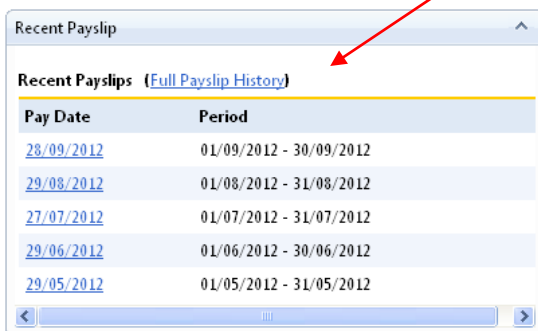


## Get-Started Guide – ESS and Leave Management

ePayroll's Employee Self Service and Leave Management features provide your staff access to payroll-related data relevant to their employment, including:

- Payslips
- Pay history
- Personal details
- Leave requests
- Banking details
- Leave entitlements

In addition to having real-time access to this important information, your employees can also now perform a range of administrative functions, such as update their personal information, print payslips and submit leave applications. As shown below, employees can view their current payslip as well as all historical payslip data since their employment start date.



The screenshot shows a window titled 'Recent Payslip'. Below the title bar, there is a link for 'Full Payslip History'. The main content is a table with two columns: 'Pay Date' and 'Period'. The table lists five rows of data, each with a blue link for the pay date.

Pay Date	Period
<a href="#">28/09/2012</a>	01/09/2012 - 30/09/2012
<a href="#">29/08/2012</a>	01/08/2012 - 31/08/2012
<a href="#">27/07/2012</a>	01/07/2012 - 31/07/2012
<a href="#">29/06/2012</a>	01/06/2012 - 30/06/2012
<a href="#">29/05/2012</a>	01/05/2012 - 31/05/2012

As well as being able to update standard personal information such as their home address, phone number, email address and emergency contact details, employees can change and update their own bank account details.

My Account Home   Payslip   Change Password

Personal Details

Personal Details [\(Edit\)](#)

Family Name : Francis	Home Phone :
Given Name : Janette	Mobile Number :
Middle Initial :	Email Address :
Gender :	
Birth Date :	
Street Address 1 : 500 Jade rd	
Street Address 2 :	
Suburb : North Ryde	<b>In case of emergency</b>
State : ACT	<b>Name :</b>
Postcode : 1212	<b>Relationship :</b>
Country : Australia	<b>Phone :</b>
State Employed : NSW	<b>Mobile :</b>
Occupation :	

All information with an asterisk \* is mandatory.

Francis, Janette Personal Details

Family Name \* : Francis

Given Name\* : Janette

Middle Initial :      Gender : Not stated

Birth Date :     

Street Address 1\* : 460 Church St

Street Address 2 :     

Suburb\* : North Parramatta

State\* : NSW      Postcode\* : 2151

Country\* : Australia

State Employed : NSW

ePayroll's Leave Management feature allows your employees to manage and monitor their annual leave arrangements, including the online submission of leave applications, along with keeping track of their leave applications and receiving updates as the applications progress, as demonstrated below.

Home   Requests   My Account

Recent Leave Request

Period	Hours	Leave Type	Status
<a href="#">10/02/2011 - 16/02/2011</a>	30.40	Annual Leave	Paid
<a href="#">05/02/2011 - 09/02/2011</a>	15.20	Annual Leave	Paid
<a href="#">04/02/2011 - 05/02/2011</a>	7.60	Annual Leave	Processing
<a href="#">04/02/2011 - 05/02/2011</a>	7.60	Unpaid Lve No Acc	Processing

[Apply For Leave](#)

Leave Form Request

Employee Name: Billy JEAN      Reporting To: Janette Francis (Director)

Position: Marketing      Created On: 09/02/2011

Type of Leave: Annual Leave      Status: New

Last Day at Work: 9/02/2011      First Day Back to Work: 11/02/2011

Comments:

Working Days: 1      Hours: 7.60

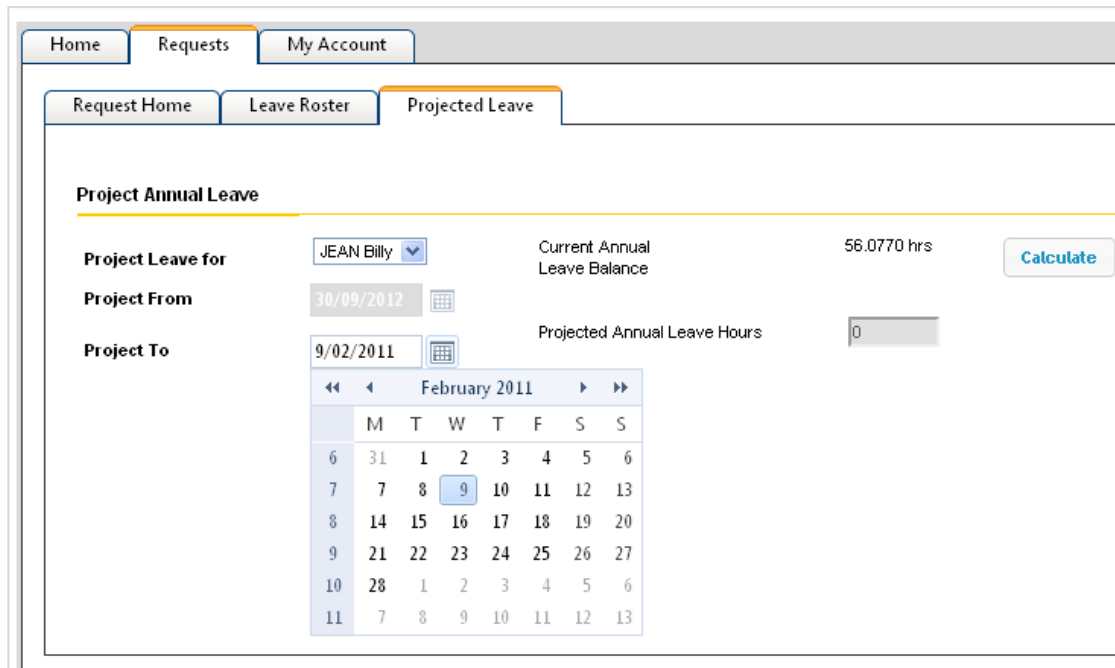
**Note :** The above estimate of annual leave hours and days to be taken need to be reviewed if there is a state or regional specific public holiday (eg Melbourne Cup Day or Show Day) within the period leave is applied for. All national holidays (eg Anzac Day, Australia Day) are included in the calculation once they are gazetted. Please adjust the leave applied if needed.

[Submit Leave Form](#)

Call: (02) 8844 0777  
 Helpdesk: 1800 372 976 – option 1

Email: [training@epayroll.com.au](mailto:training@epayroll.com.au)  
 Website: [www.epayroll.com.au](http://www.epayroll.com.au)

The following example illustrates the calendar-based feature that employees can use to quickly and easily project their annual leave balances in advance.



The screenshot shows a web application interface for projecting annual leave. At the top, there are navigation tabs: Home, Requests, and My Account. Below these are sub-tabs: Request Home, Leave Roster, and Projected Leave. The main section is titled "Project Annual Leave". It contains the following fields and controls:

- Project Leave for:** JEAN Billy (dropdown menu)
- Current Annual Leave Balance:** 56.0770 hrs
- Calculate:** A blue button.
- Project From:** 30/09/2012 (calendar icon)
- Project To:** 9/02/2011 (calendar icon)
- Projected Annual Leave Hours:** 0 (input field)

A calendar for February 2011 is displayed below the "Project To" field. The calendar shows days from 6 to 11. The 9th of February is highlighted with a blue square, indicating the selected date.

	M	T	W	T	F	S	S
6	31	1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28	1	2	3	4	5	6
11	7	8	9	10	11	12	13

Employees can access their payroll details on their mobile from Blackberry or iPhone, allowing them to conveniently perform all of these functions anytime and anywhere.

## Now Available



### New ePayroll iPhone application!

This allows you to:

- Check payslips
- Apply for leave
- Check leave accruals

...all on your iPhone!

**Call:** (02) 8844 0777  
**Helpdesk:** 1800 372 976 – option 1

**Email:** [training@epayroll.com.au](mailto:training@epayroll.com.au)  
**Website:** [www.epayroll.com.au](http://www.epayroll.com.au)