

# How to setup new employees for Self Service



## How to setup a Masterfile for self service

### **Incident:**

As of 2019 Update 2b, a check box has been added that will show that this employee has consented to have their information uploaded to the Cloud. You will have to make sure that you check this box for any new employee loaded to your Payroll.

### **Solution:**

1. Navigate to Edit...Employee Masterfile...Personal...Preferences
2. Tick the Self-service tick box
3. Save the Masterfile.

Note: By checking this tick box, you as the Payroll Advisor is telling the system that you are in possession of written consent from the employee that gives consent for the company to load their data to the cloud.