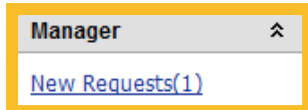




ESS Employee Changes Approval

Approve or Decline changes employees have made to their profile

Go to Manager / New Requests



Click on Select to view the changes the employee has made

Changes Pending for Approval		
	Employee Code	Name
Select	M002	Cherize Coetzee

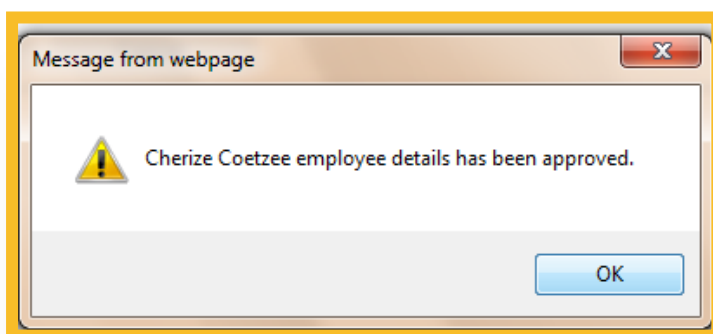
You'll see what fields they've changed, what it was and what it is now. From there you can select which ones you want to update, give an explanation if you want to and then either Approve or Decline the changes.

Changes Pending for Approval

Employee Code **M002**
Full Name **Cherize Coetzee**

Personal Details

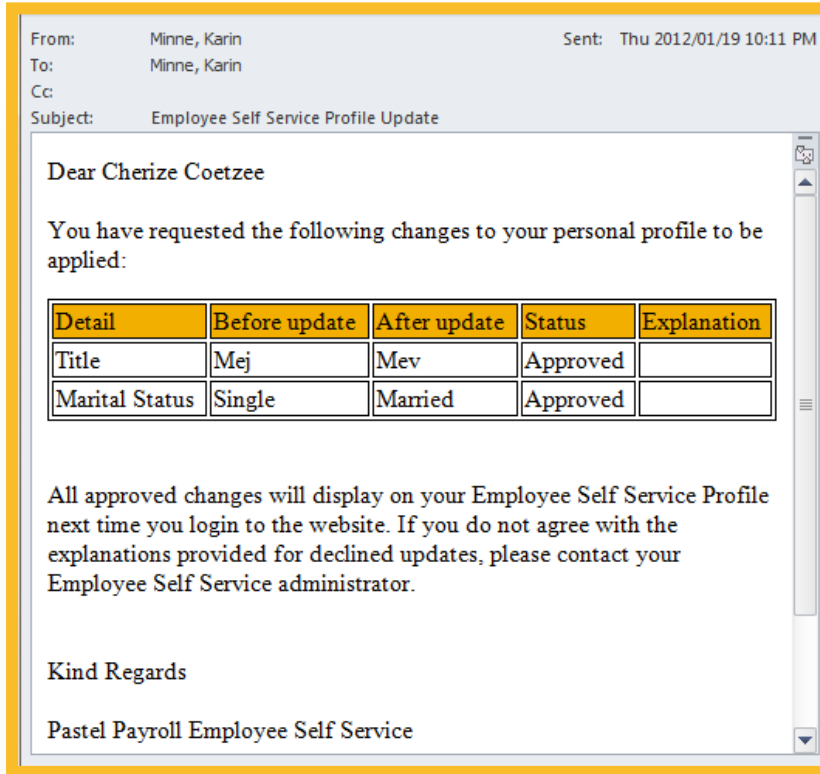
Detail	Before update	After update		Explanation
Title	Mej	Mev	<input checked="" type="checkbox"/>	
Marital Status	Single	Married	<input checked="" type="checkbox"/>	



Employee Self Service

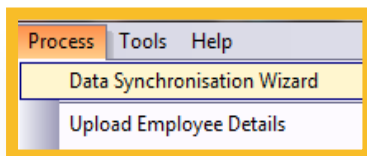
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The employee will then get the following email notifying them whether you have approved or declined the changes.



Publisher - Updating Payroll with Changes

Go to Process / Data Synchronisation Wizard

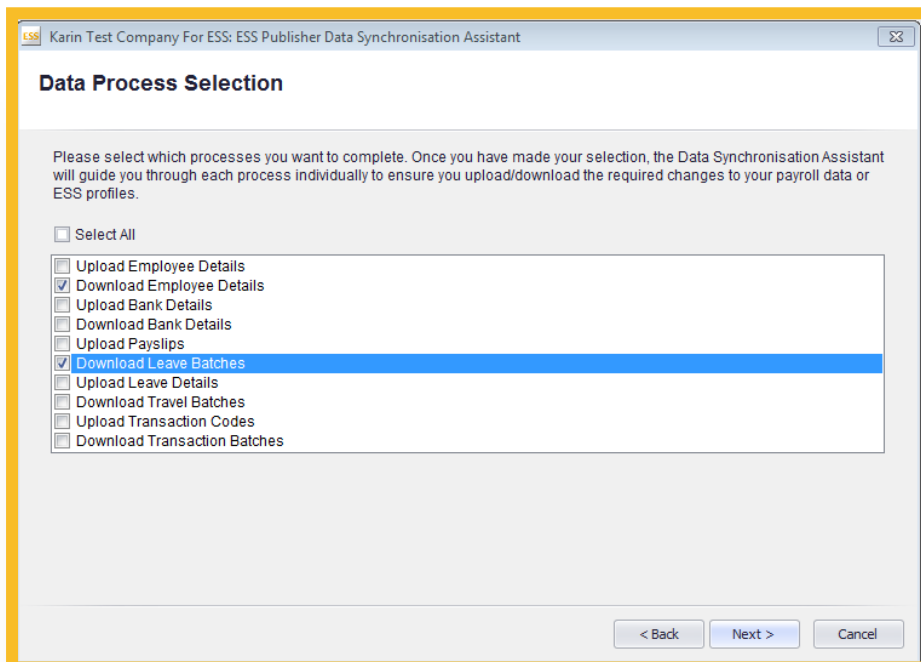


Employee Self Service

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Go through the steps and select the Details and Batches you need to update
E.g. Cherize changes her Personal Details and applied for Leave that was approved so you'll tick the boxes as indicated below.



Employee Self Service

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It will once again give you all the details of the Employees Personal Details that was changed where you can either Approve and include them in the Sync or you can exclude certain updates.

Download Employee Details

The following approved changes were applied by employees to their individual ESS profiles and will be applied to your payroll data.

Drag a column header here to group by that column

Name	Surname	EmployeeCode	Field Name	Old	New	Approved
Cherize	Coetzee	M002	Title	Mej	Mev	<input checked="" type="checkbox"/>
Cherize	Coetzee	M002	Marital Status	Single	Married	<input checked="" type="checkbox"/>
I Cherize	Coetzee	M002	Mobile Number		0715645235	<input checked="" type="checkbox"/>

< Back Next > Cancel

Next screen will reflect the next option you've selected to Download to Payroll which was the leave that was applied for and approved.

Download Leave Batches

The following leave applications were approved and will be downloaded to your payroll data. The ESS Publisher will create a Leave Batch in your payroll application which you need to post to the employees' payslips once you are ready to apply the changes.

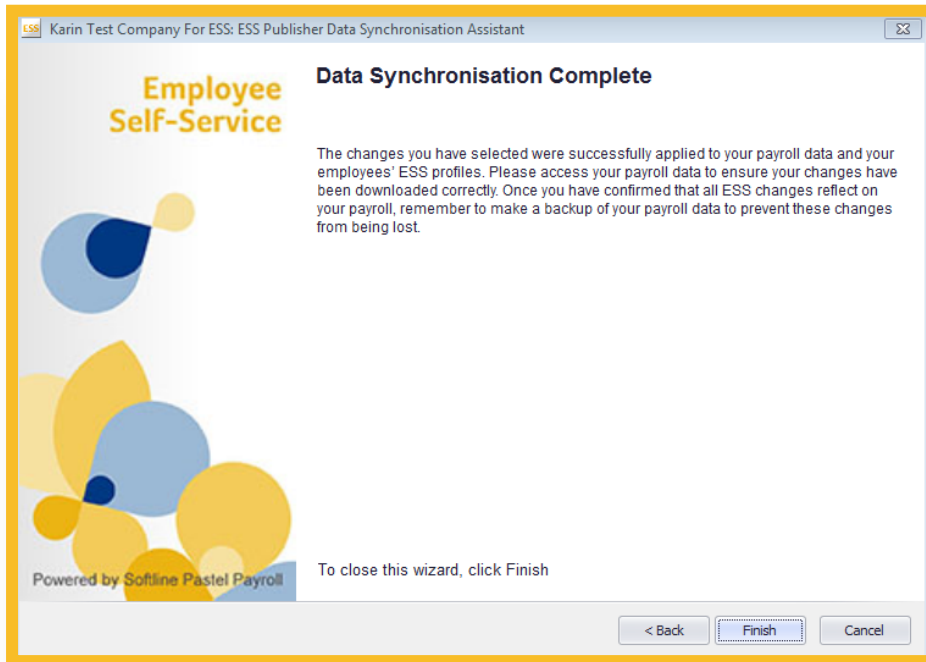
Drag a column header here to group by that column

Name	Surname	Employee Code	Leave Type	Date From	Date To	Days
Cherize	Coetzee	M002	Annual Leave	2011/03/02	2011/03/02	1

< Back Next > Cancel

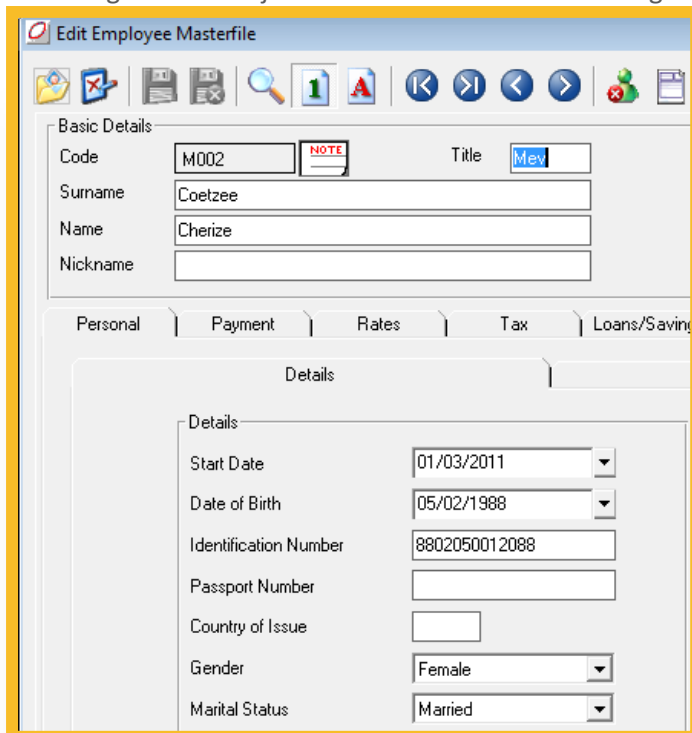
Employee Self Service

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Pastel Payroll – Employee Updates

Go to **Edit / Employee Masterfile** to view the changes that's been imported
Title changed from Mej to Mev and Marital Status changed from Single to Married



Employee Self Service

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One day's leave taken reflects on the leave tab of the Masterfile

Leave Code	Description	Opening Balance	Days Accrued	Days Taken	Days Due	Cycle Leave Entitlement
0001	Annual Leave	6.00	0.29	1.00	5.29	15.00
0020	Sick Leave	30.00	0.00	2.00	28.00	30.00

Double click to view the transactions for the currently selected leave code.

Delete Line

Leave Accrual Method: Annual