



Workforce Empowerment™ Training: **MANAGER SELF-SERVICE**

HR MANAGEMENT

PAYROLL SERVICES

BENEFIT ADMINISTRATION

The Manager Role in Mangrove's Self Service Portal provides a supervisor, payroll professional or HR Professional with the tools to manage weekly timesheets, view employee payroll information, approve transactions and report on their employees. This training course will provide you will the tools to Manage the Workflow and Menu's within the Mangrove Manager Self-Service Portal.

Specifically this training will review the following:

- Managing employee information including paycheck and W-2 information
- Transaction approvals
- Message center
- Timesheet management
- Out of office detail
- Document management
- Organizational chart review
- Employee screen navigation
- Reporting

Prerequisites for attending this program include:

- Access to the Manager Self Service module

Length: 1 hour

AUTOMATE.

ORGANIZE.

STREAMLINE.

CUSTOMIZE.

THE INTEGRATION OF BUSINESS AND TECHNOLOGY

