



E M P L O Y E A S E

managerAccess

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Introduction

Manager Access empowers managers to initiate personnel actions using the Employease Network, and communicates these actions to the Human Resource Administrators — saving time by reducing redundant tasks and data entries.

Every time a Manager Access action is performed, a message is sent to the HR Administrator notifying them of the action. Depending upon the Employease Network settings selected by the HR Administrator, Manager Access actions are either flagged as notification to the HR Administrator (the action automatically takes effect in the system), or sent for approval or rejection by the HR Administrator (the action doesn't take effect in the system until it is approved).

Manager Access allows managers to view team personnel information and history, initiate personnel actions. And, depending on whether the HR Administrator has set the user rights for Flag, Edit, or Approve, in some cases managers have the authority to enter performance review information; effect promotions and raises; change employee status; enter vacation, sick, or other time away from work; and view and hire candidates through the Recruitment tool.

The table on page 2 lists the topics covered in this guide.

General:	
<ul style="list-style-type: none"> • Accessing the Employease Network <ul style="list-style-type: none"> • Logging Into The Employease Network • Resetting Passwords • Marking the Customer Login Screen As a Favorite or a Bookmark • Adding the Login as a Link Button on the Toolbar • The Global Homepage <ul style="list-style-type: none"> • Application Links • Logging Out 	
Views:	Common Actions:
<ul style="list-style-type: none"> • my Team <ul style="list-style-type: none"> • Summary View • Details View • Events Tab • Performance Tab • Compensation Tab • Leave Tab • General Tab 	<ul style="list-style-type: none"> • Performing Actions
	Recruiting and Hiring:
	<ul style="list-style-type: none"> • Adding an Employee • Recruiting <ul style="list-style-type: none"> • Searching for Applicants • Search Results Screen • Hiring a Candidate

ACCESSING THE EMPLOYEASE NETWORK

The Employee Network is accessed using an internet browser, such as Internet Explorer or Netscape. To log into the Employee Network, go to the Employee Web site by typing the following web address in Internet Explorer's address or Netscape's location field:

<http://www.employease.com>

The Employee Network requires a user name, company identifier, and password. The HR Administrator creates Manager Access accounts and login information. Contact the HR Administrator if the login information needs to be changed for any reason.



In some cases, the login screen may have been customized to the organization. Contact the HR Administrator to find out if the company uses a standard or customized login, and if that might affect login.

If the company subscribes to Employee Access as well as Manager Access, and if the HR Administrator has set up the User Rights for Employee Access to be available, the Employee Global Homepage displays links to both. For information and instructions on using Employee Access, see the Employee Access guide or click the help icon from within Employee Access.

This section contains the following information:

- [Logging Into The Employee Network](#)
- [Resetting Passwords](#)
- [Marking the Customer Login Screen As a Favorite or a Bookmark](#)
- [Adding the Login as a Link Button on the Toolbar](#)

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