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1.0 Background

The Sage Self Service website was revamped to address the following:

- Added and improved security and security awareness.
- Ease of use. Easy navigation to ensure that the employee experience is improved.
- One major benefit of a website revamp is that it will become compatible with mobile devices. Your Self Service website will resize according to the device in use.
- The new Sage Self Service website will also be used as reference in the Payroll and HR Mobile app that will become available in the app stores.

2.0 What are the changes

The items listed below are the principal areas of change on the new Sage Self Service update.

- User Interface
  - The names of some menu options were changed
    - Example: Org Chart is now called Default Approval Structure
  - Administrators can no longer see:
    - Personal Details and Payslips on the administrator login
    - Cannot process any transactions for the administrator profile, only for other employees

3.0 A sneak preview

Take a look at the changes to some of the screens in the system

3.1 Login page
3.2 Landing page/Home page

When logged in as an administrator, only selected options will now display:
- Admin cannot view payslip.
- Admin cannot apply for leave.
- Admin cannot change personal details.

3.3 Employee – personal information

3.4 Employee Leave Report

Old workflow inbox compared to new workflow inbox.
- Leave transactions that is awaiting manager approval.
3.5 Approval Structure (Previously known as Org Chart)

Admin

Left: Old Org Chart
Bottom: New default Approval Structure

3.6 Administrator Menu changes

Admin

Menu wording changed:

<table>
<thead>
<tr>
<th>Old Menu</th>
<th>New Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login and email</td>
<td>User maintenance</td>
</tr>
<tr>
<td>Login and email</td>
<td>Payroll notification</td>
</tr>
<tr>
<td>New requests</td>
<td>Daily update emails</td>
</tr>
<tr>
<td>Add non-payroll users</td>
<td>New requests</td>
</tr>
<tr>
<td>Travel rates</td>
<td>Non-payroll users</td>
</tr>
<tr>
<td>Workflow documents</td>
<td>Travel claims maintenance</td>
</tr>
<tr>
<td>Approval groups</td>
<td>Approval groups</td>
</tr>
<tr>
<td>Security groups</td>
<td>Custom claims</td>
</tr>
<tr>
<td>Org chart</td>
<td>Default approval structure</td>
</tr>
<tr>
<td>Workflow management</td>
<td>Workflow management</td>
</tr>
<tr>
<td>Customization</td>
<td>Customization</td>
</tr>
<tr>
<td>Multi companies</td>
<td>Multi company setup</td>
</tr>
<tr>
<td>Leave rules</td>
<td>Leave rules</td>
</tr>
<tr>
<td>Temp support login</td>
<td>Support login</td>
</tr>
</tbody>
</table>

4.0 Closure

Available functionality will depend on the login type used.

Admin users will be restricted to Admin related functions.

User login will allow changes to Personal Details and applying for various Leave Transactions and submitting Travel Claims.

Further functionality and improvements will be added to the new site, be on the lookout for update notices!

For any suggestions please email user.feedback@sage.com