

# Guide to My HSE Self Service for Managers

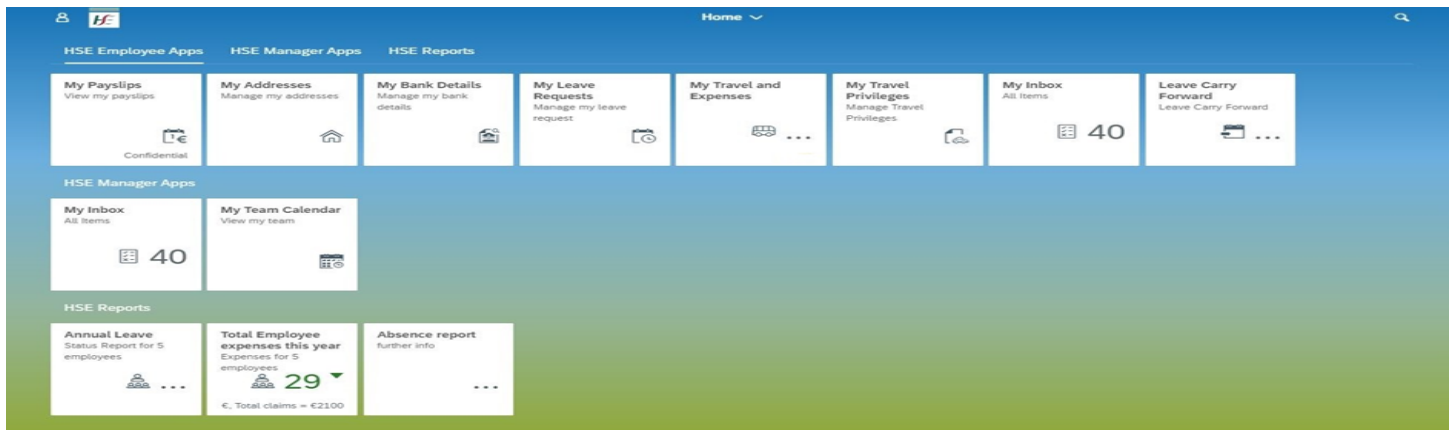


My HSE Self Service is an online tool that allows managers to review and approve staff leave applications and travel and expense claims.

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 snapshot of the main screen of the manager My HSE Self Service portal, the functionality of the portal displayed on the tiles:



## What can I use it for?

Managers will be able to use My HSE Self Service to view their own payslips, submit travel and leave in addition to:

- Review and approve leave applications
- Run reports on your teams leave and expenses, both on individual and team basis
- Approve travel and expense claims
- View team calendar
- Approve carry forward of leave applications annually

## 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 and providing managers with more information to make strategic decisions
- Managers can run Leave and Travel expense reports for their teams

## What are the main changes for managers?

- Your payslip will only be available on My HSE Self Service from the go-live date
- You will approve all travel and expenses on My HSE Self Service
- You will approve staff applications for leave using 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.

## When will it be available?

It is expected My HSE Self Service will be available for all staff in HSE South in 2023.

## What support is available?

- 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**
- There is a **NiSRP Helpdesk** already supporting employees which will be available to new users. It is available via email and phone.



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

Scan QR Code and go direct to NiSRP Support Site

