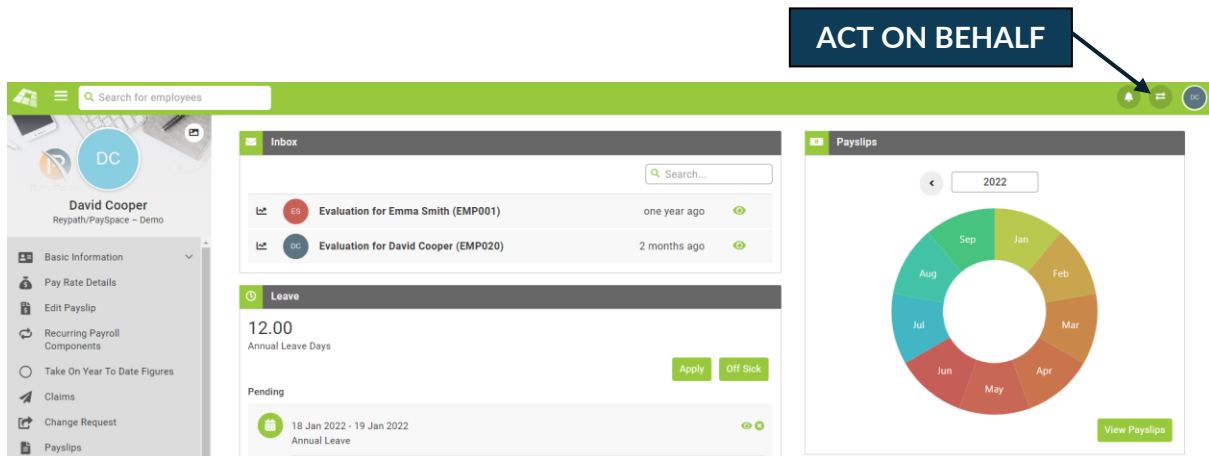
For managers with employees reporting to them, Act on behalf of will be available to access screens of the employees reporting to them. Manager Self Service will have to be set-up on company level for this functionality to be available.



The employee can select his/her initials to access the Basic Profile Screen, Settings or to Sign Out.

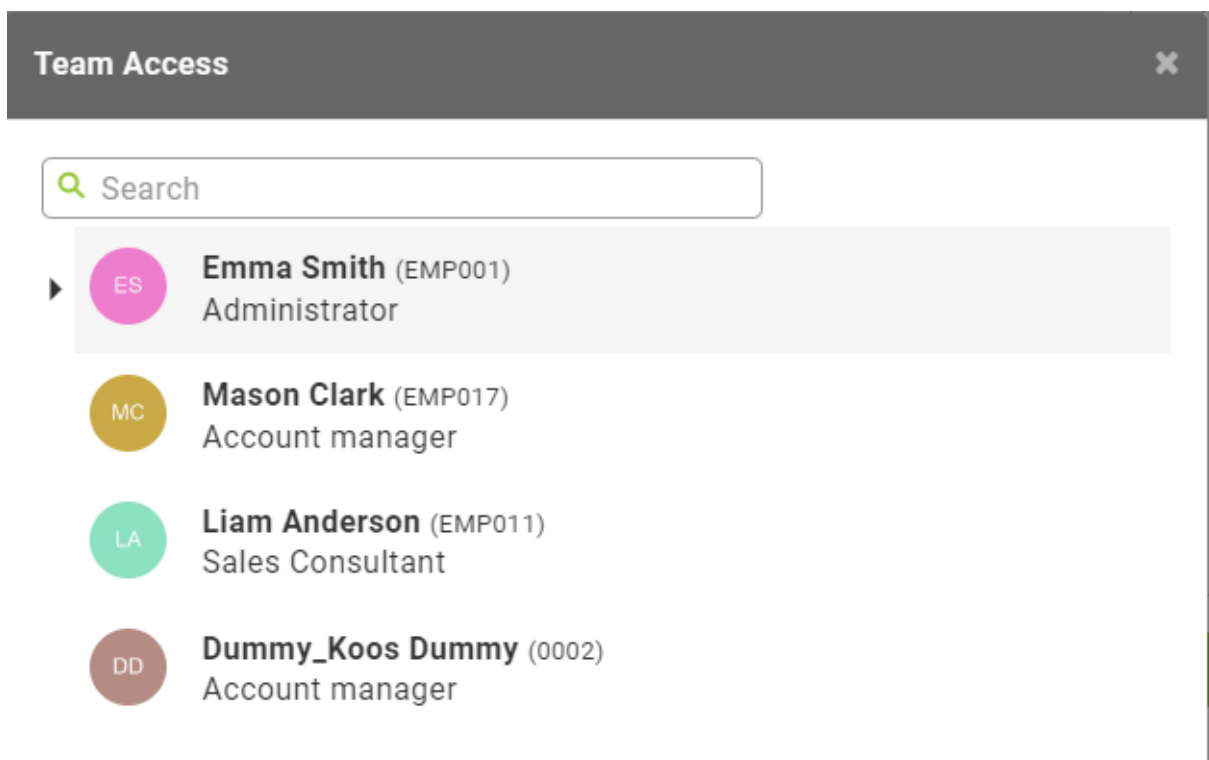
## Act on behalf

To act on behalf of a subordinate click on the Team Access  to open the team screen.



The screenshot shows the main dashboard of the ReyPath system. In the top right corner, there is a dark blue button labeled "ACT ON BEHALF" with a white icon of a person. An arrow points from this button to the "Team Access" icon in the top right corner of the dashboard. The dashboard itself has a green header with a search bar and a user profile for David Cooper. The main content area is divided into three sections: a left sidebar with navigation links, a central "Inbox" section with a list of evaluations, and a right "Payslips" section with a circular calendar view for 2022.

When selecting a team member that members ESS will load. Depending on the security setup the Manager can act on behalf for example capturing leave.



The screenshot shows the "Team Access" modal window. It has a dark grey header with the title "Team Access" and a close button. Below the header is a search bar. The main content area is a list of team members, each with a circular profile picture, a name, and a role. The first member is Emma Smith (EMP001), Administrator. The second is Mason Clark (EMP017), Account manager. The third is Liam Anderson (EMP011), Sales Consultant. The fourth is Dummy\_Koos Dummy (0002), Account manager.

Profile Picture	Name	Role
ES	Emma Smith (EMP001)	Administrator
MC	Mason Clark (EMP017)	Account manager
LA	Liam Anderson (EMP011)	Sales Consultant
DD	Dummy_Koos Dummy (0002)	Account manager

## Extra Menu Option

Manager Self Service has extra menu options to enable them to manage the team.

Menu Options:

Menu	Description
Notes and Reminders:	Can add notes and attach a reminder with notifications
Act on my Behalf:	Can select a employee to be able to log into your ESS and act on behalf
Inbox Management:	Can re-assign or delete ESS notifications/messages
Out of Office:	Can select alternative approver for workflows in a specific period