



Croner™

HR • Tax • H&S • Reward



Croner Simply Personnel

Self Service

A Guide for Employees

Version 1.0

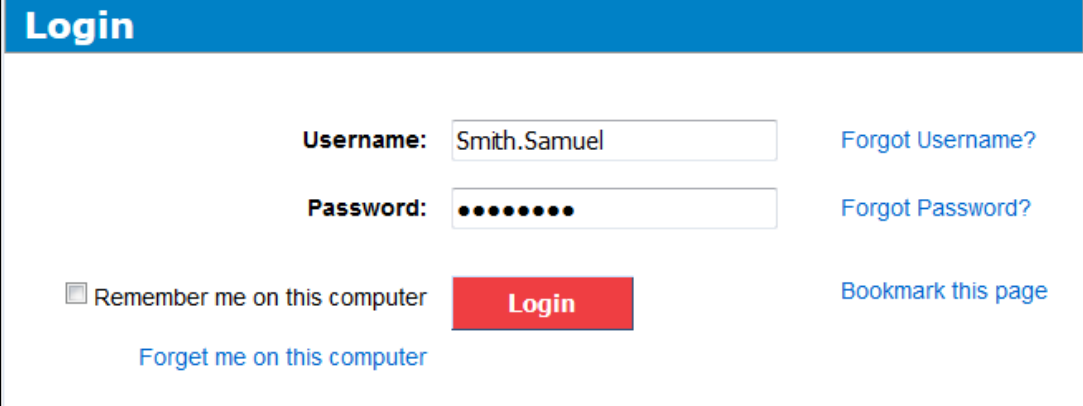
Croner Simply Personnel Self-Service Module

This document is a step-by-step guide for Employees to access their data within the Croner Simply Personnel Service module.

An employee user is able to view their personal details, send holiday requests, look at absences and view the holiday planner.

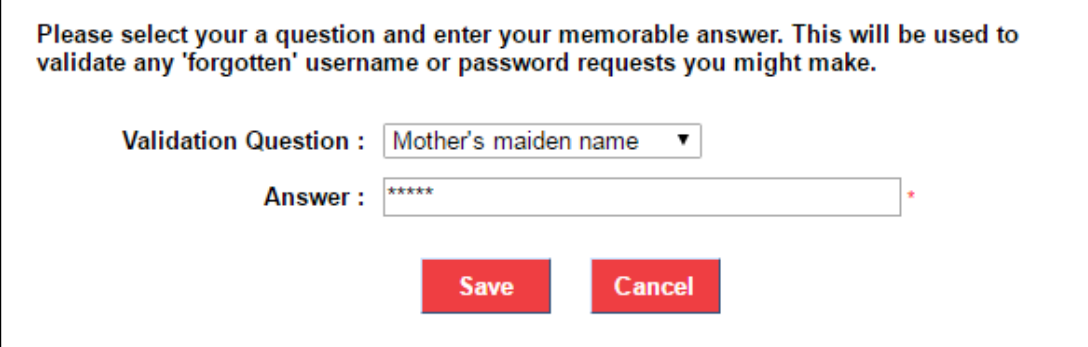
Logging into Croner Simply Personnel

The Self Service Module is accessed via a web link, which will then take the user to the login page, where the user will be asked to enter login details. An initial username and password will be issued to all users.



The screenshot shows a login form with a blue header containing the word "Login". Below the header, there are two input fields: "Username:" with the text "Smith.Samuel" and "Password:" with masked characters "••••••••". To the right of the username field is a link "Forgot Username?". To the right of the password field is a link "Forgot Password?". Below the password field, there is a checkbox labeled "Remember me on this computer" and a red "Login" button. Below the checkbox is a link "Forget me on this computer". To the right of the "Login" button is a link "Bookmark this page".

When the user first logs on, they will select a *Validation Question* and *Answer* as below.

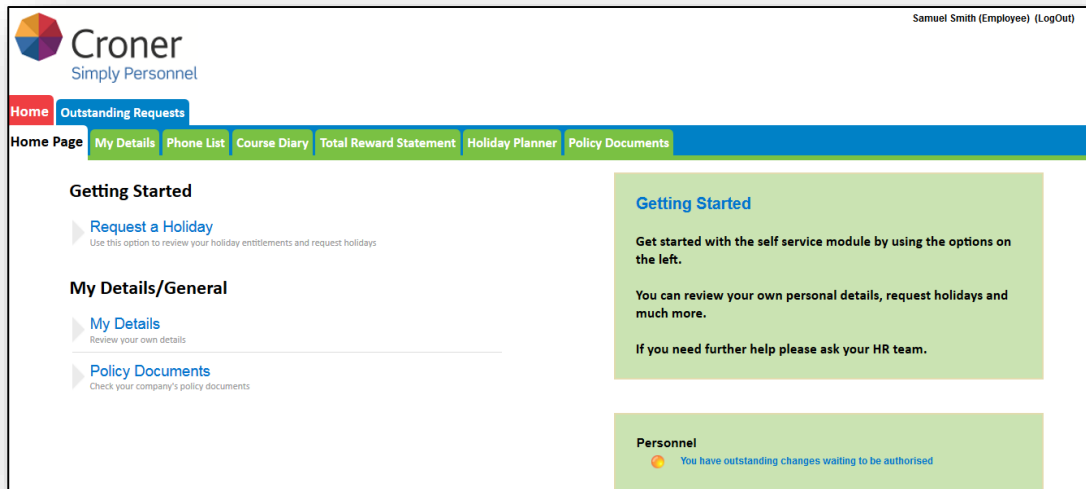


The screenshot shows a form with the instruction: "Please select your a question and enter your memorable answer. This will be used to validate any 'forgotten' username or password requests you might make." Below the instruction, there is a "Validation Question :" label followed by a dropdown menu showing "Mother's maiden name". Below that is an "Answer :" label followed by a text input field containing "*****" and a red asterisk. At the bottom of the form are two red buttons: "Save" and "Cancel".

The password can be changed on the Home Page under 'Change Password'

Once Logged in...

The user will be greeted with the dashboard, as shown below.



An employee can see personnel details, holiday and absence statistics, as well as the holiday planner to identify when fellow team members are also away from the business.

Holidays can also be requested from this front screen

My Details

The employee user can amend their own personal details if needed and also request holidays.

By clicking on the My Details tab, the employee is able to view their own personal details.

The screenshot shows the 'My Details' page for Samuel Smith. The page header includes the Croner logo and 'Simply Personnel'. The user is logged in as Samuel Smith (Employee) and can log out. The main navigation bar includes 'Home', 'Outstanding Requests', 'Home Page', 'My Details', 'Phone List', 'Course Diary', 'Total Reward Statement', 'Holiday Planner', and 'Policy Documents'. The employee's profile information is displayed as follows:

First Name:	Samuel	07783421356
Last Name:	Smith	01162 668877
Reports To:	Mark Manager	
Primary Project Manager:		
Other Project:		
Location:	10 Park Road, LE7 5TR	
Date Commenced:	12/07/2016 (0 year(s) 0 month(s) 7 day(s))	

Below the profile information, there are tabs for 'Personal', 'Attendance', and 'Skills/Appraisals'. Under the 'Personal' tab, there are sub-tabs for 'Employee Details', 'Address Details', and 'Emergency Contact Details'. The 'Employee Details' sub-tab is active, showing a 'Main Details' section with the following fields:

Employee ID	3
Surname	Smith
Forename	Samuel
Other Names	Sam
Known As	Samuel
Title	Mr
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female

Specific information within an employee record can be amended. If an employee makes any changes to their personal details, the system will update automatically.

To save any changes, click the save button found at the bottom of the screen.

The screenshot shows the 'Personal Details' section of the 'Employee Details' page. The 'Main Details' section is visible above. The 'Personal Details' section contains the following fields:

Start Date	12/07/2016	Marital Status	Single
NI Number	SS123456785	Dependants	0
Date Of Birth	05/05/1984 (32 year(s), 2 month(s), 14 day(s))	Home Status	N/A
Nationality	N/A	<input type="checkbox"/> Registered Disabled	
Ethnic Origin	N/A		
Religion	N/A		


A red 'Save' button is located at the bottom of the form.

Book a Holiday:

The following information is required when booking a Holiday. Select the relevant Holiday Year, and Holiday Category.

1. Check your holiday entitlement

Holiday Summary



Taken:	1.00
Allocated:	10.00
Remaining Entitlement:	14.00
Total Entitled:	25.00
Entitlement:	25.00
Carried Forward:	0.00
Pending:	5.00

2. Request your holiday

Year

Holiday Category

Start Date

End Date


Duration(Hours)

Taken

Narrative

Select the Start and the End Date. The Taken field will state the amount of days which are to be taken.

When booking the holiday, the narrative box allows an employee to add comments in regards to the holiday.

Holidays can be adjusted day by day by clicking the  icon. From here an employee can change a day from a full day (1.0) to a half day (0.5) etc.

The hours field does not have to be adjusted as this will reflect an employee's working pattern.

When the Employee requests the Holiday through the same process as above, the employee's Line Manager will receive a notification email.

Day	Date	Duration (Days)	Duration (Hours)
Sunday	24/07/2016	0	0.00
Monday	25/07/2016	1	7.00
Tuesday	26/07/2016	1	7.00
Wednesday	27/07/2016	1	7.00
Thursday	28/07/2016	1	4.00
Friday	29/07/2016	0.5	7.00
Saturday	30/07/2016	0	0.00
Sunday	31/07/2016	0	0.00

Holiday Planner

The Holiday Planner allows an employee to view all approved holiday requests from their team. The calendar below displays a submitted holiday in light blue. It also shows an absence along with the particular reason in red. The colours cannot be adjusted by the employee user.

Holiday Planner

Hierarchy: Croner Group Ltd Date: 04/07/2016

Show Holidays Show Absences Show Courses

Show Cancelled And Rejected Requests

Day View Week View Month View

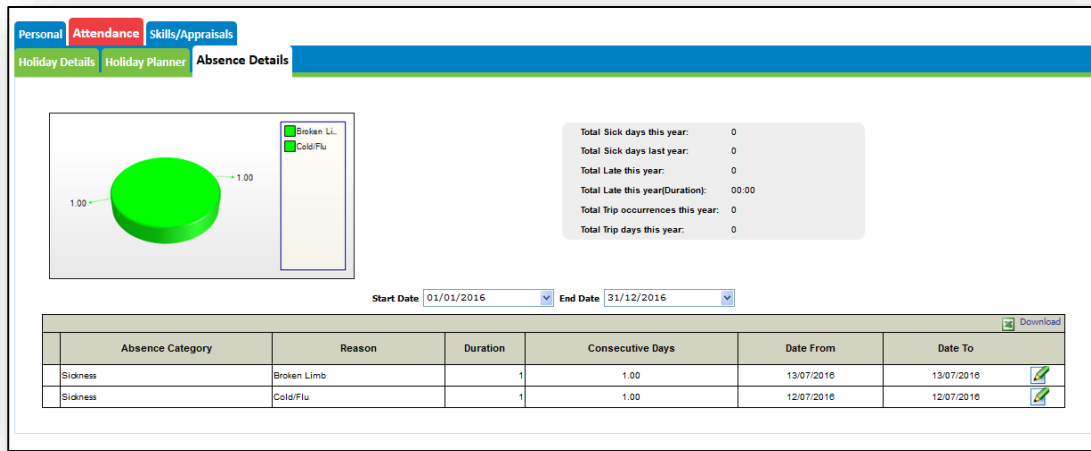
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27 Jun	28	29	30	1 Jul	2	3
27	Samuel Smith (Dental)	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	Samuel Smith (SUBMIT)
30	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)	Samuel Smith (SUBMIT)
31	1 Aug	2	3	4	5	6	7

The holiday has now been authorised and reflects on the calendar:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27 Jun	28	29	30	1 Jul	2	3
27	Samuel Smith (Dental)	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	Samuel Smith (AUTHOR)
30	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)	Samuel Smith (AUTHOR)
31	1 Aug	2	3	4	5	6	7

Absence Details:

Within this section, an employee user can see any absences that have been taken.



This reflects all absences that have been recorded on Croner Simply Personnel and transferred across from ADP.