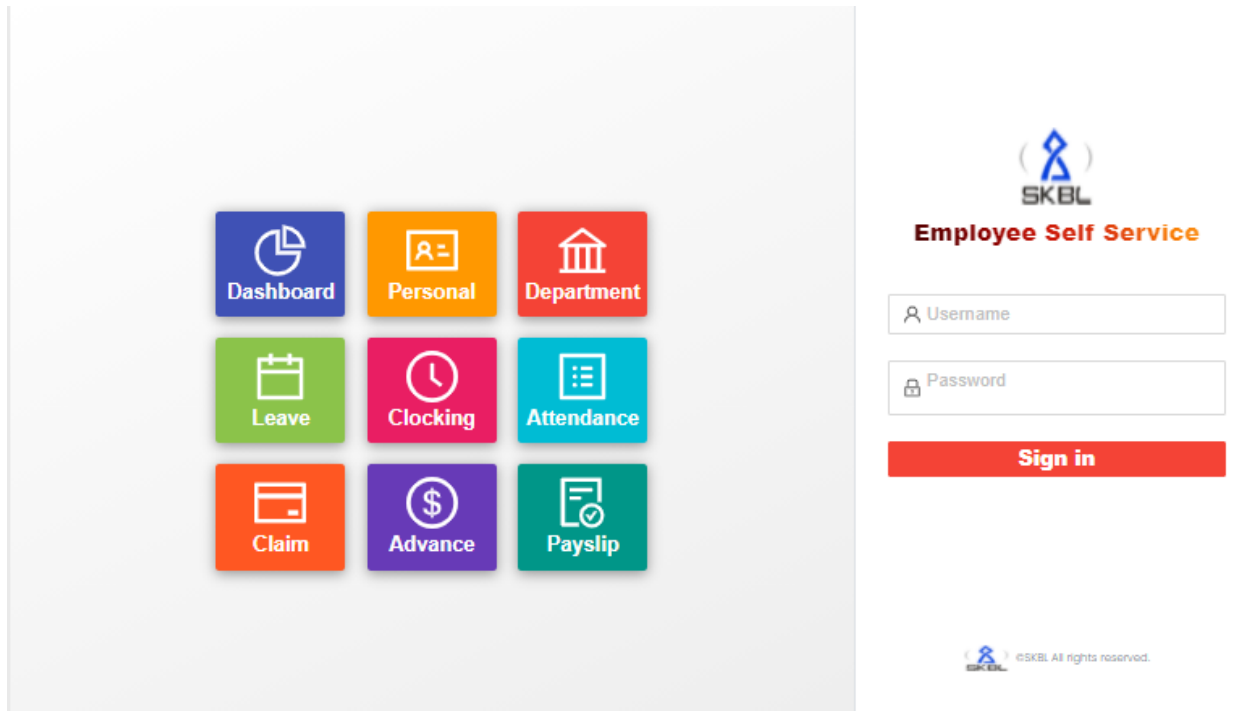


EMPLOYEE SELF SERVICE



Employees like the easy access and convenience provided by employee self-service module, while managers and HR personnel appreciate the transparency it offers along with time saving benefits.



ESS CORE FEATURES



ESS (Employee Self Service) promises a "paperless" office, streamlined business processes, and the elimination of "administrivia" for human resource staff because employees and managers conduct basic transactions via computer that were formerly completed on paper forms and then processed by HR staff.

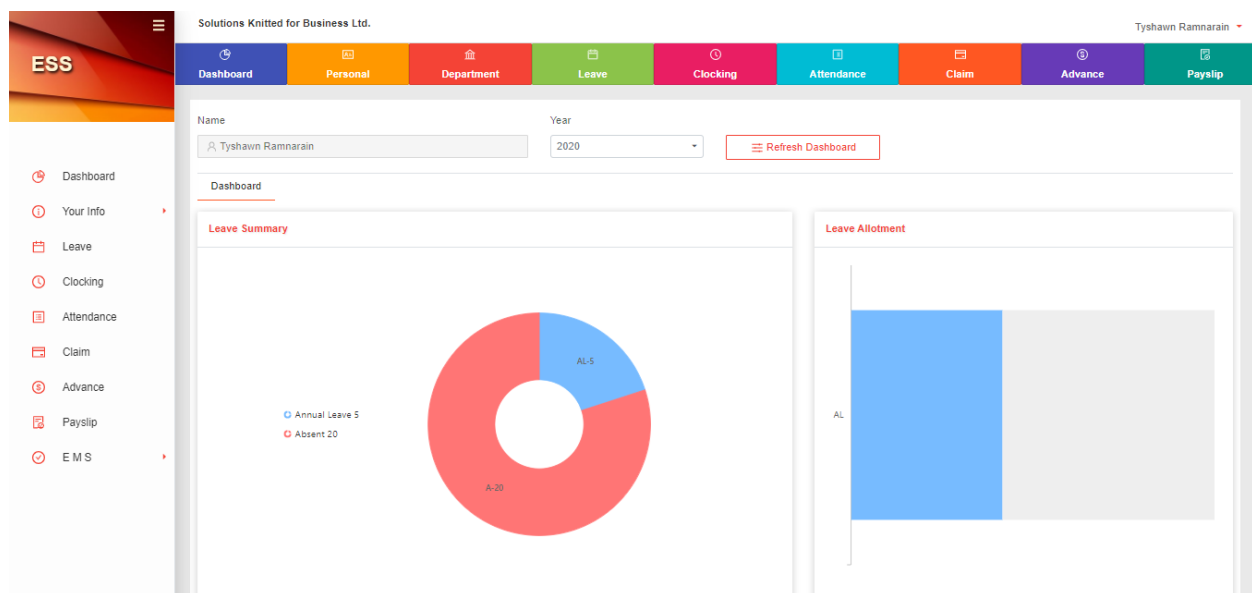
ESS is a web application and can be accessed via PC/Tablet and **Smart Phone*** (depending on screen size)

MANAGE PERSONAL INFO



EMPLOYEE DASHBOARD

A user friendly dashboard shows employee whole month performance, planned leave and Holidays, Absent, Present, Offs records in a glance only





ESS

Dashboard

Your Info

Leave

Clocking

Attendance

Claim

Advance

Payslip

EMS

Solutions Knitted for Business Ltd.

Dashboard

Personal

Department

Leave

Clocking

Attendance

Claim

Advance

Payslip

Tyshawn Ramnarain

Personal

Title

Mr

Gender

Male

Date Of Birth

01-09-1959

NIC No.

ID000000000000

Contact No.

52570981

Name

Tyshawn

Expatriate

No

Nationality

Mauritian

E-mail

Last Name

RAMNARAIN

Marital

Married

Blood

Blood

Qualification

Emergency Contact

Emergency Contact

Address

14 Mare Gravierbeau Bassin

Reporting To Email Address

Emergency Phone



OFFICIAL DETAILS

Employees can view their official details such as Branch, Department, Designation, Reporting Manager, DOJ etc.

The screenshot displays the ESS portal interface. At the top, there's a header with the company name 'Solutions Knitted for Business Ltd.' and a user profile 'Tyshawn Ramnarain'. Below the header is a navigation bar with tabs: Dashboard, Personal, Department (active), Leave, Clocking, Attendance, Claim, Advance, and Payslip. On the left, there's a sidebar menu with icons and labels for Dashboard, Your Info, Leave, Clocking, Attendance, Claim, Advance, Payslip, and E M S. The main content area shows the 'Department' form with the following fields:

Employed at SKBL	Branch PLAINE LAUZUN	Emp Type Staff	Staff Type Flat	OT Method 45 Hours	No. of Clockings 0
Department ADMIN	Designation FINANCIAL CONTROLLE	Skill Set Skill	Days Work 5 Days	☒ Clocking	☐ Meal Allowance
Date of Join 01-11-1989	Date Left Date Left	Shift S05	Category	☐ Night Allowance	



BANK DETAILS (Customisable upon request)

From Bank Details Employee can add his Salary and other bank account. These bank account can be used for Salary Payment by HR



DOCUMENT MANAGEMENT (Customisable upon request)

With document management employee can submit their imported document to their HR from ESS portal. HR also can issue company or employee document to Employees.



CLOCKING

This feature allows employees to clock on their smartphone phone during outdoor duty and the time and location will be recorded by GPS. As soon as employee register a clock, Head of Department can view the attendance logs on HRPTA.

ESS

Dashboard

Your Info

Leave

Clocking

Attendance

Claim

Advance

Payslip

E M S

Solutions Knitted for Business Ltd.

Tyshawn Ramnarain

DashboardPersonalDepartmentLeaveClockingAttendanceClaimAdvancePayslip

Clocking

Done

Name

Tyshawn Ramnarain

Date & Time

24-02-2021 16:58:56

Clock For*

MapSatellite



PROCESS



TIMESHEET MANAGEMENT (Customisable Upon Request)

From Timesheet employee can view/input his whole week's plan and actual day to day details about category, Project, Sub Category & Tasks. Both Actual and Plan timesheet can be exported to Excel.

Competition Commission

ESS

Dashboard Personal Department Leave Clocking Attendance

Home

Name: Skbl Skbl Week starting Monday: 01-05-2021 Week starting Monday: 31-07-2021 Get

+ New

Edit	Date	Category	Project	Sub Category	Task	Hrs Planned	Plan Remarks
	24-05-2021	Admin		Business Trip administration		4.30	test 28/05/2021
	24-05-2021	IT				10.00	
						14.30	

1 of 1 pages (2 items)

Export

- Excel
- PDF
- CSV

Competition Commission

ESS

Dashboard Personal Department Leave Clocking Attendance

Home

Name: Skbl Skbl Week starting Monday: 01-05-2021 Week starting Monday: 31-07-2021 Get

+ New

Edit	Date	Category	Project	Sub Category	Task	Hrs Planned	Mon	Tue	Wed	Thu	Fri	Hrs Actual	Rem
	24-05-2021	Admin		Business Trip administration		4.30	2.00		1.00		1.00	4.00	
	24-05-2021	IT				10.00							
						14.30	2.00		1.00		1.00	4.00	

1 of 1 pages (2 items)

Export

- Excel
- PDF
- CSV



APPLY & APPROVE LEAVES (Employee Management System-EMS)

Employee can send leave application from ESS portal. Manager can approve leave either via **HRPTA** or **EMS***.

ESS

Dashboard

Your Info

Leave

Clocking

Attendance

Claim

Advance

Payslip

EMS

Solutions Knitted for Business Ltd.

Kaden Chummun

Dashboard

Personal

Department

Leave

Clocking

Attendance

Claim

Advance

Payslip

Leave

Leave Application

Leave Summary

Name

Kaden Chummun

Year

2021

Get Leave

List

New

Done

Name

Kaden Chummun

From Date

28-02-2021

Type*

Full Day

Leave*

Annual Leave

To Date

28-02-2021

Remarks

Remarks



GRANT AND REVOKE ACCESS – Feature Available Upon Purchase of **EMS Module***

Managers have the option to grant pending leaves/overtime or revoke any leave/overtime. They have full access to view the details of employees.

***EMS- Employee Management System**

EMS is a separate module (web application) which can be embedded to ESS to provide option to Managers to grant pending leaves or revoke any leave. They have full access to view the details of employees.

The screenshot displays the ESS web application interface. At the top, there is a header bar with the company name "Solutions Knitted for Business Ltd." and a user profile "Tushavn Ramnarain". Below the header is a navigation bar with tabs: Dashboard, Personal, Department, Leave, Clocking, Attendance, Claim, Advance, and Payslip. On the left side, there is a sidebar menu with the following items: Dashboard, Your Info, Leave, Clocking, Attendance, Claim, Advance, Payslip, and EMS. The EMS item is highlighted with a red box. Below the EMS item, there are sub-items: Employee, Attendance, Leave Approval, and OT Approval. The main content area shows the "Employee" module with a table header: Edit, Code, Name, Branch, Department, Designation, and DOJ. The table is currently empty, displaying "No records to display". At the bottom of the table, there is a pagination control showing "0 of 0 pages (0 items)".

EMS CORE FEATURES

- **EMS → Employee Interface** allows to view Employee Details (Personal Info, Official Details, Leave Summary)

ESS Solutions Knitted for Business Ltd. Tyshaww Ramnarain

Dashboard Personal Department Leave Clocking Attendance Claim Advance Payslip

Employee

Home

Edit	Code	Name	Branch	Department	Designation	DOJ
	001	Tyshawn RAMNARAIN	PLAINE LAUZUN	ADMIN	FINANCIAL CONTROLLER	01-11-1989
	002	Jax YUKULU	PLAINE LAUZUN	ADMIN	IT SYSTEM ADMINISTRATOR	16-01-1995
	004	Audrey TEELUCK	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	30-09-2005
	005	Brooklyn TARACHAND	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	18-04-2011
	006	Bella RAGOBUR	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	15-06-2011
	007	Kaden CHUMMUN	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	22-08-2011
	008	Cortez ROOPUN	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	14-05-2015
	009	Claire SURROOP	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	02-10-2017
	010	Giovanny ISRAM	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	03-11-2017
	012	Skyilar MOHUN	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	08-10-2018
	014	Emma BHAYRAW	PLAINE LAUZUN	ADMIN	ACCOUNTS CLERK	04-02-2019
	015	Lucy HOW SOONG FAT	PLAINE LAUZUN	ADMIN	PERSONAL ASSISTANT	24-02-2014
	017	Paisley DAVID	PLAINE LAUZUN	ADMIN	CLEANER	27-04-2005

ESS

Home 025 - Wilson

Done

Title: Mr Gender: Male Date Of Birth: 12-04-1993 NIC No: ID0000000000001 Contact No: 59439999

Name: Wilson Nationality: Mauritian E-mail: [blank]

Last Name: MACKJOO Marital: Married Blood: [blank] Qualification: [blank]

Emergency Contact: [blank] Address: 23 Route Bassin Le Cornu St Croix Family Details: [blank]

Emergency Phone: [blank]

Department

Employed at: SKSL Branch: PLAINE LAUZUN Emp Type: Staff Staff Type: Flat OT Method: 45 Hours No. of Clockings: 2

Department: SELLING Designation: SALESMAN DRIVER Shift: S00 Category: [blank]

Date of Join: 01-03-1988

Leave

Year	Name	Opening	Bank	Allotted	Used	Closing
2020	Annual Leave			15.00	16.00	-1.00
2020	Sick Leave		21.00	21.00		42.00
2020	Vacation Leave		40.00	35.00		75.00
2019	Annual Leave			15.00	4.50	10.50
2019	Sick Leave			21.00		21.00
2019	Vacation Leave			40.00		40.00

Export

- **EMS → Attendance Interface** allows to get fast and comprehensive timesheet easily

ESS

- Dashboard
- Your Info
- Leave
- Clocking
- Attendance
- Claim
- Advance
- Payslip
- E M S
- Employee
- Attendance
- Leave Approval
- OT Approval

Attendance

Home 001 - Tyshawn

Name: Tyshawn RAMNARAIN
From: 01-05-2020
To: 31-05-2020
Get Attendance

Date	Day	Shift	In Time	Late Hrs	Out Time	Early Hrs	Work Hrs	Overtime	Status	Present
01-05-2020	Fri	WO							Public Holiday	1.00
02-05-2020	Sat	WO							Work Off	1.00
03-05-2020	Sun	WO							Work Off	1.00
04-05-2020	Mon	S2	8.00		16.30		7.30		Present	1.00
05-05-2020	Tue	S2	8.00		16.30		7.30		Present	1.00
06-05-2020	Wed	S2	8.00		16.30		7.30		Present	1.00
07-05-2020	Thu	S2	8.00		16.30		7.30		Present	1.00
08-05-2020	Fri	S2	8.00		16.30		7.30		Present	1.00
09-05-2020	Sat	WO	8.00		11.00		3.00	3.00	Present	1.00
10-05-2020	Sun	WO							Work Off	1.00
11-05-2020	Mon	S2	8.00		16.30		7.30		Present	1.00
12-05-2020	Tue	S2	8.00		16.30		7.30		Present	1.00
13-05-2020	Wed	S2	8.00		16.30		7.30		Present	1.00
14-05-2020	Thu	S2	8.00		16.30		7.30		Present	1.00
15-05-2020	Fri	S2	8.00		16.30		7.30		Present	1.00
16-05-2020	Sat	WO							Annual Leave	1.00
17-05-2020	Sun	WO							Work Off	1.00
18-05-2020	Mon	S2	8.00		16.30		7.30		Present	1.00
19-05-2020	Tue	S2	8.00		16.30		7.30		Present	1.00
20-05-2020	Wed	S2	8.00		16.30		7.30		Present	1.00
21-05-2020	Thu	S2	8.00		16.30		7.30		Present	1.00
22-05-2020	Fri	S2	8.00		16.30		7.30		Present	1.00
23-05-2020	Sat	WO							Work Off	1.00
24-05-2020	Sun	WO							Work Off	1.00
25-05-2020	Mon	S2	8.00		16.30		7.30		Present	1.00
26-05-2020	Tue	S2	8.00		16.30		7.30		Present	1.00
27-05-2020	Wed	S2	8.00		16.30		7.30		Present	1.00
28-05-2020	Thu	S2	8.00		16.30		7.30		Present	1.00

- **EMS → Leave Approval Interface**
*(A similar interface is provided to approve Overtime)

ESS

- Dashboard
- Your Info
- Leave
- Clocking
- Attendance
- Claim
- Advance
- Payslip
- E M S
- Employee
- Attendance
- Leave Approval
- OT Approval

Solutions Knitted for Business Ltd.

Cortez Roopun

Dashboard
Personal
Department
Leave
Clocking
Attendance
Claim
Advance
Payslip

Leave Approval

Year: 2021
Department:
Leave:
Status: Pending
Flag: Both
Get Leave
Save
Cancel

Code	Name	From	To	Leave	Type	Days	Remarks	Status	Approval Remarks
007	Kaden CHUMMUN	26-02-2021	26-02-2021	Annual Leave	Full Day	1.00		Pending	

Items per page
1 of 1 pages (1 items)

Approve
Pending
Reject

PAYROLL



PAY DETAILS

Employee can check his Payslip; Current Salary and last paid salary from his ESS portal.

ESS

- Dashboard
- Your Info
- Leave
- Clocking
- Attendance
- Claim
- Advance
- Payslip
- EMS

Solutions Knitted for Business Ltd.

Tyshawn Ramnarain

Dashboard

Personal

Department

Leave

Clocking

Attendance

Claim

Advance

Payslip

Payslip

Home

Name

Year

Get Payslip

Tyshawn Ramnarain

2020

View	Period	Basic	Overtime	Total Income	Total Deduction	Net Pay
	January - 2020	80,805.00		101,805.00	14,829.00	86,776.00
	February - 2020	80,805.00		101,805.00	14,814.00	86,991.00
	March - 2020	80,805.00		101,805.00	14,829.00	86,776.00
	April - 2020	80,805.00		101,805.00	14,814.00	86,991.00
	May - 2020	80,805.00		110,105.00	16,104.00	94,001.00
	June - 2020	80,805.00		101,805.00	14,859.00	86,946.00
	July - 2020	80,805.00		101,805.00	16,384.00	85,421.00
	August - 2020	80,805.00		101,805.00	26,561.00	75,244.00
	Bonus - 2020			87,711.87		87,711.87

Export

ESS

- Dashboard
- Your Info
- Leave
- Clocking
- Attendance
- Claim
- Advance
- Payslip
- EMS

Solutions Knitted for Business Ltd.

Tyshawn Ramnarain

Dashboard

Personal

Department

Leave

Clocking

Attendance

Claim

Advance

Payslip

Payslip

Home

January - 2020

Payslip

Solutions Knitted for Business Ltd.

Suite 14, Ebene Junction Ebene Mauritius

Tel: (230) 464 4414, 5 448 8000

Code: 00001

Name: Tyshawn RAMNARAIN

Designation: FINANCIAL CONTROLLER

Department: ADMIN

Period: January - 2020

Emp Type: Staff

Staff Type: Flat

Salary Type: Fixed

Date Join: 01-11-1989

Basic: 80,805.00

Income			Deduction		
Description	Unit	Amount	Description	Unit	Amount
Fixed Income 1	148.00	21,000.00	PAYE		12,930.00
Basic	148.00	80,805.00	N.S.F		187.00
			C.S.G		852.00
			Fixed Deduction 5	148.00	424.00
			Fixed Deduction 4	148.00	726.00
			Total Deduction:		14,829.00
			Net:		86,776.00

Loan Balance : 0.00

Local Leave : 0.00

Sick Leave : 21.00

Bank : 190B

Bank Code : 005

Account No. : 001-221670-006



CLAIM/REIMBURSEMENT MANAGEMENT

Manage your office, tour, travel and other expenses with Claim feature.

The screenshot displays the ESS portal for 'Solutions Knitted for Business Ltd.' with a user profile of 'Tyshawn Ramnarain'. The top navigation bar includes links for Dashboard, Personal, Department, Leave, Clocking, Attendance, Claim, Advance, and Payslip. The left sidebar lists various functions: Dashboard, Your Info, Leave, Clocking, Attendance, Claim (highlighted), Advance, Payslip, and E M S. The main content area is titled 'Claim' and shows a 'Home' tab. It features a search bar with the name 'Tyshawn Ramnarain' and a 'Year' dropdown set to '2021', with a 'Get Claim' button. Below this is a table with columns: Edit, Date, Payment Type, Amount, Remarks, Status, and Approval Remarks. The table currently shows 'No records to display'. At the bottom, there are pagination controls showing '0 of 0 pages (0 items)' and a 'Items per page' dropdown.



ADVANCE AND LOAN

There is an advance option for employees who want to know more about loan and advance information on the available options. View Access Only.



ESS

Dashboard

Your Info

Leave

Clocking

Terminal Log

Attendance

Timesheet

Plan

Actual

EMS

Employee

Attendance

Leave Approval

Timesheet

Competition Commission

Dashboard

Personal

Department

Leave

Clocking

Attendance

Timesheet

View	Code	Name	Branch	Department	Designation	DOJ
	PF0057	Bhonsitra Meenal Fulena	Port Louis	5. CORP	Accounts Officer	04-02-2019
	PF0008	Vivekanand Keemoo	Port Louis	5. CORP	Assistant to the Executive	16-11-2009
	PF0009	Savitree Bava Salo	Port Louis	5. CORP	Confidential Personal Ass	01-04-2010
	PF0020	Kamleshing Ramburni	Port Louis	5. CORP	Driver/Messenger	12-07-2009
	PF0056	Beekash Ramloil	Port Louis	5. CORP	Driver/Messenger	26-12-2018
	PF0041	Deshmukh Kowlessur	Port Louis	1. ED OFFICE	Executive Director	01-04-2015
	PF0003	Andre Rama	Port Louis	5. CORP	Head Corporate Services	14-12-2009
	PF0010	Sudesh Puran	Port Louis	3. UCG	Head Investigations	01-04-2010
	PF0013	Sallosh Kumar Ramnyead	Port Louis	4. MWG	Head Investigations	01-12-2009
	PF0012	Nadmiya Bibi Jumeer	Port Louis	4. MWG	Investigation Officer (Ec	11-12-2009
	PF0016	Khemla Prishwee Armoogum	Port Louis	3. UCG	Investigation Officer (Ec	14-01-2010
	PF0059	Jamali Jeebo	Port Louis	4. MWG	Investigation Officer (Ec	18-02-2019
	PF0018	Sunjida Devi Bundhun	Port Louis	4. MWG	Investigation Officer (Le	05-09-2011
	PF0055	Anusha Sumaruthi Guinness	Port Louis	3. UCG	Investigation Officer (Le	07-02-2018
	PF0061	Renevasime Parasuraman	Port Louis	4. MWG	Investigation Officer (Le	01-10-2019

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Items per page

1 of 2 pages (20 items)

Export

ESS

Competition Commission

Dashboard

Personnel

Department

Leave

Closing

Attendance

Dashboard

Your Info

Leave

Closing

Timecard Log

Attendance

Timecard

Plan

Actual

ESS

Employee

Attendance

Leave Approval

Timecard

ESS

Competition Commission

Dashboard

Personnel

Department

Leave

Closing

Attendance

ESS

Competition Commission

Dashboard

Your Info

Leave

Closing

Timecard Log

Attendance

Timecard

Plan

Actual

ESS

Employee

Attendance

Leave Approval

Timecard

Timecard

Home

ESS008 - James

Name

ESS008 - James

Category

ESS008 - James

Sub Category

ESS008 - James

Project

ESS008 - James

Task

ESS008 - James

Week starting Monday

21-07-2021

Week starting Monday

21-07-2021

Date	Category	Project	Sub Category	Task	Planned	Man	Job	Mat	Flu	Av	Planned	Remarks	Plan Remarks
20-07-2021	Market Studies				4.00								
20-07-2021	Market Studies				2.00								Drafting of Plan for Price Regulation
20-07-2021	Market Studies				2.00								Leave: Personal Working
20-07-2021	Market Studies				2.00								Meeting with Communications Team
20-07-2021	Market Studies				2.00								Manager Working Group Update Meeting
20-07-2021	Others				4.00								Commuting
20-07-2021	Others				3.00								Shift Work
20-07-2021	Others				2.00								Transfer of Customer Issues Transfer and/or
20-07-2021	Others			Market/Customer Body Groups	2.00								Shift Work (to 0.00)
20-07-2021	PL			Regulatory	2.00								PL to 0.00
20-07-2021	PL			Regulatory	2.00								PL to 0.00
20-07-2021	Training/Workshop				3.00								MKTG/Training
20-07-2021	Leave												
					54.00								

1 of 1 pages / 12 items

Report

KEY BENEFITS



Considering that up to 80 percent of an HR department's time is spent on administration and paperwork, it's become imperative to implement self-service as an integral part of HRIS offerings. By granting employees online access to their own HR information via an intranet / hosted portal, the burden on HR is reduced, thereby cutting costs and improving employee morale.

IMPROVED ACCURACY

When employees are encouraged to update their own information of personnel, the result is not only a reduction in input errors, but more relevant and timely information.

CHANGE PRIORITIES

By employee empowerment, a self-service HR professional relieves the administrative burden and free them to focus on strategic initiatives such as recruitment.

CUT COSTS

Offer self-service and save money. Forrester Research reports that having an employee self-service portal can greatly reduce the cost - a potential savings of 98 percent on a single transaction.

AID HR MANAGERS

Employees are not the only ones who stand to benefit from self-service. Provide HR managers with instant access to information they need to make budget and staffing tasks effectively.

REDUCE INQUIRIES

Put an end to the demands of time-employees and let your HR staff to return to work. Thanks to self-service, an employee may find it lacks pay stub or retrieve details about Overtime/Leaves/Salary with the click of a mouse.