

## EMPLOYEE SELF SERVICE AND MANAGER SELF SERVICE

The Self Service module of Microsoft® Business Solutions for Human Resource Management-Navision helps you effectively manage labor efficiencies, control labor related costs and improve labor productivity.

### Key Benefits

- Reduced human resources and payroll monthly costs
- Reduced burden on payroll and human resource departments
- All information managed in one database using the same tables as ePayroll and Advanced Human Resources which eliminates duplicate data entry and reporting
- Easy to search audit trails identifies changes and tracks who made them
- Easy access to reports already created in Payroll and Advanced Human Resources
- Ability to define the specific fields that employees or managers can view and which fields they will be allowed to edit
- Managers view of data is restricted to employees who report directly to them

The Self Service module of Microsoft Business Solutions for Human Resource Management-Navision is an extensive self-service offering that empowers employees and managers to view and/or change data via the Internet or through your company's Intranet. This functionality helps reduce the burden on your payroll and human resources departments, which allows more time for other activities.

Employee self service and manager self service granules have the following common functionality:

- **User defined Web parts** – a Web part is simply a grouping of information. Each Web part has a “close” and “minimize” button that empowers the employee or manager to decide what their screen will look like.
- **User defined layout** – lets the employee or manager define where each Web part will be located on the screen.
- **Field specific** – allows your organization to decide which specific fields employees or managers will be able to view and which fields they will be able to create, modify or delete.
- **Extensive security** – employees will only see their specific information. Managers will only see the information for employees who report directly to them.
- **Easy to search audit trails** – these define the date and time a change was made, who made the change, the table and field that was changed, what was originally in the field and what the field was changed to.

### For more information

To learn more about Microsoft Business Solutions for Human Resource Management-Navision, contact your local Microsoft Business Solutions office, a Microsoft Certified Business Solutions reselling partner, and/or visit [www.microsoft.com/BusinessSolutions](http://www.microsoft.com/BusinessSolutions).

Employee Self Service - Hart, Alice

Web Parts	Layout	Settings	Link	Last Date Visited
			Employee Relative HUSBAND James	25/04/03
			Employee AH Alice Hart	24/04/03
			Employee JR John Roberts	24/04/03
			Alternative Address SUMMER Hart	17/04/03
			Employee KD Kate Decker	03/04/03

My Qualifications	Qualification Code	Description	To Da
	ACCOUNTANT	Accountant	01/01
	FRENCH	Fluent in French	01/01

My Relatives	Relative Code	First Name	Phone No.
	HUSBAND	James	879-345-2345

Employee Self Service offers several different ways of viewing information on the employee

**Manager Self Service - Alice Hart** Employee Self Service Manager Self Service

**Search** Manager Self Service Categories Employees

**Personalize** Web Parts Layout Settings

**Manager Self Service Categories**

- My Reporting Filters
- Absences By Causes
- Employee - Staff Absences
- Statistics
- Transaction Detail
- Employee Listing
- View All Time Entries

**Manager Self Service Tasks**

- Create New Time Entry
- Review Employee Time Entries

**Recently Visited**

Link	Last Date Visited
Employee Relative HUSBAND James	25/04/03
Employee AH Alice Hart	24/04/03
Employee JR John Roberts	24/04/03
Alternative Address SUMMER Hart	17/04/03
Employee KD Kate Decker	03/04/03

**MSS Employee Matches 1 - 2**

- Employee JR John Roberts
- Employee KD Kate Decker

Manager Self Service allows managers only to view and or change information about employees who report to them.

**Hart, Alice** Employee Self Service

**Browse Employee** Overview Comments

**See Also** Qualifications Relatives Alternative Addresses Confidential Information

**Common Tasks** Create New Comment Edit Personal Information Absences by Cause Absences by Date Statistics Transaction Detail

**Overview**

No.: AH  
Job Title: Secretary  
First Name: Alice  
Middle Name:  
Last Name: Hart  
Suffix:

Address: 12 Russel Street  
Address 2:  
City: Cambridge  
State: GA  
Country Code:  
ZIP Code: 91527  
Phone No.: 4465-4899-4643  
E-Mail: ah@cronus-demosite.com

Change Now Cancel

Field Security allows each company to decide the exact fields that can be viewed or edited. This is available for both Managers and Employees.

## Key Features

## Description

WEB PARTS AND LAYOUT	<ul style="list-style-type: none"> <li>▪ A Web Part simply links information together.</li> <li>▪ Each Web Part has a close and a minimize button.</li> <li>▪ The screen is broken down into 5 logical areas where one or more web parts can be placed.</li> <li>▪ Allow employees and or managers to customize their screens through simply closing or minimizing web parts and selecting the location where the visible web parts are placed.</li> </ul>
ACCESSING INFORMATION	<ul style="list-style-type: none"> <li>▪ There are several ways that you can allow employees or managers to access their information.</li> <li>▪ A direct view will allow them to see the information that has previously been entered. A direct view can also have a link to an area where the user can edit the information.</li> <li>▪ An indirect view will be a link into an area that will then show the information entered and then another link to each separate piece of information so that it can be edited.</li> </ul>
SECURITY	<ul style="list-style-type: none"> <li>▪ Employees only see information that is related to them</li> <li>▪ Managers can only see information that is related to the employees who report directly to them.</li> <li>▪ Your organization decides the exact fields that employees or managers get to see and you decide what they get to do with that information – view only, view and edit, create, delete, etc.</li> </ul>
REPORTS	<ul style="list-style-type: none"> <li>▪ Any reports that have been created in Payroll or Advanced Human Resources can be made available to employees or manager s.</li> <li>▪ A date filter can be set to filter information within a defined period of dates.</li> <li>▪ Managers can report gather information on one employee or all of the employees that report to him.</li> </ul>

## System Requirements

<p>TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:</p>	<p>Server Environment:</p> <ul style="list-style-type: none"> <li>• Microsoft Windows 2000 Server (SP2), including Internet Information Server (IIS) and Microsoft Digital Dashboard Resource Kit 2.01</li> <li>• Microsoft Business Solutions–Navision 3.60 or higher</li> <li>• User Portal Application Server 3.60 or higher</li> </ul> <p>Client:</p> <ul style="list-style-type: none"> <li>• Windows NT 4 (SP6), Windows 98, Windows 2000, Windows XP</li> </ul> <p>Web Client:</p> <ul style="list-style-type: none"> <li>• Microsoft Internet Explorer 5.0 or 5.5</li> </ul> <p>Microsoft Business Solutions–Navision supports graphical 32-bit technology and genuine client server, multitasking environment. The following operating systems are supported: Client 32-bit: Windows XP, Windows 2000, Windows NT, and Windows 98 Server: Navision Database Server: Windows 2000, Windows NT, IBM AIX, IBM OS/400 Microsoft SQL Server Option for Microsoft Business Solutions–Navision: Any operating system supported by MS SQL Server 2000.</p> <p>To obtain all of the above-mentioned features, the following granules are required:</p> <ul style="list-style-type: none"> <li>• Employee Self Service</li> <li>• Manager Self Service</li> </ul>
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The information contained in this document represents the current view of Microsoft Corporation on the issues discussed as of the date of publication. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2003 Microsoft Corporation. All rights reserved. Microsoft and Navision are either trademarks or registered trademarks of Microsoft Corporation or Microsoft Business Solutions ApS or their affiliates in the United States and/or other countries. Microsoft Business Solutions ApS is a subsidiary of Microsoft Corporation. The names of actual companies and products mentioned herein may be the trademarks of their respective owners.