

## EMPLOYEE SELF-SERVICE (ESS)

The Employee Self-Service (ESS) module in DC360-HRMS offers employees easy access to essential HR services, streamlining day-to-day HR interactions and improving operational efficiency. Employees can view and download pay slips, submit and track leave requests, and log mobile attendance with GPS integration. Additionally, they can request salary certificates, manage personal documents, and submit petty cash claims, all through an intuitive platform. These features simplify administrative tasks and reduce dependency on HR staff.

By automating routine processes, the ESS module promotes transparency, enhances convenience, and boosts employee satisfaction. It ensures employees have direct access to key services, empowering them to manage their HR-related activities independently. This not only improves employee experience but also optimizes HR workflow, enabling HR teams to focus on more strategic initiatives while ensuring accurate, timely data management and compliance.



- **Employee Profile Verification:** The ESS module allows employees to verify and update their personal and professional details in the system. This feature ensures that employee records are accurate and up-to-date, allowing for seamless HR processes and communication.
- **Leave Request Approval:** Employees can submit leave requests through the ESS module, which are then tracked and approved in real-time. This feature simplifies the leave management process, ensuring a quick and efficient workflow for both employees and HR departments.
- **Pay Slip and Salary History:** The ESS module enables employees to view their pay slips and salary history anytime. This feature ensures transparency and easy access to payroll information, allowing employees to track their earnings, deductions, and other payroll details.
- **Mobile Attendance:** Employees can log site attendance directly from their mobile devices with GPS integration. This feature ensures accurate tracking of working hours for field-based employees and reduces administrative effort in managing attendance records.
- **Training:** The ESS module provides employees with access to training programs and resources. It enables them to stay up-to-date with required skills and participate in learning opportunities that support their professional growth.
- **Document Access & Requests:** Employees can request and access important documents, such as employment verification letters, certificates, and other official records, through the ESS module. This centralized document management system enhances accessibility and reduces the need for manual intervention.
- **Petty Cash Claim Management:** The ESS module streamlines the process of submitting and managing petty cash claims. Employees can submit claims for small expenses directly through the system, speeding up the approval and reimbursement process, and improving overall efficiency.