

Self Service

No	Self Service	Essential (E) Desirable (D) Nice to have (N)	Compliant	Non compliant	A description of how you would meet the requirement
General					
1.	The ability for all employees/workers to maintain their employee records by being able to view and/or edit; Name Address Bank details Contact details Emergency contact details Claims (travel, expenses, overtime) Ethnicity Nationality Other diversity information Qualifications	E			

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	Professional registrations Training and learning log Appraisals and 121's Absence This is not an exhaustive list, the requirements is that the changes throughout the employee life cycle can be submitted via self-service.				
2.	Manager approval process for changes that are made and need approval, e.g. claims.	E			
3.	The ability for managers to submit changes for their teams via self-service; e.g. starters, leavers, change in hours, change in team and line manager.	E			
4.	The ability to amend changes that have already been submitted via self-service.	E			
5.	Workflow process – the ability to easily manage the workflow: View all changes submitted via self service Ability to notify managers via automated	E			

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	<p>alerts that there are outstanding workflows for approval</p> <p>The ability to edit / delete historic workflows even if further workflows have been entered subsequently</p>				
6.	The self-service screens must be intuitive and user friendly and not require training to use	E			
7.	The ability to configure the self service and easily add additional fields if required	E			
8.	The ability to access the self-service fields via multiple devices, e.g. mobiles, tablets, desktop PC's etc.	E			
9.	Approval process – the ability for managers to approve workflows via alerts that are emailed	E			