

Self-service, Statens HR - getting started

This guide walks staff members through how to:

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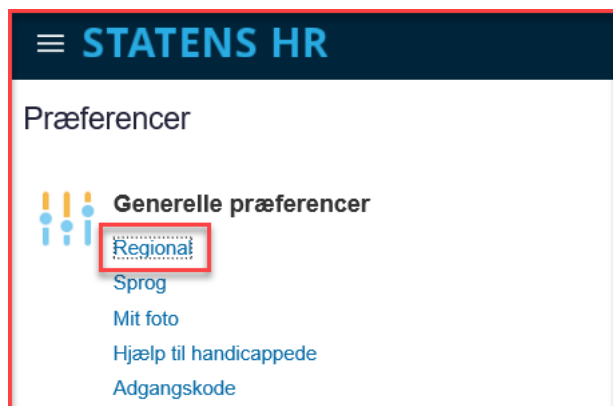
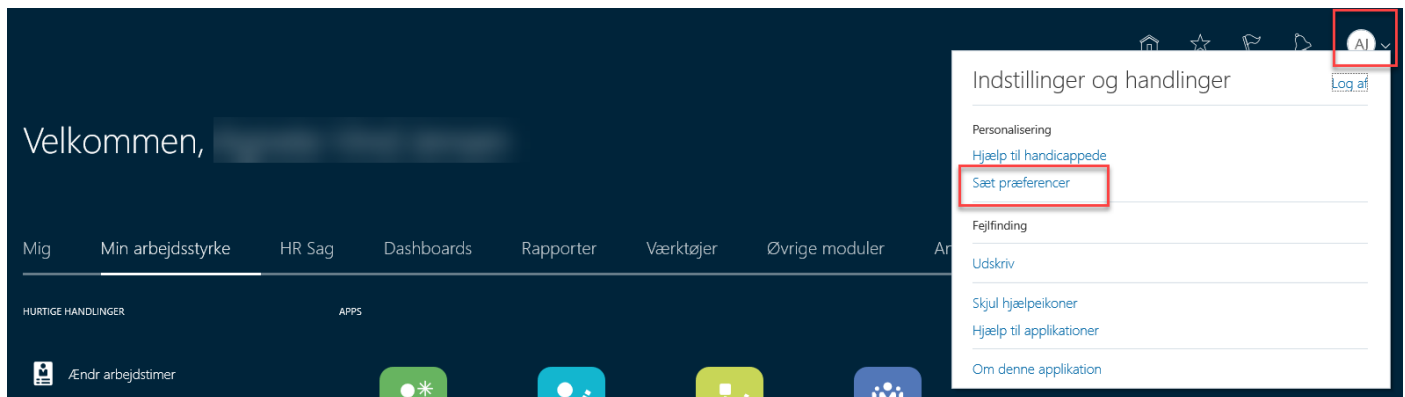
Log in to Statens HR

1. To log in to Statens HR click on this link. Then save the link to favourites.
Do not select Internet Explorer as your browser. We recommend that you use Edge or Google Chrome.
2. Log in by using Single Sign On. Use your PC user name and password.
3. Approve with Authenticator App.

Set up the user interface for English

If you would like a full English user interface, we recommend that you set up the user interface for English the first time you log on.

1. Click **Sæt præferencer** by your initials. Click **Sæt præferencer**, and select **Regional** and then select **USA**. Click **Sprog** and select **Amerikansk engelsk** in each list.
2. Click **Gem og luk**.



Generelle præferencer: Regionale

Gem Gem og luk Annuller

Distrikt

Datoformat

Klokkeslætsformat

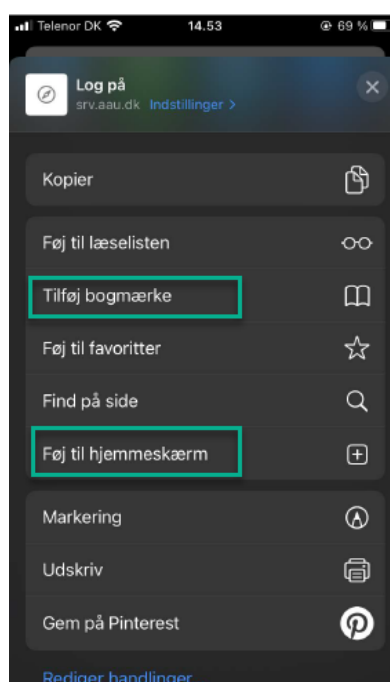
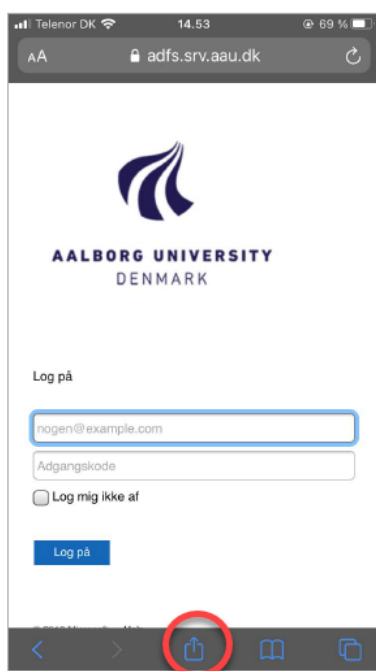
Talformat

Valuta

Tidszone

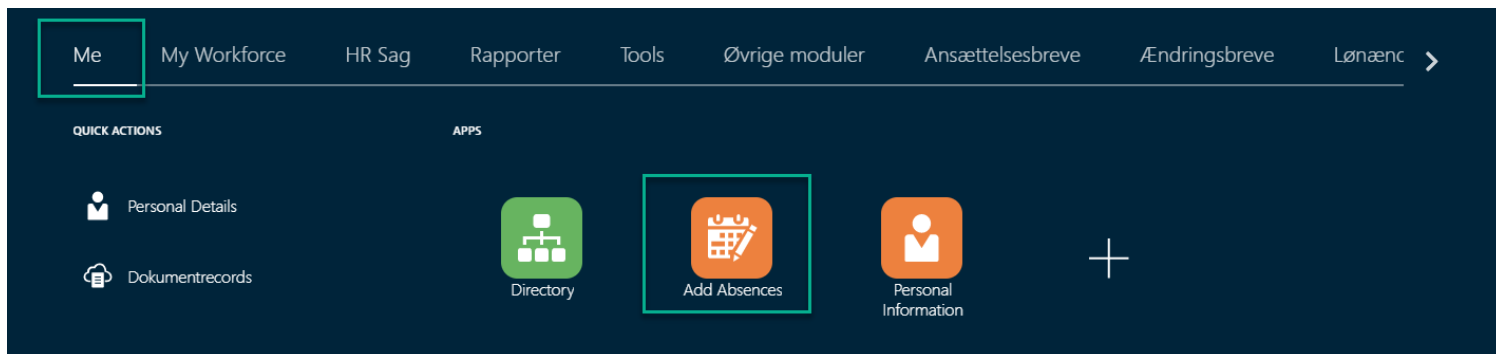
Mobile solution

1. Send a link to the absence solution to mobile phone e.g. to e-mail.
2. Open the link via mobile phone and save link as bookmark, favorites or as an icon on your phone's home screen.
3. If add to home screen is selected, links to the absence solution will be placed as an app on the phone's home screen similar to other apps.
4. Log in by using Single Sign On. Use your PC user name and password. Approve with Authenticator App.

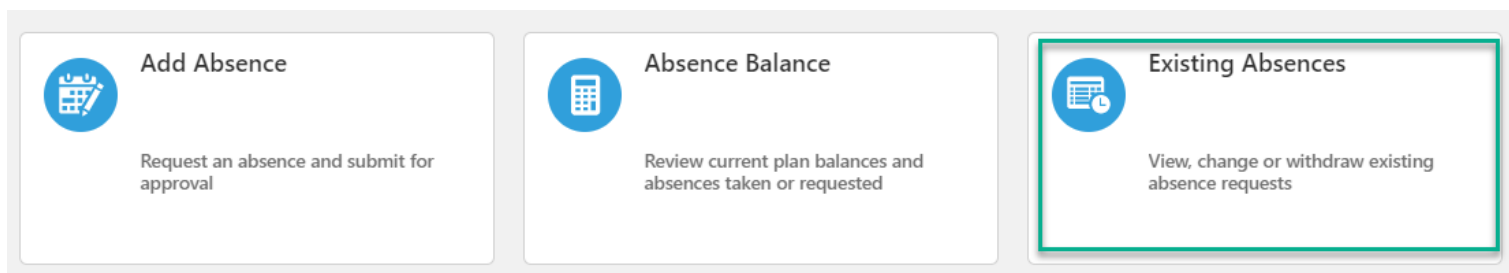


Get an overview of existing absences (previous absences + planned absences)

- Click **Me**, and then click **Add Absence**.



- Click **Existing Absences**. Under Existing Absences, staff members can get an overview of all their registered absences.
- Under Existing Absences, staff members can also see a status on whether holiday, child care days or seniordays have been approved by the manager or by the digital approver.



Scheduled: The absence has been approved. Scheduled means that the absence is in the future.

Completed: Absences have been approved and taken.

Saved: The absence is saved as a draft and can be edited by clicking the small pencil. The absence has not been sent to the manager or the digital approver.

Get an overview of plan balances and future accruals

Through self-service, staff members can get an overview of their balances, such as paid holiday, unpaid holiday, special holidays, child care days and senior days.

- Navigate to Absence (see screenshots p.3)
- Click **Absence Balance**

The screenshot shows a navigation menu with three main options:

- Add Absence**: Request an absence and submit for approval.
- Absence Balance**: Review current plan balances and absences taken or requested. This option is highlighted with a green border.
- Existing Absences**: View, change or withdraw existing absence requests.

- Under **Plan Balance**, staff members can see all the absence plans that exist in the solution.
- Click **Load More Items** to see all absence plans.
An Absence Plan is where accruals and absences approved are stored. When the staff member registers with the absence type paid holiday, the days will automatically be deducted from the **paid holiday** plan and correspondingly for other types of absences.
- The balance for each **plan balance** is indicated on the right. The **balance is always as-of-date** (screenshot below)

The screenshot shows the 'Plan Balances' overview table. A date selector is set to 'Balance As-of Date' with 'Aktuel dato' selected. The table lists several absence plans with their respective balances:

Plan Name	Balance
Erstatningsferie /Replacement holiday	0,000 Timer
Børneomsorgsdag - ny ordning/Child care day - new scheme	2,000 Dage
Børneomsorgsdag - gammel ordning/Child care day - old scheme	0,000 Dage
Ferie med løn/Paid holiday	5,480 Dage
Ferie uden løn/Unpaid holiday	0,000 Dage

A 'Load More Items' button is visible at the bottom right, showing '1-5 of 8 items'.

- Staff members can see their future balance by clicking the blue line, for example, on **paid holiday**.
- Then click the calendar and set the date you want the balance to reflect (in the example below, you want a balance calculated on 31.05.21). If paid holiday has been registered in the intervening period, those days will be deducted from the balance.
- Details of the days taken and future accruals can be seen by expanding **Details**.

The screenshot shows the detailed view for the 'Ferie med løn/Paid holiday' plan. The 'Balance As-of Date' is set to '31-05-21'. The resulting 'Plan Balance' is shown as '720 Dage'.