

Introduction to Access ESS for Administrators

Overview:

You've given your employees access to manage their own data, but do you know how to manage and control their Employee Self Service portal? For administrators responsible for tasks from setting up roles and permissions to understanding and adjusting leave settings and reporting, this course has you covered.

What do you need to know?

An understanding of payroll principles and basic computer literacy is an advantage, as is an appreciation of the specifics of your own payroll.

Delivery Method

- An interactive e-learning module with content to read and recordings

Duration

2 hours.

What does this course cover:

- Getting Started in ESS.
- System navigation.
- Understanding and using your Member profile.
- Sharing data between ESS and MicrOpay.
- Roles and Permissions.
- Leave Settings.
- Workflows and Email Notifications.
- Approvers and Approvals.
- Organising Teams and Managing Users.
- New Starters.
- The different reporting options.

Objectives:

- ✓ Master the ESS Platform.
- ✓ Efficiently Manage Workflows and Permissions.
- ✓ Optimise Team Management and Reporting.