Croner Simply Personnel

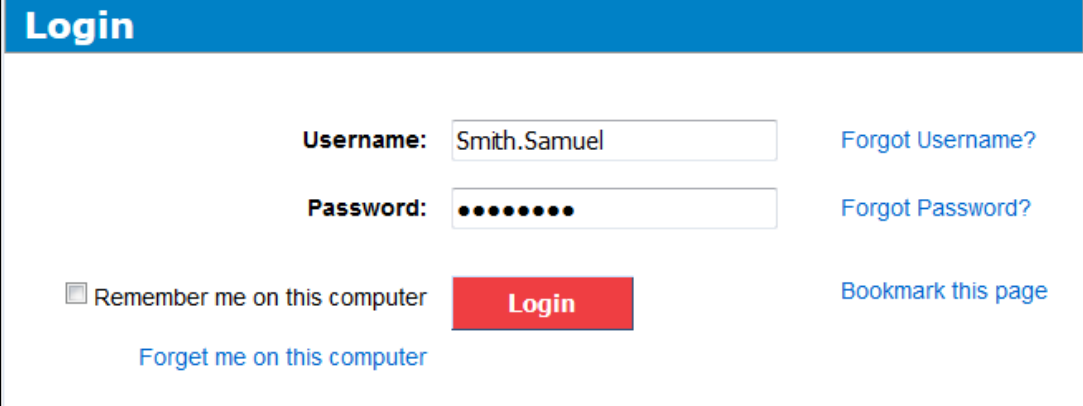Self Service

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.
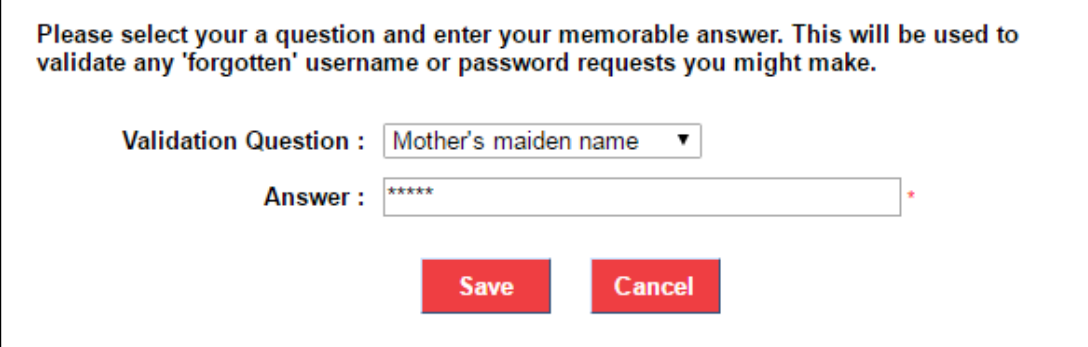
Logging into Croner Simply Personnel

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.

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

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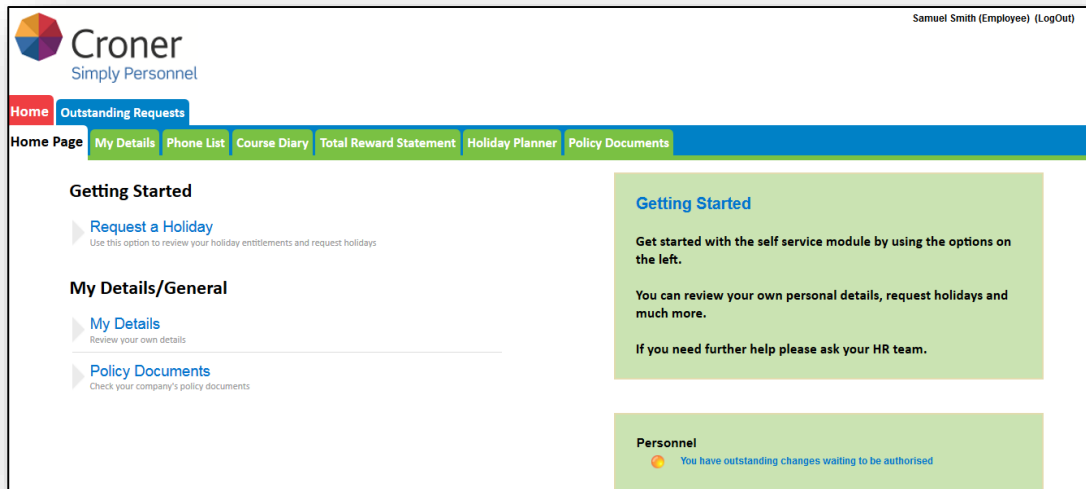
An employee can see personnel details, holiday and absence statistics, as well as the holiday planner to identify when fellow team members are also away from the business.

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.

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.

Book a Holiday:

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

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.

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.

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

Absence Details:

Within this section, an employee user can see any absences that have been taken.
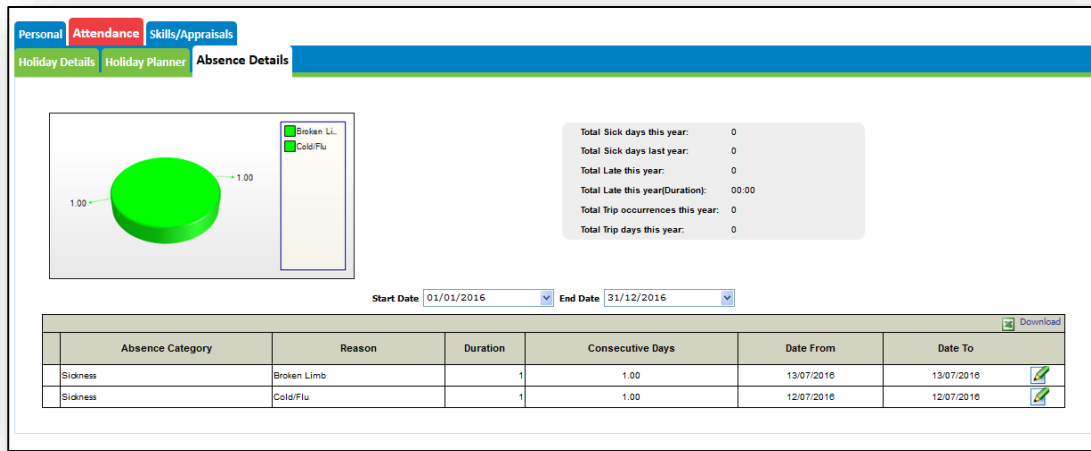
This reflects all absences that have been recorded on Croner Simply Personnel and transferred across from ADP.