



# Personnel: Self-Service



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# Self-Service

Use the Table of Contents to access a page.

# Delete EP Users - HRS6000

## Personnel > Self-Service > Delete EP Users

This page is used to delete the security information for an EmployeePortal user. This typically occurs when a user forgets their EmployeePortal password and cannot correctly answer the hint question created when they created their account.

- If the user can correctly identify the last four digits of the social security number, zip code, and date of birth displayed on the page, the LEA personnel assumes that the user on the phone and the person whose information is being displayed are the same.
- After the user's security record is deleted successfully, the user will need to establish a new user account using the Employee Guide in EmployeePortal.

### To delete a user's security information:

Retrieve a user using one of the following two fields:

Field	Description
<b>Employee Number</b>	Type the employee ID number.
<b>Employee Name</b>	Begin typing the employee's last name, a list of names matching the date that you typed is displayed. Select the name from the drop-down list.

Click **Retrieve**. The following verification data is displayed for the employee:

- **Name**
- **SSN** (only the last four digits)
- **Zip**
- **Date of Birth**

Click **Delete**. A message is displayed prompting you to confirm that you want to delete the user.

- Click **Yes** to continue. A message is displayed indicating that the user was successfully deleted.
- Click **No** to return to the Delete EP Users page without deleting the user.

# Demographic Approval - HRS6000

## Personnel > Self-Service > Demographic Approval

This page displays employee EmployeePortal Self-Service requests pending approval by the logged-on user. The page allows the user to approve or disapprove and save the changes. When the user selects **Approve** and saves, the database is updated with the requested change.

The ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are approved on this tab.

### View pending requests:

Field	Description
<b>Approver ID</b>	Indicates the logon user ID. The user name is displayed to the right.
<b>Employee Nbr</b>	Displays the employee number.
<b>Employee Name</b>	Displays the employee name.

Under **Demographic**, click **OPEN** to switch to the Demographic Approval tab to approve or disapprove demographic data.

Under **Payroll**, click **OPEN** to switch to the Payroll Approval tab to approve, disapprove, or delete payroll data.

# Demographic Approval by Alternate - HRS6000

**Personnel > Self-Service > Demographic Approval by Alternate**

This page displays employee EmployeePortal Self-Service requests pending approval by the logged-on alternate approver. The page allows the alternate approver to approve or disapprove and save the changes. When the alternate approver selects Approve and saves, the database is updated with the requested change.

The ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are approved on this tab.

**View pending requests:**

Field	Description
<b>Approver ID</b>	Indicates the logon user ID. The user name is displayed to the right.
<b>Employee Nbr</b>	Displays the employee number.
<b>Employee Name</b>	Displays the employee name.

Under **Demographic**, click **OPEN** to switch to the Demographic Approval tab to approve or disapprove demographic data.

Under **Payroll**, click **OPEN** to switch to the Payroll Approval tab to approve, disapprove, or delete payroll data.



# Pending - HRS6000

## *Personnel > Self-Service > Pending*

This page allows you to view a list of employees who have EmployeePortal Self-Service requests pending approval for the logged-on user ID.

### View pending requests:

Field	Description
<b>Approver ID</b>	Indicates the logon user ID. The user name is displayed to the right.
<b>Employee Nbr</b>	Displays the employee number.
<b>Employee Name</b>	Displays the employee name.

Under **Demographic**, click **OPEN** to switch to the Demographic Approval tab to approve or disapprove demographic data.

Under **Payroll**, click **OPEN** to switch to the Payroll Approval tab to approve, disapprove, or delete payroll data.

# Pending by Alternate - HRS6000

## Personnel > Self-Service > Pending by Alternate

This page displays employee EmployeePortal Self-Service requests pending approval by the logged-on alternate approver. The page allows the alternate approver to approve or disapprove and save the changes. When the approver selects Approve and saves, the database will be updated with the requested change.

The ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are approved on this tab.

### View pending requests:

Field	Description
<b>Approver ID</b>	Indicates the logon user ID. The user name is displayed to the right.
<b>Employee Nbr</b>	Displays the employee number.
<b>Employee Name</b>	Displays the employee name.

Under **Demographic**, click **OPEN** to switch to the Demographic Approval tab to approve or disapprove demographic data.

Under **Payroll**, click **OPEN** to switch to the Payroll Approval tab to approve, disapprove, or delete payroll data.



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