

# MyWorkplace Quick Reference Card – People Manager

## Logging in



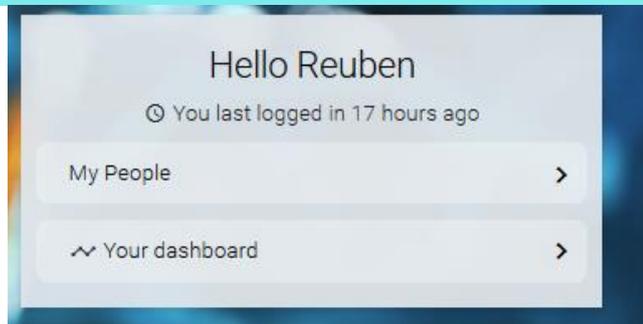
The 'My Workplace' – People Manager can be accessed from the portal and by clicking on this icon that can be found on your desktop.

## Home screen

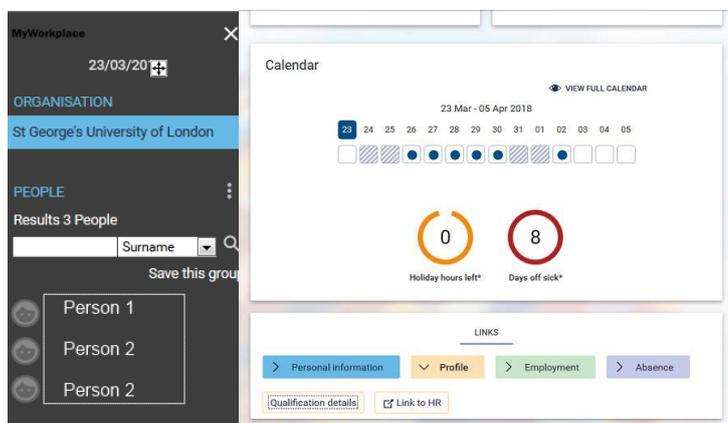


On the welcome page you will see a grey panel on the right hand side to gain access to your People to carry out frequent tasks.

## Quick Link Panel



To access the person summary for your team click My People.



A list of your first line reportees will appear on the left hand side of the page from which you'll be able to load a person dashboard

## Toolbar - MyWorkplace

(MyWorkplace - People Manager)



Self service

To switch between the manager view and your own personal self-service view, click on the person icon next to the people manager description and 'self-service'

## Tiles - Reportee Calendar



Nobody is out of the office today

Click on the tile to access your reportee calendar

Mr Jeane Kookstone + 4

Absence calendar MENU

ease click on a day for further options

12 May - 12 Sep 2016

May

1 Driver

None

Mr Jeane Kookstone

Mrs Pat Lutz

Miss Alison McM...

Miss Alison McM...

Mr Sue Smith

Mrs Roxhila Sner

2

3

Bank holiday Company holiday Holiday Sickness Learning activity Other Maternity / Paternity Awaiting authorisation am/pm split Clashing events

1. Lists your people

2. Absence key showing types of absence

3. Shows the state of an absence. In most cases this icon will be showing confirming an absence is awaiting authorisation.

To authorise, click on the absence to be taken to authorisation or access via the To Do list.

## Tile - To Do list



Your to do list (0) / Processes (0)

To access your common tasks such as approving leave

TO DO LIST (1) PROCESSES (0)

Filter All active Sort by Due data

Select all

Absence details Miss Start date: 23/03/2018 \* End date: 23/03/2018 \* Due: 23/03/2018

- **Task type** Authorisation task
- **Priority** High
- **Task description** SGUL - ESS - Absence - Holiday Request
- **Start date** 23/03/2018
- **End date** 23/03/2018

REQUIRES AUTHORISATION ...Less

To review and approve select the request, action and select authorise or reject

## Tile – Useful links



Click here for a selection of links for St George's staff