# EASY reminder/notification guidance – February 2019

**Log in to the EASY system in the normal way.**

In your Preferences screen, which is accessed by clicking on [ My Preferences | Cha ] on the top menu bar you will find two sections – Manager Reminders and Self-Service notifications.

- **Self-Service Notifications (for your personal requests and claims made)**

You can choose whether you wish to switch 'on' (by ticking) or 'off' (by unticking) the notifications you receive for each area. If ticked EASY will send you an email advising when a submission has been authorised or rejected (e.g. annual leave request or expenses claim approved/rejected).

This screen shot represents the recommended setting to generate notification emails for expenses and annual leave.



Several boxes will be ticked (on) as standard, you will be free to choose whether you wish to switch on (ticking) or off (unticking) the notifications.

- **Manager reminders (if you are an approver)**

You can choose whether you wish to switch 'on' (by ticking) or 'off' (by unticking) the reminders for approvals each area. If ticked EASY will send you an email advising when a submission has been made (e.g. annual leave request or timesheet/expenses claim submitted).

This screen shot represents the recommended setting to generate reminder emails for expenses, annual leave and timesheets.



As a starting point the boxes will be ticked (indicating 'on') as standard, but these ticks will only generate reminder emails if you have access to authorise.

If your team is not using Timesheets, then no reminder emails will be generated and NHSBT is not using Vehicles reminders.

If you want to switch any reminder emails off, just untick the appropriate box.

There are three types of authorisation levels for reminders:

**Supervised employees** – you are allocated in ESR as an employee's supervisor (<u>not</u> fully active for timesheets/annual leave/absence areas of the system - fully active for expenses)
**Managed employees** – you are allocated as a budget manger in ESR (not used yet)
**Additional areas** – you have been given access via the EASY system for timesheets/absence/annual leave via assignment, position or organisation (with organisation access you will receive notifications/reminders for all employees who are in the organisation)

**Note:** If you receive any notification or reminders for employees who you no longer have responsibility for, (excluding where access is by organisation), this may be due to access given to you from another role – contact **HR Direct** and ask for this access to be removed from the system.