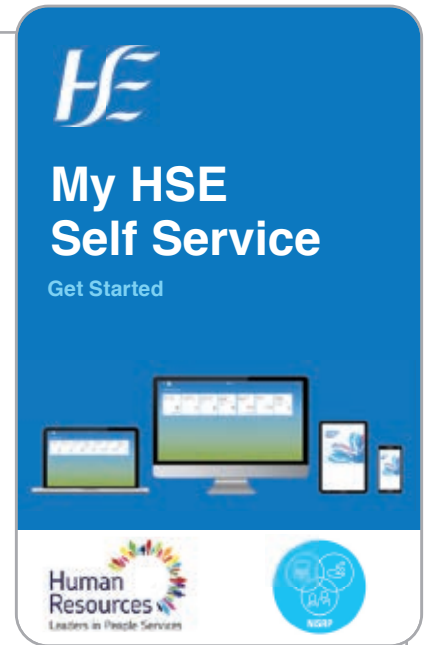# Get started using some of the features on My HSE Self Service

The information below will help you get started with a few clicks.
You can find more detailed tutorial videos and guides on www.hse.ie/nisrpselfservice

My Travel and Expenses Tile

1. Click on "My Travel and Expenses"
2. Click the "+" sign to create a new submission
3. Enter the dates of travel
4. Click "Ireland" and enter the main trip destination and click the back arrow "<"
5. Enter the reason/purpose for the claim i.e. the name of meeting/location
6. Click "Add Expenses" and Select "Mileage"
7. Complete each field in particular "From/Start Time" and "To/End Time" and click "Save"
8. Click "Submit"
9. Tick the box and click "Confirm"
10. Your travel claim has now been submitted to your manager for approval

My Leave Requests Tile

1. Click "My Leave Requests"
2. Click "Create Request"
3. Click on the "Leave Type" drop down and select the required leave
4. Select the required leave dates
5. Enter more details if you wish in the comment box
6. Click "Save"
7. Your leave request is sent to your manager for a decision to approve or reject

My Addresses/ Bank Details Tile

1. Click on "My Addresses/My Bank Details"
2. You can review your address/bank details
3. If you need to change any information, click "Edit"
4. In "Validity Period" ensure you enter a date the new details are valid from
5. Click "Save"
6. Your information is now updated on SAP

My Payslips Tile

1. Click "My Payslips"
2. Select the payslip you want to view
3. Options are available to download and print the payslip
4. Click "Explain Payslip" and place the cursor over items to explain items on your Payslip
5. If you have an issue with your Payslip Click "Contact Us" which provides advice on how to resolve.
6. To view old Payslips click "View Previous Payslips" (in the bottom right corner of screen)

10 Common Questions

1. **Why can't I see my full leave entitlement?**
The annual leave balance shown in My HSE Self Service accrues on a daily basis. It is 'normal' for this balance to show less than your annual leave entitlement for the year for example 20 hours. This does not affect your ability to take leave. You can still take leave and the balance can reach minus 200 hours.

2. **Will I be able to apply for annual leave if my quota is low?**
Yes, you will be able to apply for leave and this will be taken from the earned leave throughout the year.

3. **Are all types of leave included?**
Any leave type which requires only one level of approval is included. The quotas for other leave types such as Parental Leave will be included once the details have been entered on to the SAP HR system.

4. **How do I update my travel documentation on My HSE Self Service?**
The "Travel Privileges" feature allows you to submit car details to your manager every year to enable you to claim travel expenses.

5. **How can I set myself up for travel without a vehicle?**
In "Travel Privileges" you click Edit and slide the button to "No". There is a requirement to complete the employee declaration form which is available in this section.

6. **Is there a cut-off date to ensure I receive payment for travel in my next pay?**
Travel claims must be entered and approved 8 days before your pay date. For example, your claim has to be submitted and approved by noon Wednesday on 3rd July to be paid on 11th July.

7. **Will I receive an email when my travel claim is approved?**
You will not receive an e-mail notification but the status of your claim in Travel and Expenses will change from "Submitted" to "Approved" and payment will be made in the relevant pay period.

8. **What do I do if my approver is wrong when I apply for leave or travel?**
Contact your manager to ask to have this information updated.

9. **Will I be able to see my old payslips?**
My HSE Self Service will display payslips from the Go-Live date in your area. To view payslips before this date, go to the HSE online payslips website. Please register with your local payroll office to receive access.

10. **How do I save a link to My HSE Self Service on my desktop?**
Right mouse click on a blank part of the desktop and select New and Shortcut. On the next screen enter https://myhseselfservice.hse.ie Click Next. Enter the name of the link My HSE Self Service and click finish. The icon will appear on your desktop.

Get Started

What is My HSE Self Service?
My HSE Self Service is an online portal (using SAP software) which allows employees to view or change a range of personal information, request leave and submit travel/expenses claims. Managers can also use it to approve requests for leave and travel.

How do I access it?
You can use My HSE Self Service if you have a smartphone, desktop or laptop computer and internet access. If you are a manager, you must access My HSE Self Service using a HSE device for security reasons.

How do I get my Logon ID?
Your Logon ID is your SAP personnel number [8 digits e.g.: 30123456] prefaced by the letter 'E' for employees, "M" for managers and "R" for retirees. In certain regions you will find it printed on your payslip. If you have never had a SAP personnel number this will be communicated to you. You can record it in the box below. **Do not record your e-mail address along with your Logon ID on this guide as this constitutes a security risk.**

How do I get my password?
Using an internet browser, open the logon screen: https://myhseselfservice.hse.ie Select the "Password Reset" option

Enter your Logon ID and e-mail address (this is the e-mail we have on record for you, it might be an HSE or personal e-mail address) and select the "Submit" button. You will then be e-mailed a password which you can use to log on.

Click the Continue button and on the next page enter the Logon ID and Password e-mailed to you and click Log On. On the next page enter Old Password (e-mailed password) and New Password / Confirm Password. This must be at least 8 characters long with a requirement for 1 uppercase letter, 1 number and 1 symbol e.g. £, %, !. Click Change.

You will now be logged in to My HSE Self Service.

What is a passcode and why do I get one?
A passcode is a six digit number you receive when you log on from a personal device. It is an extra security step, similar to the process used in on-line banking.

What do I do if I forget my password?
You can use the Password Reset option on the logon screen. Please see steps described in the "How do I get my password?" section.

What do I do if the screen is blank when I log on to My HSE Self Service?
You may be using an older version of an internet browser. Please use the latest version of Internet Explorer, Google Chrome or Mozilla Firefox to access My HSE Self Service.

How do I get started on my desktop computer or laptop?

1. Using an internet browser, open the logon screen:
   https://myhseselfservice.hse.ie
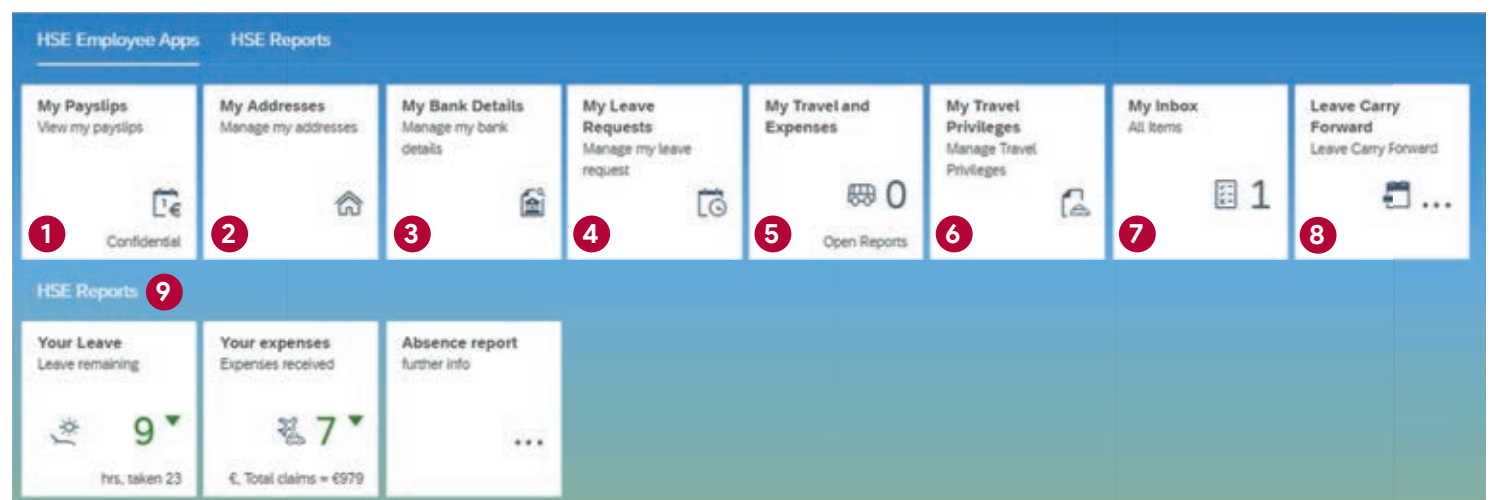2. To get logged in see step by step details under "How do I get my password?" on the left of this page.

How do I get started using the App?

Go to the Google Play Store or Apple App Store, search for SAP Fiori Client and download the free App. The logo looks like this:

There are a number of steps to follow in order to configure the App. You can view or download the instructions for all devices here:
www.hse.ie/nisrpselfservice

HSE Employee Apps   **HSE Reports**

My Payslips	My Addresses	My Bank Details	My Leave Requests	My Travel and Expenses	My Travel Privileges	My Inbox	Leave Carry Forward
View my payslips	Manage my addresses	Manage my bank details	Manage my leave request		Manage Travel Privileges	All Items	Leave Carry Forward
Confidential (1)	(2)	(3)	(4)	0 Open Reports (5)	(6)	1 (7)	... (8)

HSE Reports (9)

Your Leave	Your expenses	Absence report
Leave remaining	Expenses received	further info
9 hrs. taken 23	7 €, Total claims = €979	...

What can I use My HSE Self Service for?

These are the HSE Employee Apps. The HSE Manager Apps has the addition of My Inbox (To approve/reject claims), Team Calendar and various reporting tools. For further details on this and future developments log on to www.hse.ie/nisrpselfservice:

1. My Payslips
View and download your Payslips. The "Explain Payslip" tool will help you to understand the various items on your Payslip.

2. My Addresses
View and change your home/work addresses and next of kin details.

3. My Bank Details
View and change your bank account details and the date the new account is valid from.

4. My Leave Requests
Apply for annual leave and most other leave types. Your manager will receive your application online.

5. My Travel and Expenses
Submit Travel and Expense claims, even on the day of travel. Mileage will calculate automatically, and you can attach receipts.

6. My Travel Privileges
View and change your current car details and insurance documents. You will need to do this before you submit a travel claim.

7. My Inbox
Employees will receive a message here when travel or leave is submitted. Managers will also receive requests for leave and travel here.

8. Leave Carry Forward
Apply to bring your leave balance forward into the current leave year.

9. HSE Reports
Run reports on Leave, Expenses and Absences.