

# HR & Payroll Self Service for Employees



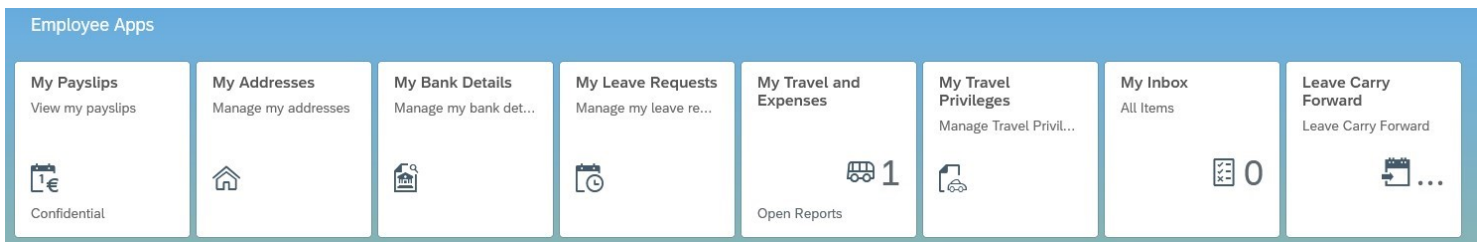
## What is it?

HR & Payroll Self Service is an online facility (using SAP software) which allows employees to view or change a range of personal information, request leave and submit travel/ expenses claims.

Managers will use it to approve applications for leave and travel.

## What will it look like?

Below is a section of the main screen within the HR & Payroll Service tool, different pieces of functionality are displayed on a set of tiles:



## What can I use it for?

A range of functions will be available to employees such as:

- View payslips
- View and change personal details
- View and change bank details
- Apply for various types of leave
- Submit travel and expense claims
- Apply for travel privileges and update documentation

## Benefits for Employees

- Easier access & more control over your own information
- Available to you 24/7 online
- Eliminates paperwork and streamlines tasks, saving time for both employees & managers

## Main changes for Employees

- Your payslip will only be available on HR & Payroll Self Service from the go-live date
- All employees claiming travel and expenses will now use HR & Payroll Self Service
- All employees applying for leave will use HR & Payroll Self Service

## How will I access it?

HR & Payroll Self Service can be accessed by employees using a smartphone, desktop or laptop computer with internet access. Managers must access HR & Payroll Self Service using a HSE device for data security assurance.

## What support will be available?

- **Video tutorials** and **step by step guides** on [www.hse.ie/nisrp](http://www.hse.ie/nisrp)
- E-learning courses on [www.hseland.ie](http://www.hseland.ie)
- **NiSRP Helpdesk** via online portal, email and phone

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NiSRP Support site: [www.hse.ie/nisrp](http://www.hse.ie/nisrp)

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