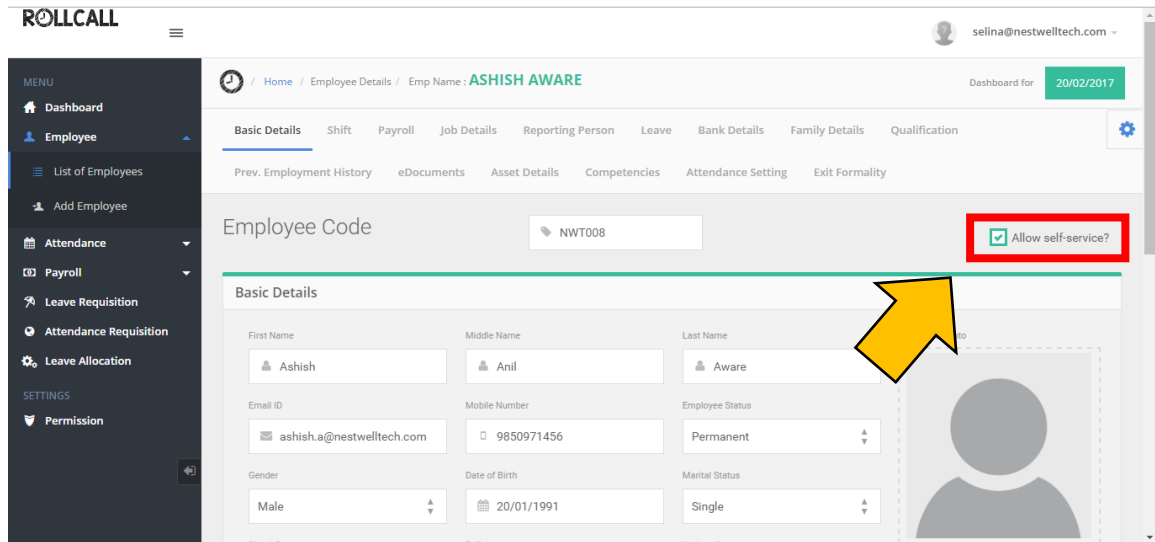


Assigning employee self-service to my employees

If you have opted for the self service module, you can activate employee self-service for each employee by going into their individual profiles and ticking the check box that says “Allow self-service?” This can be seen on the top right side above the basic details for the employee.



The screenshot shows the ROLLCALL interface for an employee named ASHISH AWARE. The page is titled 'Employee Code' and displays the 'Basic Details' section. The 'Employee Code' field contains 'NWT008'. A red box highlights the 'Allow self-service?' checkbox, which is checked. A yellow arrow points to this checkbox. The 'Basic Details' section includes fields for First Name (Ashish), Middle Name (Anil), Last Name (Aware), Email ID (ashish.a@nestwelltech.com), Mobile Number (9850971456), Employee Status (Permanent), Gender (Male), Date of Birth (20/01/1991), and Marital Status (Single). A profile picture placeholder is visible on the right side of the form.

The employee will have to follow the steps that will be mailed to them on the email ID provided in the basic details of that employee.

(Please note that the email id provided would be the default user name for that employee, the password would be provided during the activation of the account)

For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you