



Self Service

Appendix 1.6 Service Description

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Introduction

This appendix is a description of Self Service which is an additional Service to My Visma.

Self Service

Functions
Absence and salary registrations made by employee
Approval by manager
Access via web and app

Absence and salary registrations made by employee

This module enables the Customer's employees to register, update and save information relating to their master data, absence and variable salary data.

Approval by manager

The module is a process tool supporting the work flow from employee to manager.

Access via web and app

Absence and flex time can be registered both via My Visma web and app.

Access

Free app can be downloaded in the App-store or Google Play.

Logon

Logon by using CVR-number, user ID, password and onetime PIN.

Create new users

Every Customer can create up to three administrator users. By their own web access, administrators are able to create the Customer's employees as users in My Visma.

To ensure the employees' access to My Visma app, the administrator must register the employees mail and phone number in the logon module.

Roles and access permissions

Users in the module are granted one of the predefined user roles in the system. The user role determines which module functions the user may access.

Self Service includes the following:

Administrator is able to:

- Create new users
- Delete old users
- Edit employee master data.

Manager and administrator are able to:

- Approve registrations in web
- Possibility to make registrations on behalf of employees in web.

Manager, employee and administrator are able to:

- Register absence (sickness, holiday etc.) in app and web
- Register some salary variables (overtime, flex time etc.) in app and web
- Access to master data in web
- Possibility to edit and delete registrations, which are not yet approved, in web.

Application and possibilities

Employees are uniquely identified via an employee number, which is identical with the employee number in Visma Løn. Basically, all transactions in the system are managed by means of dates which support the possibility to also register future data relating to the employees.

The Self Service module is provided in Danish and English language. Each user may choose language individually in app and web.

Technical specifications

In order to use Self Service, the Customer's equipment must meet the requirements described in appendix 2 – Description of IT Solution.

Implementation

In cooperation with the Customer, an implementation plan is prepared including a schedule and a description of the individual activities.

Invoicing

The service is invoiced separately, cf. current prices.