



# **Sage Self Service**

February 2018

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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

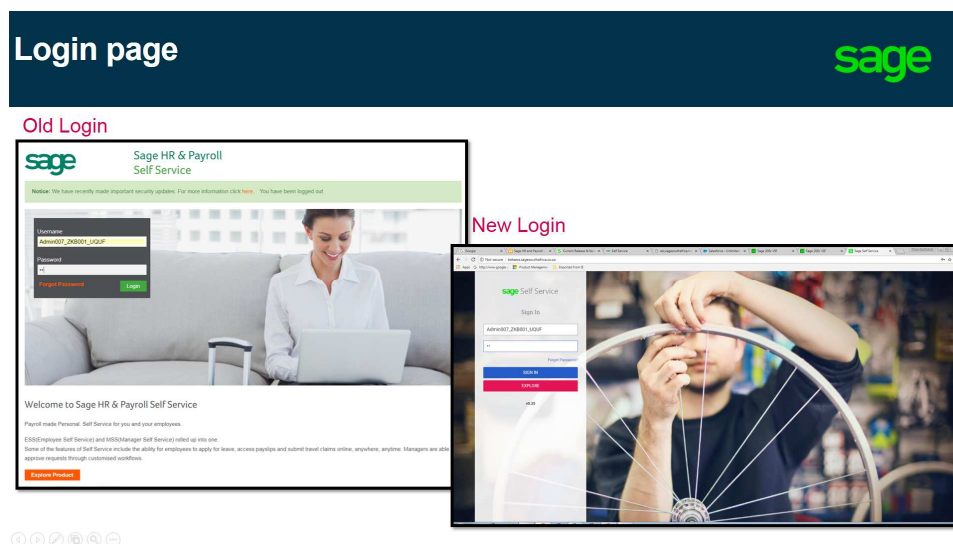
The items listed below are the principal areas of change on the new Sage Self Service update.

- 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

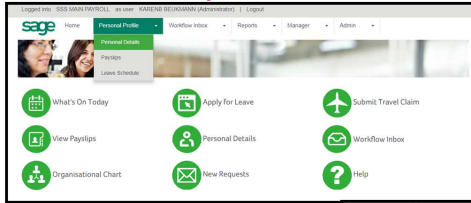
## 3.1 Login page



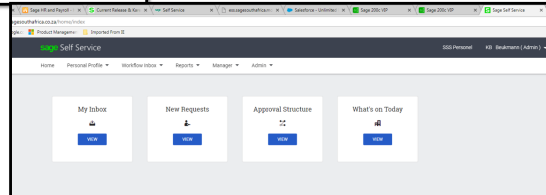
### 3.2 Landing page/Home page



#### Old Administrator Home Page



#### New Administrator Home Page



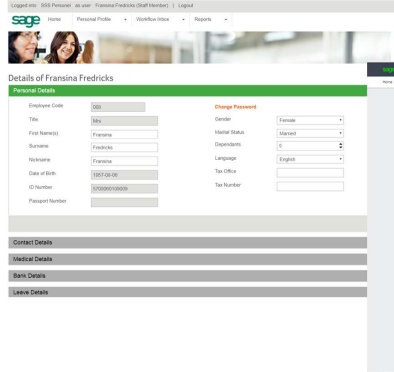
When logged in as an administrator, only selected options will now display.

- Admin cannot view payslips
- Admin cannot apply for leave
- Admin cannot change personal details

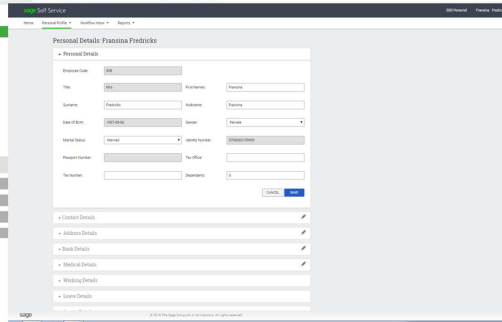
### 3.3 Employee – personal information



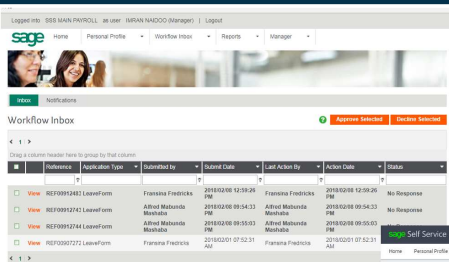
#### Old Personal Information



#### New Personal Information

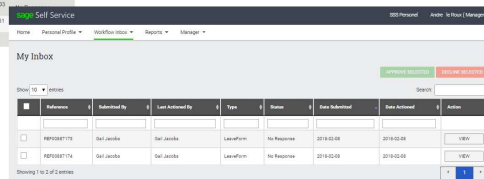


### 3.4 Employee Leave Report

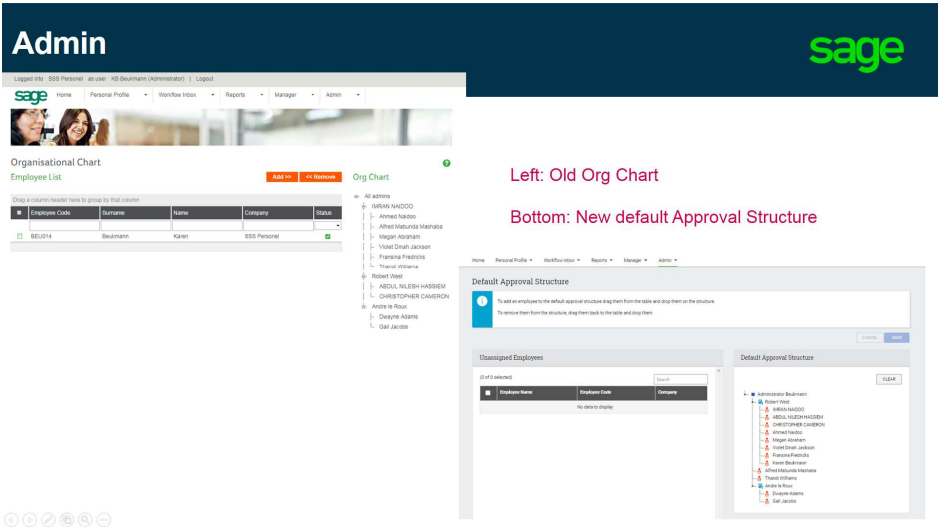


Old workflow inbox compared to new workflow inbox.

- Leave transactions that is awaiting manager approval

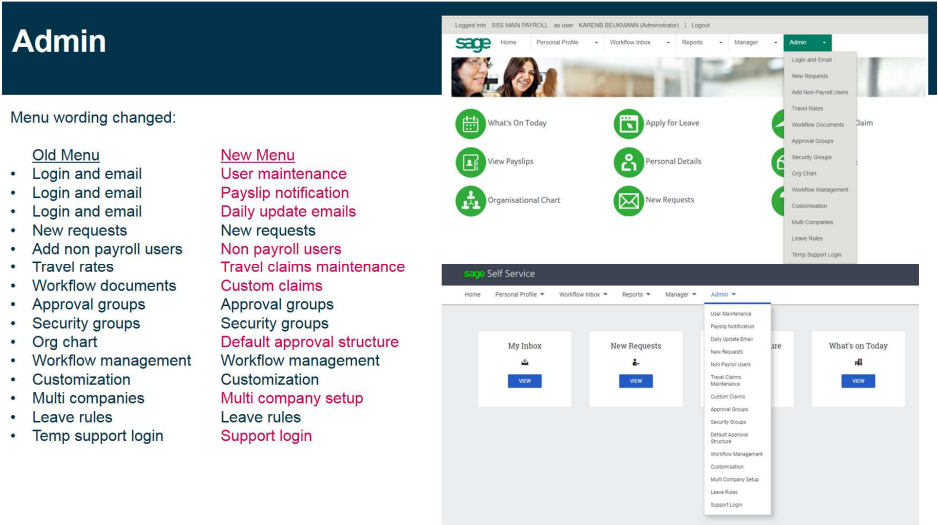


### 3.5 Approval Structure (Previously known as Org Chart)



Left: Old Org Chart  
Bottom: New default Approval Structure

### 3.6 Administrator Menu changes



## 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](mailto:user.feedback@sage.com)