

# People Inc. – ESS Manager Action List.

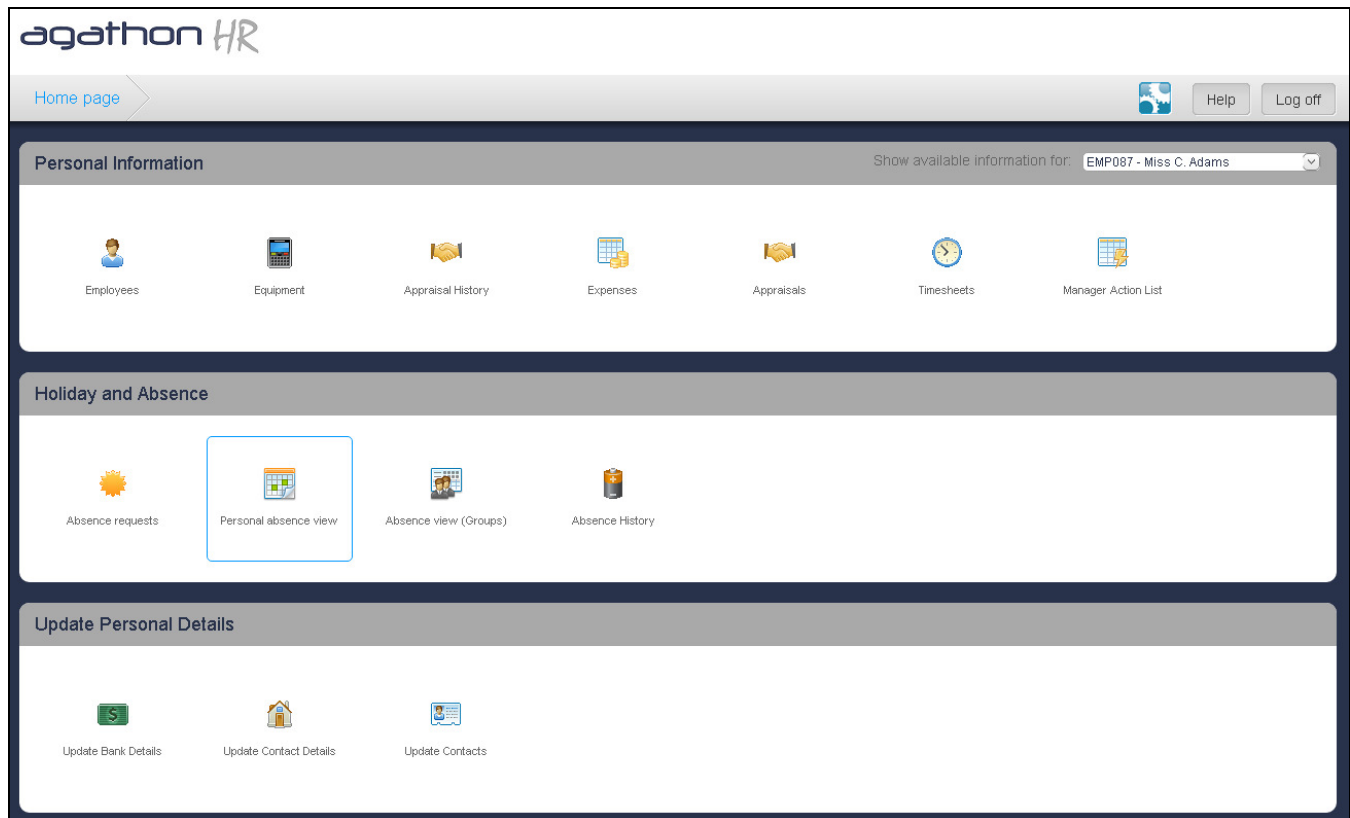
## Introduction

In partnership with P&A Software, the developers of People Inc. we are constantly looking to add valuable functionality to People Inc for our customers. Due to the flexibility of People Inc. we are able to develop and offer a wide range of new features and functionality designed to improve how People Inc. works and therefore its usefulness in the workplace.

The latest example of this is the ability to create an Action List for Managers which they can access via the Employee Self Service Module. Managers can see all actions relating to the employees they are responsible for as per their ESS group. This is the same group of employees that the manager authorises absence requests.

## Accessing the Manager Action List

When a Manager logs into the Employee Self Service Module they will be able to view the Action List Icon as shown in the example below:



The Manager Action List can be viewed by clicking on the Manager Action List Icon shown below:



Manager Action List

## Viewing Actions

Clicking on the Manager Action List Icon opens the list of Actions that relate to the employees the manager is responsible for as shown in the example below:

Plan Date	Status	Description	For User	Screen name
25/04/2019	Open	Passport Expiry - Miss N. Smuy	username	Employees
24/05/2021	Open	Passport Expiry - Mr I. White	username	Employees
18/07/2016	Open	End of contract	username	Employees
07/01/2016	Open	End of probation	username	Employees
24/10/2015	Open	Issue Employee Handbook - Mr Clark	username	Employees
29/10/2015	Open	Issue Employee Equipment - Mr Clark	username	Employees
19/11/2015	Open	Issue Employee Handbook - Miss Lyon	username	Employees
24/11/2015	Open	Issue Employee Equipment - Miss Lyon	username	Employees
01/02/2016	Open	Passport Expiry - Mr N.M. Freeman	username	Employees
05/07/2019	Open	Passport Expiry - Miss A.H. Yelland	username	Employees

The Manager can double click on one of these entries to see the details and if required update the Action List record to show that the Action is complete by updating the Status and Actual Date fields

agathon HR

Home page > Reminder Passport Expiry - Miss N. Smuy Natalia Smuy EMP174 Open

Help Log off

Description: Passport Expiry - Miss N. Smuy  
 Action Type: Reminder (dropdown) For User: (dropdown)  
 Status: Open (dropdown) Plan Date: 25/04/2019 (dropdown)  
 Notes: Employee passport will expire in 30 days.  
 Actual Date: (dropdown)  
 Linked to: Employees-->[Natalia Smuy 01908 676531]  
 Created By: (dropdown)

## How can you get access to this module?

The ESS Manager Action List functionality is now available to all customers using People Inc. and the Employee Self Service module for a small fee (TBC). Contact us if you would like a demonstration of this new add-on or any additional information.

**If you would like to learn more on how to get more from People Inc. or how People Inc. can help your organisation, please contact agathonhr on 01242 663974 or via email enquiries@agathonhr.co.uk**