# Employee Self-Service and Manager Self-Service in ERP Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Enterprise Resource Planning (ERP) | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

In today’s digital transformation era, organizations leverage ERP systems to enhance productivity, efficiency, and employee empowerment. The Employee Self-Service (ESS) and Manager Self-Service (MSS) modules revolutionize HR, payroll, and operational workflows by providing seamless, real-time data access, improved workforce automation, and enhanced employee engagement. Employee Self-Service and Manager Self-Service in ERP Training Course equips professionals with the skills to utilize ESS and MSS tools to streamline HR operations, reduce administrative workloads, and drive data-driven decision-making.

Through this comprehensive ERP training program, participants gain hands-on experience in managing employee records, approving workflows, and integrating performance management processes. Designed for HR professionals, managers, and IT support staff, this course bridges the gap between technology adoption and strategic workforce management, ensuring organizational agility, compliance, and process excellence.

## Programme Curriculum

**Employee Self-Service and Manager Self-Service in ERP Training Course**

**Introduction**

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**Course Duration**

5 days

**Course Objectives**

1. Understand the core concepts of ESS & MSS within ERP systems.
2. Enhance efficiency through automation of HR workflows.
3. Master real-time employee data management and analytics.
4. Apply ESS/MSS features to improve employee experience.
5. Develop expertise in self-service portals and user navigation.
6. Manage digital approvals, leave requests, and time tracking.
7. Integrate ESS/MSS with payroll and performance systems.
8. Ensure data security and compliance with ERP best practices.
9. Foster a paperless HR environment through digital tools.
10. Analyze key metrics for strategic HR decision-making.
11. Leverage AI and predictive analytics in ESS/MSS functions.
12. Troubleshoot and support ERP user self-service issues.
13. Drive organizational change management through ERP adoption.

**Target Audience**

1. HR Professionals & Administrators
2. Line Managers & Department Heads
3. ERP System Users & Functional Consultants
4. Payroll & Time Management Specialists
5. IT Support & ERP Implementation Teams
6. Business Process Analysts
7. HRIS Managers
8. Learning & Development Professionals

**Course Modules**

**Module 1: Introduction to ESS & MSS in ERP**

- Understanding ERP ecosystem and HR digitalization
- ESS and MSS
- Navigation and user interfaces
- Integration with HR and payroll systems
- Case Study: Implementing ESS in SAP SuccessFactors

**Module 2: Employee Data Management**

- Managing employee profiles and personal data
- Updating job, benefits, and banking details
- Ensuring data accuracy and compliance
- Data security and user authentication

- Case Study: Oracle HCM Cloud – Employee Data Automation

**Module 3: Leave & Attendance Management**

- Applying, tracking, and approving leave requests
- Attendance tracking and policy configuration
- Shift scheduling automation
- Reporting and analytics dashboards
- Case Study: Workday ESS Leave Management Success

**Module 4: Payroll & Compensation Self-Service**

- Payroll visibility and payslip access
- Tax declaration and reimbursement processes
- Compensation planning and approvals
- Linking payroll with ESS/MSS modules
- Case Study: SAP ERP Payroll Integration

**Module 5: Performance & Appraisal Management**

- Goal setting and progress tracking
- 360-degree feedback and evaluations
- Manager-driven performance analytics
- Continuous performance monitoring tools
- Case Study: MSS-Driven Appraisal Cycle Optimization

**Module 6: Learning & Development Integration**

- Employee access to learning modules
- Manager oversight of training progress
- Skill-gap analysis through ERP tools
- Linking learning outcomes to performance
- Case Study: Workday Learning and ESS Integration

**Module 7: Analytics & Reporting**

- Real-time dashboards for HR KPIs
- Workforce analytics and insights
- Predictive analytics for workforce trends
- Exporting reports for compliance and audits
- Case Study: Power BI Dashboards with ERP Data

**Module 8: Change Management & ERP Adoption**

- Building user confidence and engagement
- Communication and support strategies
- Measuring ERP adoption success
- Best practices for continuous improvement
- Case Study: ESS/MSS Rollout in a Global Enterprise

## Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** +254769199797

**Certification**

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

**Tailor-Made Course**

We also offer tailor-made courses based on your needs.

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com