

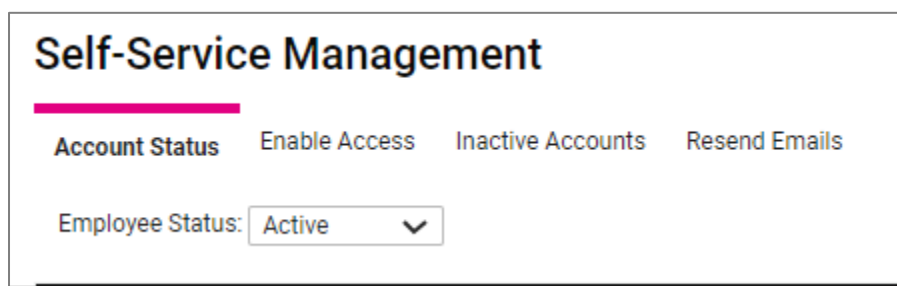
Introduction

Navigate to **Employee Admin Tools > Employee Administration > Self-Service Management** to access the Self Service Management screen. Employers can manage all employee emails sent and their status when using the Self-Service Management tool.

Self-Service Management

The **Self-Service Management** screen has four tabs across the top. They are:

- Account Status
- Enable Access
- Inactive Accounts
- Resend Emails



The screen defaults to an **Employee Status** of “Active,” which includes inactive. However, it can be changed to “Terminated.”

Account Status

The **Account Status** tab is an overview of the status of your employees’ ESS usage, which you need for managing Employee Self-Service.

On this screen you can:

- Filter by selected columns
- Export all data by using the “xlsx” icon in the upper right
- Use the “paper” icon to the left to “View User Activity” for an employee
- Click on the name of an employee to be routed to the **General** screen, where you can make necessary updates
- View the status of all users for self-service being enabled, the email address in use, the last login date, and more

Self-Service Management						
<div> Account Status Enable Access Inactive Accounts Resend Emails </div>						
Employee Status: Active						
<div> Expand All Groups Collapse All Groups Clear Grouping/Filters </div>						
Drag a column header here to group by that column						
Employee Name	Employee ID	Status	Work Location	Self-Service Enabled	Self-Service Email	Last Login Date
Zackary P Admin1	1251	Active	SAINT HELENA, CA	✓	ZPA1.MEG1@mojo.com	
Andrew D Admin10	1260	Active	SALT LAKE CITY, UT	✓	ADA0.MEG1@mojo.com	
Teri M Admin2	1252	Active	SALT LAKE CITY, UT	✓	TMA2.MEG1@mojo.com	
Scott A Admin3	1253	Active	SALT LAKE CITY, UT	✓	SAA3.MEG1@mojo.com	
Phill J Admin4	1254	Active	SALT LAKE CITY, UT	✓	PJA4.MEG1@mojo.com	
Debbie A Admin5	1255	Active	SAINT HELENA, CA	✓	DAA5.MEG1@mojo.com	
Brandy M Admin6	1256	Active	SAINT HELENA, CA	✓	BMA6.MEG1@mojo.com	
Dannie S Admin7	1257	Active	SALT LAKE CITY, UT	✓	DSA7.MEG1@mojo.com	
Martin C Admin8	1258	Active	SALT LAKE CITY, UT	✓	MCA8.MEG1@mojo.com	
Olivia M Admin9	1259	Active	SALT LAKE CITY, UT	✓	OMA9.MEG1@mojo.com	
Kaitlin J CEO	1261	Active	SAINT HELENA, CA	✓	KJCO.MEG1@mojo.com	
Mark D CFO	1263	Active	SAINT HELENA, CA	✓	MDCO.MEG1@mojo.com	
Sheryl L COO	1262	Active	SAINT HELENA, CA	✓	SLCO.MEG1@mojo.com	
Mason J Employee1	1203	Active	SAINT HELENA, CA	✓	MJE1.MEG1@mojo.com	
Noah L Employee1	1201	Active	SAINT HELENA, CA	✓	NLE1.MEG1@mojo.com	
Audrey M Employee10	1229	Active	PITTSBURGH, PA	✓	AME0.MEG1@mojo.com	
Camila C Employee10	1228	Active	PITTSBURGH, PA	✓	CCE0.MEG1@mojo.com	

Enable Access

For those employees with self-service email (access not enabled), this means the self-service email has not been sent to these employees to be able to access their accounts. One option is to navigate to **Employee Management > General** for each employee and click the box that says “Enable Self-Service Access” and click **Save**.

However, in order to send the self-service email to all the employees simultaneously, navigate to **Self-Service Management > Enable Access**. Select all by clicking on the box at the top of the column indicated by **Enable** and send email or select the employees individually. Once selected, click **Process**.

Self-Service Management					
<div> Account Status Enable Access Inactive Accounts Resend Emails </div>					
Employee Status: Active					
1 transaction in list					
Process					
Employees with self-service email (access not enabled)					
Division	Department	Pay Group	EE Number	Name	Enable and send email:
02 - Finance	60 - Office	Biweekly	1003	Brown, Keysha A	<input type="checkbox"/>

Inactive Accounts

In order to manage who has not authorized their Employee Self-Service account after the initial email was sent out, navigate to **Self-Service Management > Inactive Accounts**. This screen lists all enabled employees not yet authorized. From this screen, you can select the employee (s) and click “Send/Resend email” and **Process**.

Self-Service Management

Account Status Enable Access **Inactive Accounts** Resend Emails

Employee Status: Active

2 transactions in list

Process

Division	Location	Pay Group	EE Number	Name
		Semi	0001	Able, Jacob
		Semi	40	Martin, John

Send/resend email:

☐
☐
☐

Resend Emails

Under **Resend Emails** tab of the **Self-Service Management** screen, you can search for a specific email sent to the employee.

Self-Service Management

Account Status Enable Access Inactive Accounts **Resend Emails**

* Date Sent From: [Calendar Icon] Employee Status: Active

* Date Sent To: [Calendar Icon] Org Category: ALL

Email Type: [Dropdown] Value: ALL

Email Template: [Dropdown] Pay Group: ALL

Filter

Process

Time Sent	Email Type	Email Template	Division	Location	Pay Group	EE Number	Name

Resend email: ☐

In order to see the employees sent an email in the last 30 days, you must enter the following:

- **Date Sent From**
- **Date Sent To:** These dates cannot exceed a 30-date range. You are not able to add future dates.
- **Email Type:** You can filter by the following types:
 - Benefits
 - Certifications
 - Compensation Management
 - Corrective Actions
 - Employee Messages
 - Employee Notices
 - Employee Self-Service Activation
 - Expense
 - Mass Email
 - Paystub Alerts
 - Performance Reviews
 - Qualifying Life Events
 - Workflow (including Onboarding)
 - YE Tax Form Notification

- **Email Template:** You can select the specific Email template used. The drop-down menu options will change based on the Email Template Email Type selected under **Client Management > Workflow Setup > Email Templates**.
- **Employee Status:** The default is "Active." Select from:
 - Active
 - Inactive
 - Terminated
 - Other status as added
- **Org Category:** The default is "All." All organization levels set up at the client-level will appear in the drop-down box menu.
- **Value:** The default is "All." All values from the organization table set up at the client-level will appear for the category selected above.
- **Pay Group:** The default is "All." If multiple pay groups are set up at the client-level, they will be available for selection in the drop-down menu.

Once the Email is found, select the employee (s) by clicking on "Resend email" or select a specific employee (s). Click on **Process**