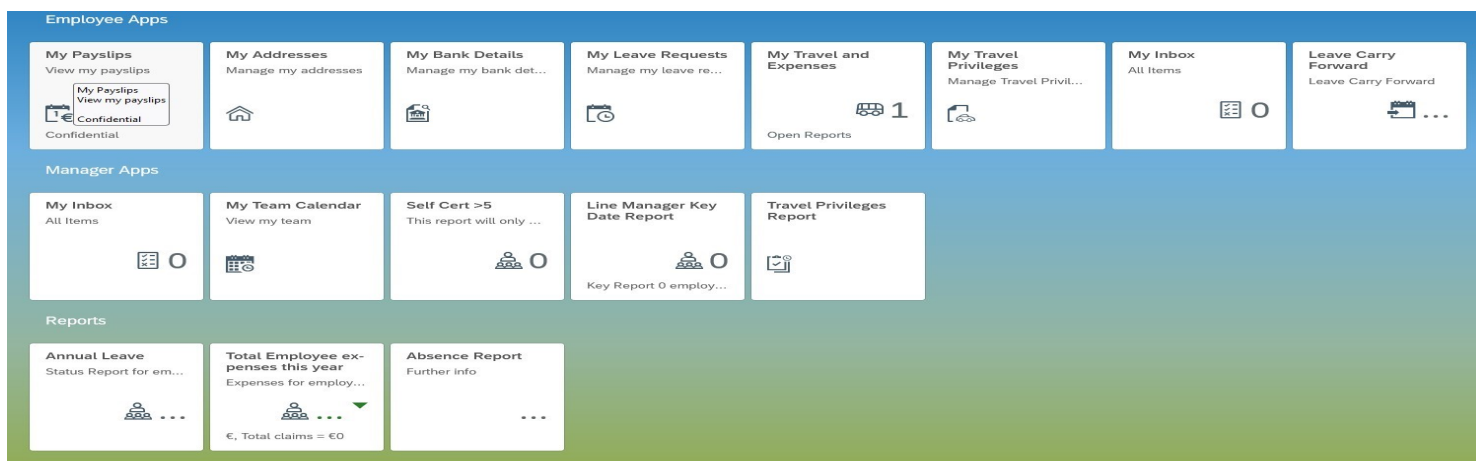# HR & Payroll Self Service for Managers

What is it?

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

Managers will also have access to a team calendar which shows all leave booked in one place.

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?

- Review and approve leave applications
- Run reports on your teams leave and expenses, both on individual and team basis
- Approve travel and expense claims
- Set up substitutes to approve requests in your absence
- View team calendar to see staff availability
- Approve carry forward of leave applications annually

Benefits for Managers

- Less paperwork and streamlines tasks
- Provides managers with real time staff information to assist with more informed decision making
- Run Leave and Travel expense reports for their teams

Main changes for Managers

- Managers will approve all travel and expenses on HR & Payroll Self Service
- Managers will approve staff applications for leave using 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 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 the **NiSRP website: www.hse.ie/nisrp**
- e-Learning courses on **www.hseland.ie**
- **NiSRP Helpdesk** available via online portal, email and phone

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🌐 NiSRP Support site: **www.hse.ie/nisrp**

Scan QR Code and go direct to NiSRP Support Site