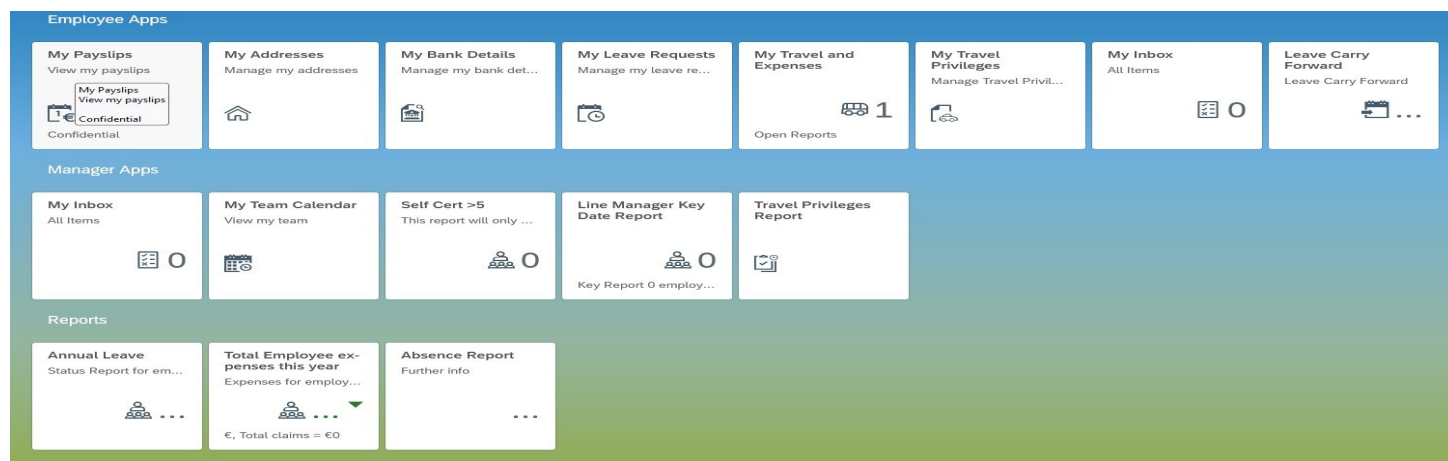# HR & Payroll Self Service for Managers



## What is it?

HR & Payroll Self Service is an online tool that allows managers to review and approve staff leave requests and travel and expense claims.

Managers will also have access to a team calendar which details their staff absences.

## What will it look like?

Below is an example of part of the main screen:



## What can I use it for?

- Review and approve leave requests
- Review and approve travel and expense claims
- Run reports on your teams leave and expense claims, both on individual and team basis
- Set up a substitute manager to approve requests in your absence
- View team calendar to see staff availability
- Approve carry forward of leave requests annually
- Access to your own information

## Benefits for Managers

- Less paperwork and streamlines tasks
- Provides managers with up to date staff information to assist with more informed decision making

## What does this mean for you?

- You will approve staff requests for leave using HR & Payroll Self Service
- You will approve all travel and expense claims on HR & Payroll Self Service

## How will I access it?

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

## What support is available?

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

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