

# Guide to My HSE Self Service for Employees

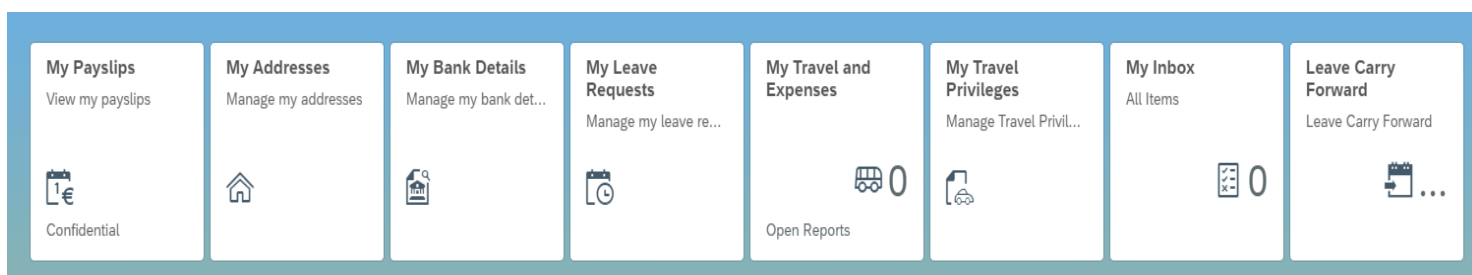


My HSE Self Service is an online facility (using SAP software) which allows employees to view or change a range of personal information, request leave and submit travel/expenses claims.

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 My HSE Self 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

## When will it be available?

It is expected My HSE Self Service will be available and mandatory to use in 2022.

## What are the benefits?

- 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

## What are the main changes for me?

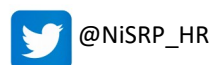
- Your payslip will only be available on My HSE Self Service from the go-live date
- Employees claiming travel and expenses will now use My HSE Self Service
- Employees applying for leave will use My HSE Self Service

## How will I access it?

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

## What support is available?

- National integrated Staff Records & Pay (NiSRP) are running a series of online demonstrations (webinars). Google "HSE webinars" to find links to register for a webinar.
- There are video tutorials and step by step guides on the NiSRP Support site, see below
- There are three My HSE Self Service courses on [www.HSELand.ie](http://www.HSELand.ie)
- There is a NiSRP Helpdesk already supporting employees which will be available to new users. It is available via email and phone



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

