

# Manager Self-Service / Self-Service Administrator comparison

Section	Function		Manager Self Service	Self Service Administrator	
My Team Personal Information	View DBS status for employee	View employee DBS status for team members	x		
	View Right to work status for employee	View Right to work status for team members	x		
	View Clinical Registration Information	View clinical registration information including registration body and expiry date of registration	x		
	View professional body membership	View professional body membership for team members	x		
	View Education and qualifications	View education and qualifications for team members	x		
	View HESA information	View HESA information for team members	x		
My Team Employment Information	Employee Review Dates	View / enter Appraisal completion data for team members	x	x	
	Employee Information	View Job title, grade, changes to assignment for team members	x		
	Change Manager	Change team members reporting lines for absence approvals	x		Note: enhancement request submitted to request that this is added to the self service administrator role
	Clinical Contract	View details for clinical contracts (where appropriate) including clinical and academic programmed activities	x		
	Agreement of consistent treatment	View and approval an ACT request	x		
	Fellowships	View details of an individuals Fellowship (where appropriate)	x		
	Probation	View probation stages and record outcomes	x		
	HESA Assignment	View HESA information relevant to assignment	x		
	Work pattern	Record a new working pattern for a team member	x		Note: enhancement request submitted to request that this is added to the self service administrator role
My Team Absence	Absence Management	View and approve absence requests/enter absence on behalf of an individual	x	x	
	Absence Calendar	View absences that the team have booked in a calendar	x	x	
	Annual leave carry forward	Enter/approve additional annual leave	x	x	
	Annual leave Adjustment	Enter/approve an annual leave adjustment for an employee	x	x	
	Historical Absences	View all historical absences that have been migrated for an employee	x	x	
Note:	Access for managers to team members is determined by the supervisor hierarchy (direct reports) Access for self service administrator is determined by organisation unit security				

