



Employee Self Service User Guide

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Purpose of Employee Self Service:

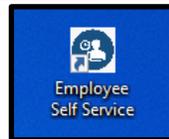
- All Employees:
 - Leave Management
 - Make Leave Requests
 - View PTO Balances
 - Access
 - Pay Statements
 - Tax Form
 - Previous FAR/SAR Documents
- Managers/Supervisors
 - Leave management
 - Approve/Deny Leave Requests from Direct Reports
 - View Team Leave Calendars
 - View Team Member Details
 - Access Past FAR/SAR Evaluations for Direct Reports

To access Employee Self Service:

1. Click on the Desktop Icon

-or-

Follow this link:



<https://vcom-prod.operations.dynamics.com/?cmp=VCOM&mi=HcmEmployeeSelfServiceWorkspace>

All VCOM issued computers should have this icon on their desktop.

If you do not see this icon on your desktop you will need to contact your campus' IT office.

2. If you are not automatically signed into Employee Self Service (Anthology), you should see the screen shown below. You will need to enter your VCOM email address.

Enter your VCOM email address

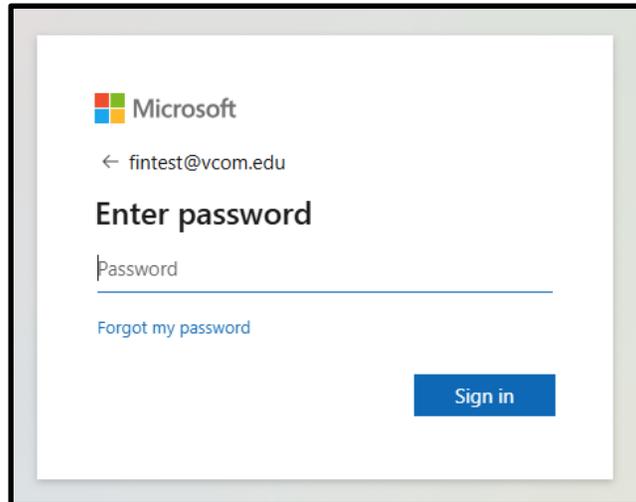
(*****@vcom.edu)



Microsoft
Sign in
Email, phone, or Skype

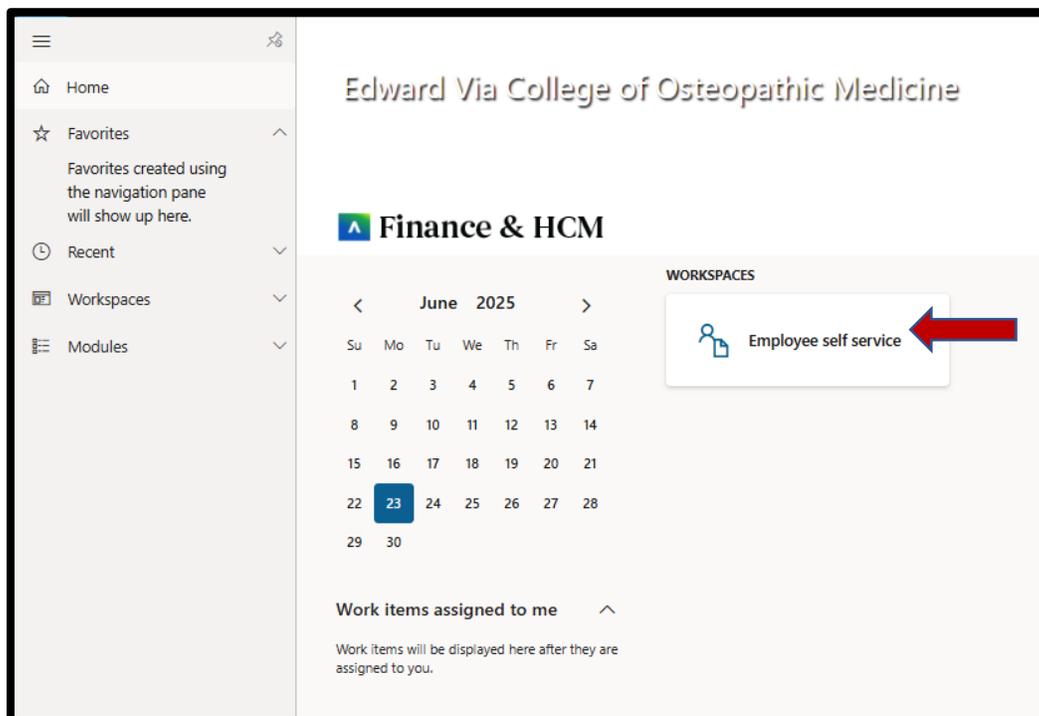
Can't access your account?
Next
Sign-in options

3. A second log in screen will appear requesting your password. This will be the same username and password that you use to log into your VCOM computer.



After entering your password, you may also be asked to verify your identity via the authenticator app.

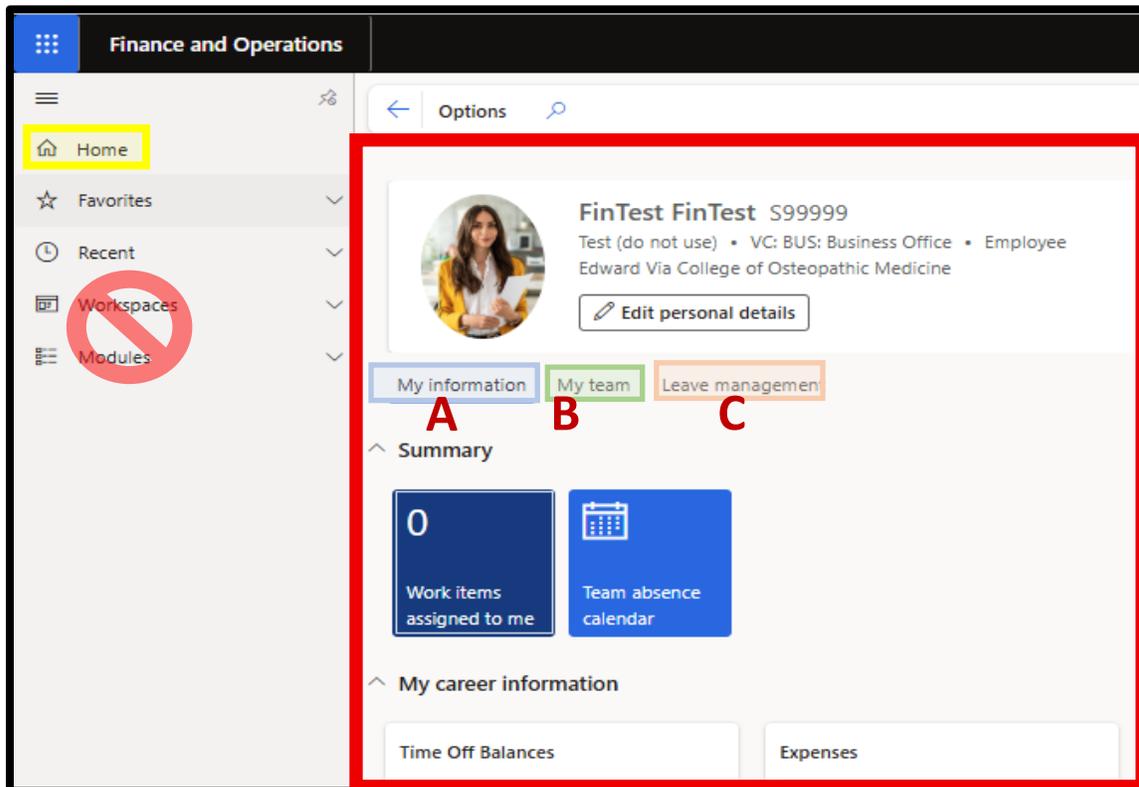
4. Once logged into Anthology, you can access Employee Self Service by clicking on the button as shown below. Please note that your home screen may look different depending on your granted access.



Employee Self Service

Welcome to Employee Self Service!

All functions will be completed from the area within the red box below. You will be able to click and navigate within the panel to the far left, but functionality of those features has been disabled for most users.



The Employee Self Service screen will have 3 tabs:

- A. My Information – contains information about the employee accessing Employee Self Service
- B. My Team – Managers/supervisors only; contains limited information about Direct Reports and Team Members
- C. Leave Management – This tab is not yet active

If at any time you get lost, you can click the “Home” button in the upper left corner. This will take you back to the Anthology home screen.

Requesting Leave

1. Access Employee Self Service
2. Go to the My Information tab

3. Click Request time off
This will open a new screen

The screenshot displays an employee's self-service dashboard. At the top, there is a profile card for 'FinTest FinTest S9999' with a photo and an 'Edit personal details' button. Below the profile, there are navigation tabs: 'My information' (circled in red), 'My team', and 'Leave management'. Under the 'My information' tab, there is a 'Summary' section with two cards: 'Work items assigned to me' (0) and 'Team absence calendar'. Below that is a 'My career information' section containing a 'Time Off Balances' table. At the bottom of this section, the 'Request time off' link is circled in red. To the right of the table, there are 'Expenses' cards showing '0' and a '+ New' button.

Time Off Balances	
Admin Leave	Hours
3.50	
CME	Hours
28.00	
Birthday Holiday	Hours
0.00	

A. Choose the Leave Type

B. Enter the Leave Date(s)

C. This area will populate as you add dates; you can split your leave between multiple categories

D. Add any attachments or comments

As you add leave requests your totals will change to show you how much leave you will have left after submitting the request

E. Click Sumit, Save Draft, or Cancel

Standard view ▼
Request time off

Leave type: PTO - Administrative Fac/Staff ▼ Start date: 8/21/2025 📅 End date: 8/21/2025 📅

Dates ⌵

+ Split day 🗑️ Remove

Day	Date	↑	Amount	Type	Unit
 We didn't find anything to show here.					

Attachments ⌵

Upload

Comment ⌵

Balances ⌵

Type	↑	Unit	Available (8/21...	Requested	Remaining
Admin Leave		Hours	3.50	0.00	3.50
Birthday Holiday		Hours	0.00	0.00	0.00
Carry-Over Leave		Hours	23.00	0.00	23.00
CME		Hours	20.00	0.00	20.00
Military Leave		Hours	0.00	0.00	0.00
PTO - Administrative Fac/Staff		Hours	384.00	0.00	384.00

Submit Save draft Cancel

Submit – This will send the request to your supervisor for approval

Save Draft – This will save the request for you to edit and submit at a later time; the request has not been submitted for approval

Cancel – Cancels the request

Viewing Leave Balances

1. Access Employee Self Service
2. Go to the My Information tab

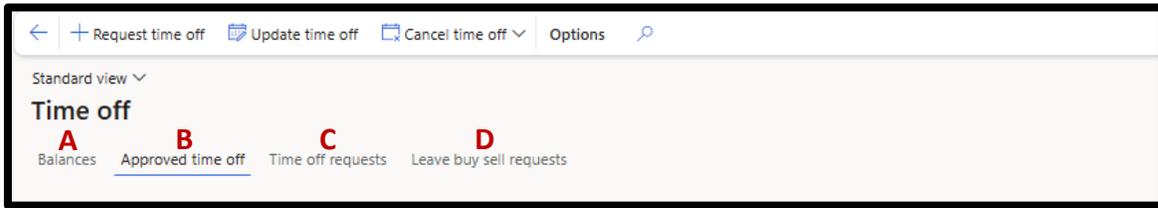
3. Click View time off
This will open a new screen

The screenshot displays an employee profile for 'FinTest FinTest S9999'. The profile includes a photo, name, and a button to 'Edit personal details'. Below the profile are navigation tabs: 'My information' (circled in red), 'My team', and 'Leave management'. The 'My information' section is expanded to show a 'Summary' with '0 Work items assigned to me' and a 'Team absence calendar'. Below this is 'My career information' which includes a 'Time Off Balances' table:

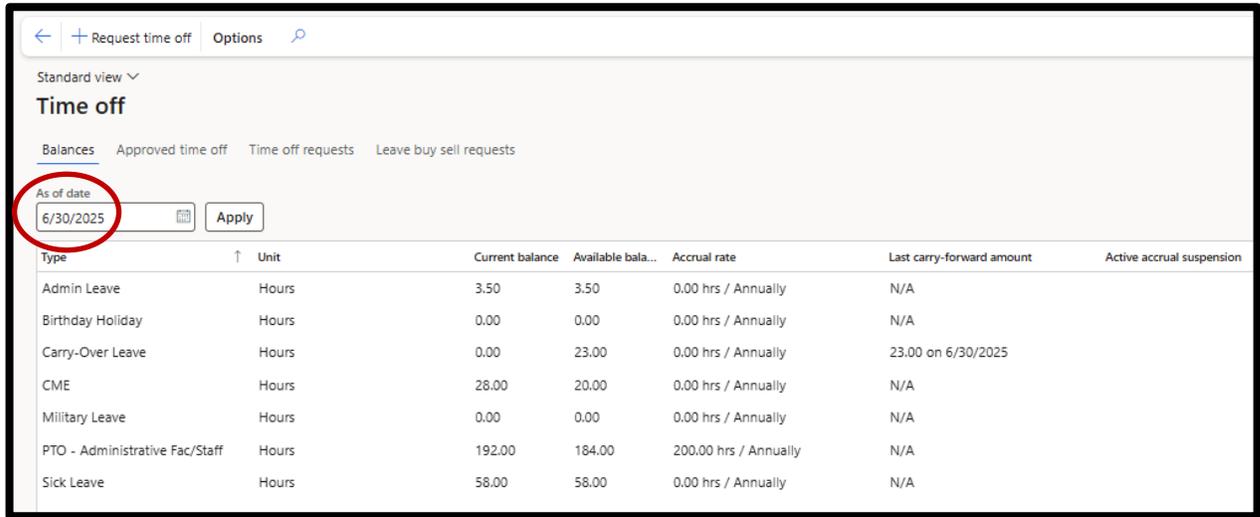
Category	Balance	Unit
Admin Leave	3.50	Hours
CME	28.00	Hours
Birthday Holiday	0.00	Hours

At the bottom of the 'Time Off Balances' section, there are two buttons: 'Request time off' and 'View time off' (circled in red). To the right of the table, there is a partial view of an 'Expenses' section with a '0' and a '+ New' button.

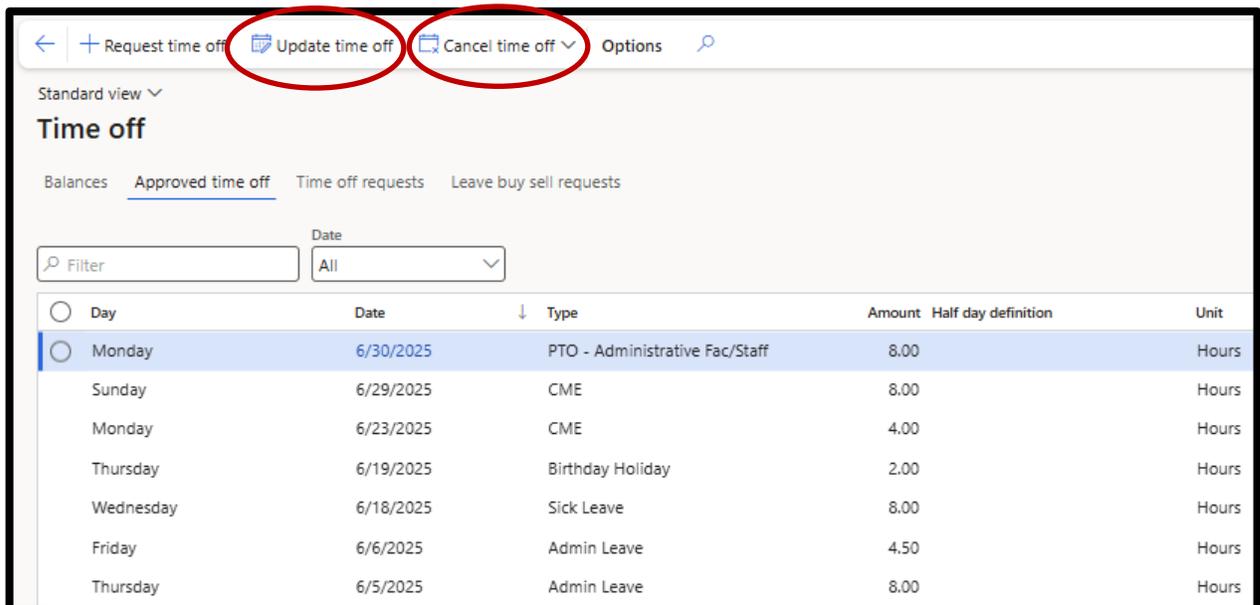
The new screen will have 4 tabs:



A. **Balances** – Shows your current/available leave balances based on the “As of Date”; be sure to put this date as 6/30/** to account for all leave requests in the fiscal year



B. **Approved time off** – Shows all approved leave requests. From this tab you can update and cancel requests. Adjusted or cancelled requests are sent to your supervisor for approval.



C. Time off requests – Shows all requests and their status.

Status:

- **In review** – submitted but not yet approved/denied
- **Draft** – created, but not yet submitted
- **Completed** – submitted and approved
- **Denied** – submitted and denied

Standard view

Time off

Balances Approved time off **Time off requests** Leave buy sell requests

Filter Status: All Cancel

Submission date	Status	Leave type	Start date	End date	Total amount	Unit
6/24/2025	In review	Admin Leave	4/17/2025	4/17/2025	0.00	Hours
6/24/2025	In review	CME	4/12/2025	4/12/2025	4.00	Hours
6/24/2025	In review	Admin Leave	3/31/2025	3/31/2025	2.00	Hours
Unsubmitted	Draft	PTO - Administrative Fac/Staff	8/7/2025	8/7/2025	8.00	Hours
6/19/2025	Completed	CME	6/29/2025	6/29/2025	8.00	Hours
6/19/2025	Completed	PTO - Administrative Fac/Staff	6/30/2025	6/30/2025	8.00	Hours
6/16/2025	Completed	CME	4/26/2025	4/26/2025	0.00	Hours
6/4/2025	Completed	Admin Leave	6/6/2025	6/6/2025	4.50	Hours
6/4/2025	Completed	Admin Leave	6/5/2025	6/5/2025	8.00	Hours
5/28/2025	Completed	Birthday Holiday	6/19/2025	6/19/2025	2.00	Hours
5/28/2025	Completed	CME	6/23/2025	6/23/2025	4.00	Hours
5/28/2025	Completed	Sick Leave	6/18/2025	6/18/2025	8.00	Hours
5/28/2025	Completed	Sick Leave	6/4/2025	6/4/2025	6.00	Hours
5/28/2025	Completed	Admin Leave	5/30/2025	5/30/2025	3.00	Hours
5/28/2025	Completed	PTO - Administrative Fac/Staff	5/28/2025	5/28/2025	8.00	Hours
5/20/2025	Denied	Admin Leave, CME	5/20/2025	5/20/2025	5.00	Hours

D. Leave buy sell requests – This tab is not active and will be blank

Additional Employee Information

The screenshot displays the 'My Information' tab for an employee named FinTest FinTest (ID: S99999). The interface includes several sections:

- My Information:** Includes 'Work Items assigned to me' (0) and 'Team absence calendar'.
- My career information:** Contains 'Time Off Balances' (Admin Leave: 12.50, CME: 32.00, Birthday Holiday: 0.00), 'Expenses' (Unattached expenses: 0, Unattached receipts: 0), 'Tasks' (0 Overdue tasks, 0 Tasks due today), 'Certificates' (2 Employment Contracts), 'Compensation' (Show button), 'Attachments' (5 documents), and 'Pay Statements' (No pay statement on record).
- My payroll information:** Shows 'Payroll Payments' (3) and 'W2 Forms' (0).
- Additional information:** Includes 'EXPENSES' (Cash advances, Expense entry delegates), 'PERFORMANCE' (Performance journal), and 'ORGANIZATION' (Signing limits).

Red arrows point from labels A through E to specific features: A points to Attachments, B1 and B2 point to Pay Statements, C points to Compensation, D points to Certificates, and E points to the Performance Journal.

From the My Information tab an employee can:

- A. **Attachments** – View documents, such as tax forms, that the HR Office has made available
- B. **Pay Statements** – View a summary of the most recent payroll or access pay statements
 - B1 – pay statements before 09/01/2024
 - B2 – pay statements after 09/01/2024
- C. **Compensation** – View their current compensation
- D. **Certificates** – View current/past contracts
- E. **Performance Journal** – Gain access to and view past FAR/SAR performance evaluations

Attachments

By clicking on the blue number, or Manage attachments, an employee can access documents that the HR Office has uploaded for them. These documents can be downloaded.

1. Click on the blue number or Manage Attachment
 - This will bring you to a new screen
2. Select the document you wish to view from the document listing

The screenshot shows a web application interface for managing attachments. The main content area displays a list of documents for the employee 'FinTest FinTest, S99999'. The list includes 'W-2 tax form - 2021', 'W-2 tax form - 2022', 'W-2 tax form - 2023', 'Pay statements report (08.16...)', 'Pay statements report (09.01...)', 'Tester, VCTest2; SAR 2023', and 'Tester, ACTest2; SAR 2023'. The 'Tester, ACTest2; SAR 2023' document is highlighted. To the right, a preview of the document is shown, featuring a 'VOCES' logo and a form with sections for 'Employee Name', 'Date', 'List Top 5 Goals Set Prior Year In Meeting with Supervisor', 'Activities/Achievements', 'Major Work Accomplishments in Prior Year', and 'Additional College Service'. The interface includes a top navigation bar with buttons for 'Edit', 'New', 'Delete', 'Open', 'Settings', 'References', 'Created by', and 'Deleted attach'. A search bar is also present. Three callout boxes provide instructions: 'Document Listing' points to the document list; 'Click the back button to return to Employee Self Service' points to the back arrow icon; and 'Click Open to download the document' points to the 'Open' button.

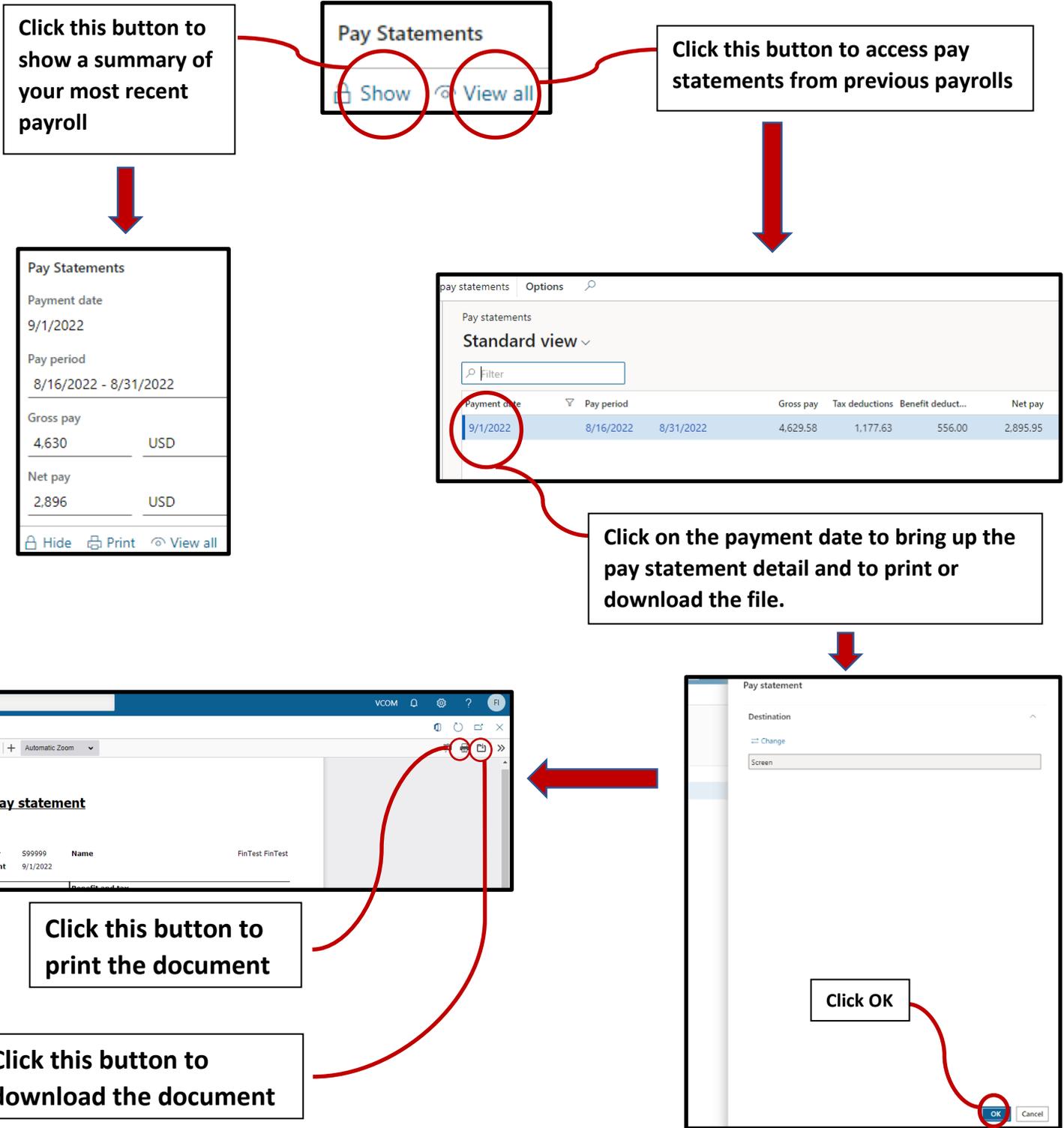
Document Listing

Click the back button to return to Employee Self Service

Click Open to download the document

Pay Statements (before 09/01/2024)

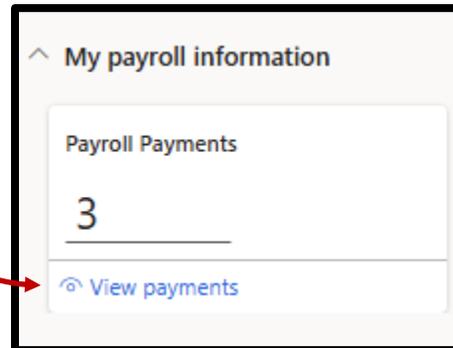
The Pay Statements box gives employees access to their pay statements for payrolls that are dated before 09/01/2024.



Pay Statements (after 09/01/2024)

The Payroll Payments box gives employees access to their pay statements for payrolls that are dated after 09/01/2024.

1. Click View payments



2. Select the payment you wish to view. Only 1 can be selected at a time.

3. Click Payment Details.

Payroll payments for FinTest FinTest

Payment details

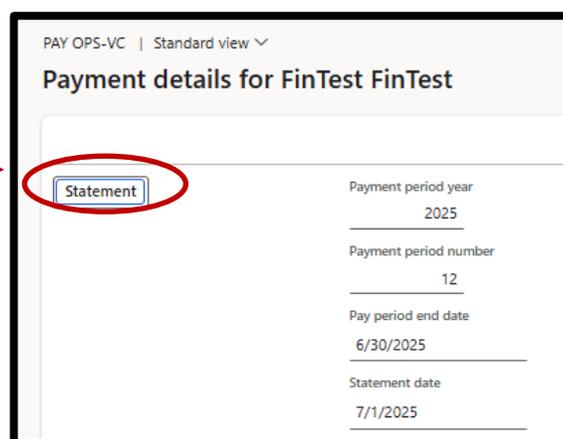
Pay Period	End date	Payment method	Payment date
<input checked="" type="radio"/> 2025-12	6/30/2025	Check	7/1/2025
<input type="radio"/> 2025-05	3/15/2025	Check	3/14/2025
<input type="radio"/> 2025-03	2/15/2025	Check	2/14/2025

4. A new screen will open that shows a statement summary.

5. Click Statement
A new screen will open.

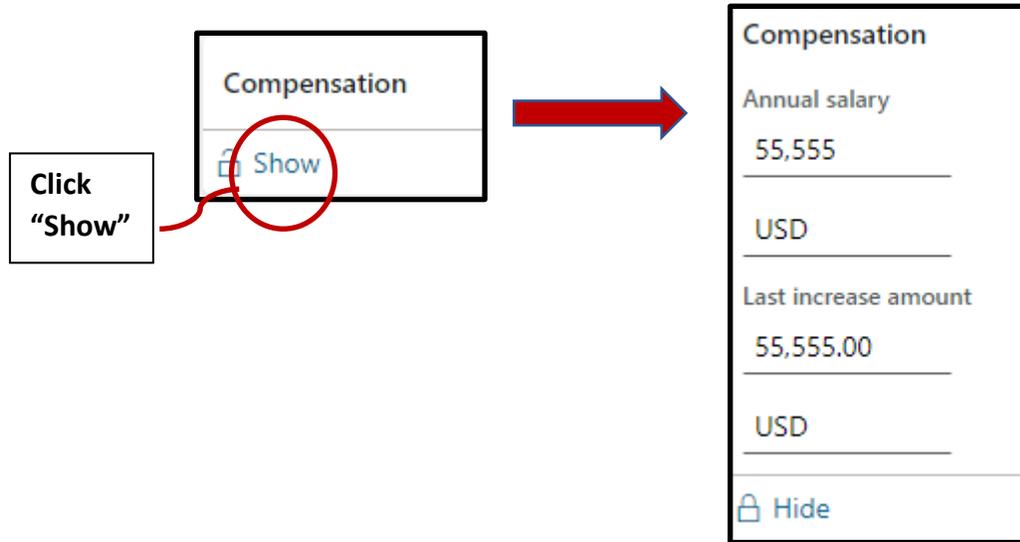
6. Click OK
This will open the pay statement on your screen

7. The Pay Statement can be printed or downloaded by clicking on the icon in the upper left corner



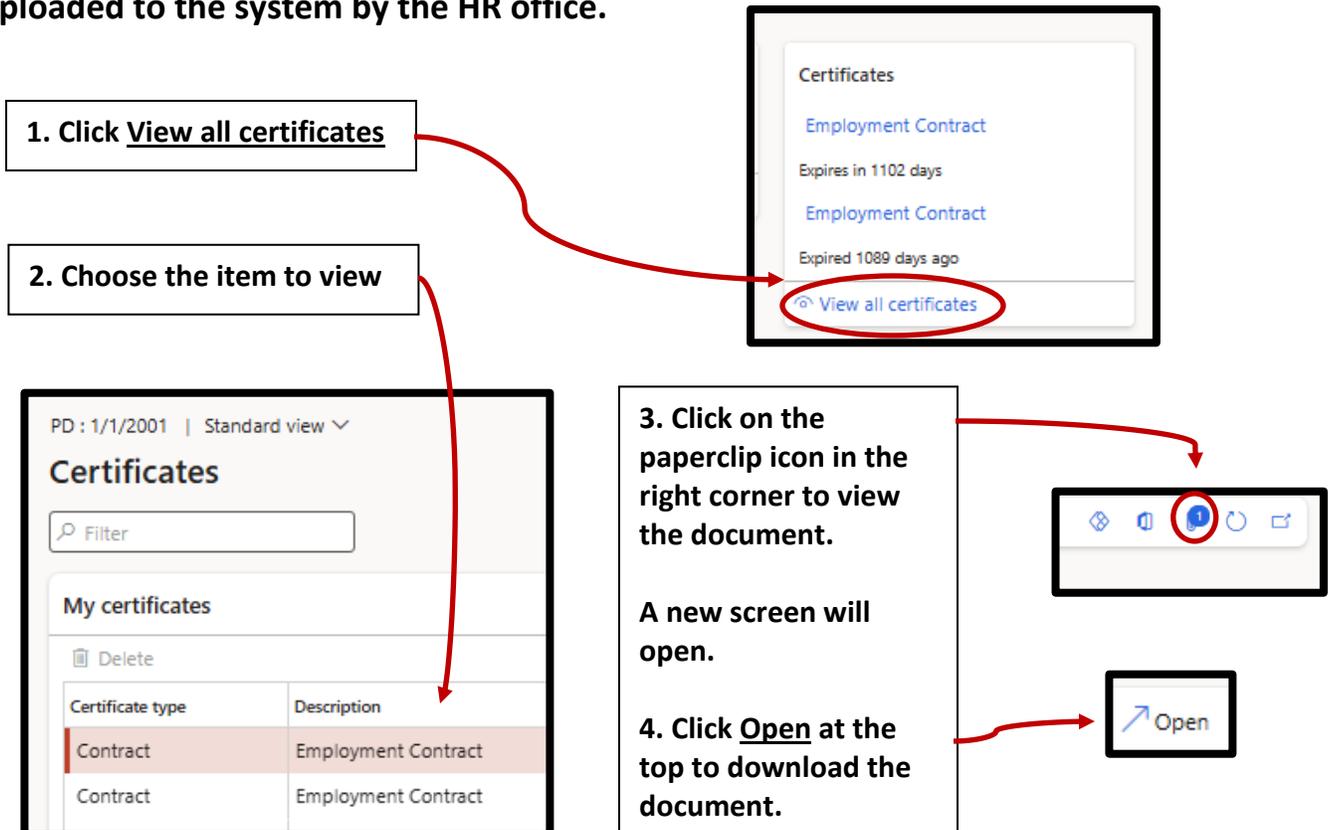
Compensation

The Compensation box will show an employee's current salary and their most recent increase. Employees are only able to see their salary – they do not have access to the salary of those that report to them or any other team member.



Contracts

The Certificates box will allow an employee to view their contracts that have been uploaded to the system by the HR office.

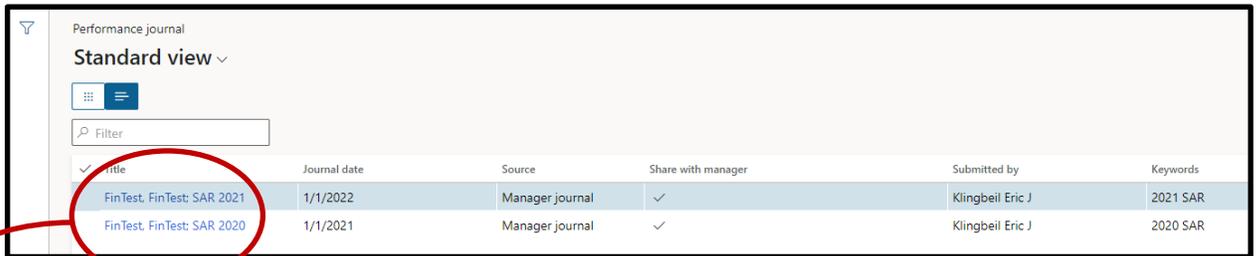


Evaluation Documents

The Performance Journal link will allow an employee to see their past FAR/SAR performance evaluations. These evaluations can also be seen by your direct supervisor.

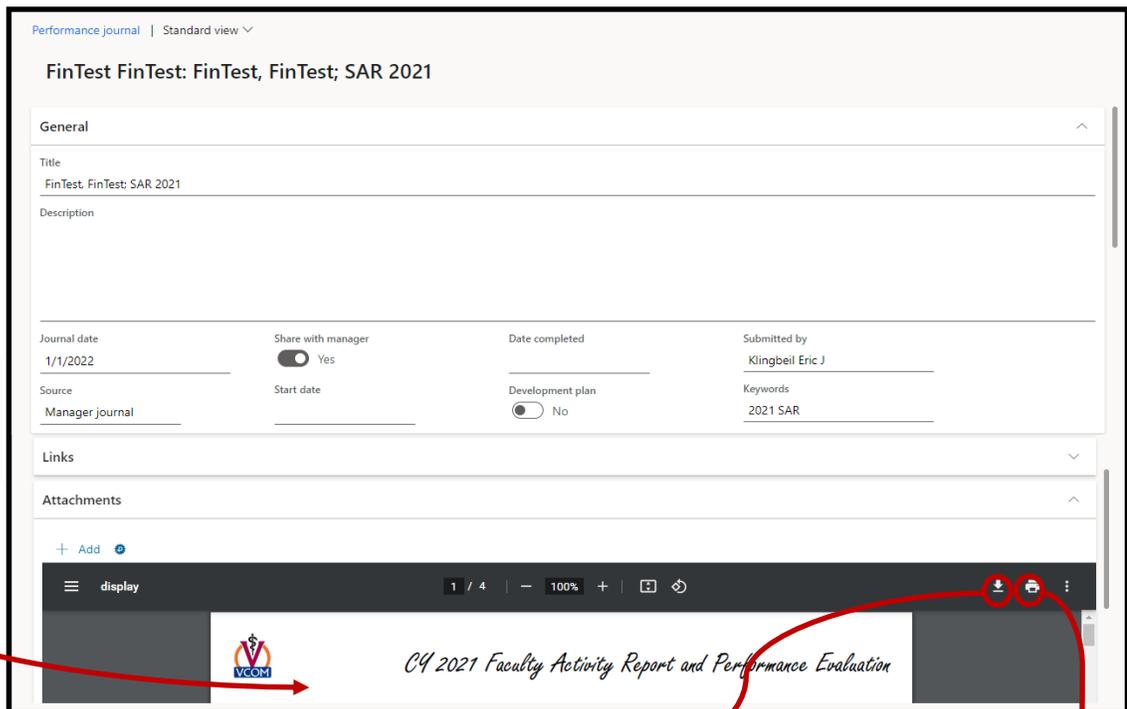


Click "Performance Journal"



Title	Journal date	Source	Share with manager	Submitted by	Keywords
FinTest, FinTest; SAR 2021	1/1/2022	Manager journal	✓	Klingbeil Eric J	2021 SAR
FinTest, FinTest; SAR 2020	1/1/2021	Manager journal	✓	Klingbeil Eric J	2020 SAR

Click on the Performance Journal you wish to view



Your evaluation can be viewed here

Click this button to download the document

Click this button to print the document

Approving Leave Requests

1. Click to view all work items assigned to you (including leave requests needing approval)

FinTest FinTest S99999
Test (do not use) • VC: BUS: Business Office • Employee
Edward Via College of Osteopathic Medicine
[Edit personal details](#)

My information My team Leave management

Summary

4 Work items assigned to me

Team absence calendar

2. Click on the request (in blue) to see the details.

Work Items assigned to me | TestVA2 TestVA2 : 6/24/2025

Standard view

Filter

ID	Subject	Document type	Due date time
Worker: TestVA2 TestVA2, 6/24/...	Leave Approval Request	Leave request	7/2/2025 3:40:00 PM
Worker: TestSC1 TestSC1, 6/24/2...	Leave Approval Request	Leave request	7/2/2025 3:39:00 PM
Worker: TestSC1 TestSC1, 6/24/2...	Leave Approval Request	Leave request	7/2/2025 3:39:00 PM
Worker: TestAC1 Test AC1, 6/24/...	Leave Approval Request	Leave request	7/2/2025 3:38:00 PM

3. Click **Approve** or choose another option from the drop-down arrow.

A new screen will open that will allow you to enter a comment.

Click/confirm Approve/Deny.

TestVA2 TestVA2 : Birthday Holiday : 6/24/2025 - 6/24/2025

Approve

Details

Requested dates

Leave type	Date	Unit	Amount
Birthday Holiday	6/24/2025	Hours	8.00

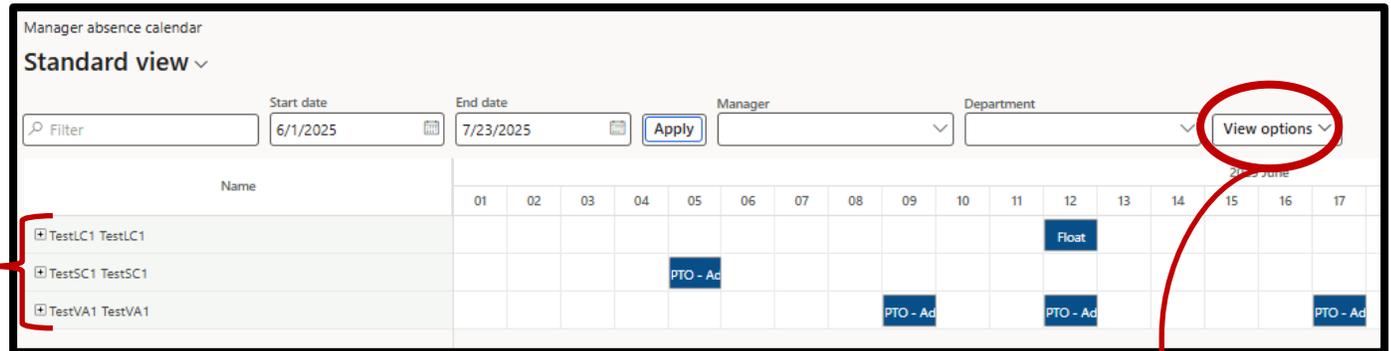
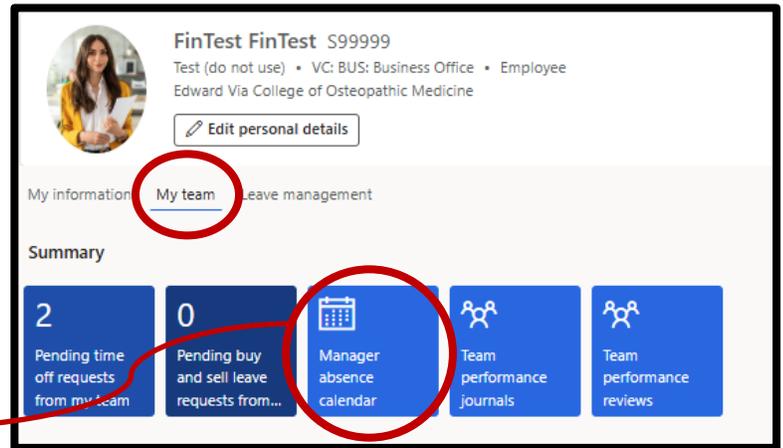
Manager Absence Calendar

The Manager Absence Calendar can show you the leave requests for those within your hierarchy.

To access the Manager Absence Calendar:

1. Click on the My team tab

2. Click on Manager Absence Calendar
This will open a new screen.



Clicking the [+] next to the employee's name will bring up additional details

This drop-down box will allow you to:

- View all team members by turning on the toggle: Without requests
- View team member birthdays by turning on the toggle: With birthdays
The birthdays will show as flags in the calendar
- View all team members within hierarchy by turning on the toggle: Extended reports

Team Evaluation Documents

The Team Performance Journal link will allow a supervisor to see the past FAR/SAR performance evaluations for their direct reports.

Click **Team Performance Journals**
This will open a new screen.

FinTest FinTest S99999
Test (do not use) • VC: BUS: Business Office • Employee
Edward Via College of Osteopathic Medicine
Edit personal details

My information My team Leave management

Summary

- 2 Pending time off requests from my team
- 0 Pending buy and sell leave requests from...
- Manager absence calendar
- Team performance journals**
- Team performance reviews

Click on the
Performance
Journal you
wish to view

Performance journal
Standard view

Filter

Person	Title	Journal date	Source	Share with employee
ACTest1 Tester	Tester, ACTest1: SAR 2021	1/1/2022	Manager journal	✓
ACTest1 Tester	Tester, ACTest1: SAR 2020	1/1/2021	Manager journal	✓
ACTest2 Tester	Tester, ACTest2: SAR 2021	1/1/2022	Manager journal	✓
CCTest Tester	Tester, CCTest: SAR 2021	1/1/2022	Manager journal	✓
CCTest2 Tester	Tester, CCTest2: SAR 2021	1/1/2022	Manager journal	✓
CCTest2 Tester	Tester, CCTest2: SAR 2020	1/1/2021	Manager journal	✓

The Evaluation can
be viewed here

Performance journal | Standard view

ACTest1 Tester: Tester, ACTest1; SAR 2021

General

Title: Tester, ACTest1: SAR 2021 Person: ACTest1 Tester

Description:

Journal date: 1/1/2022 Share with employee: Yes Date completed: Submitted by: Kingbeil Eric J

Source: Manager journal Start date: Development plan: No Keywords: 2021 SAR

Links

Attachments

+ Add

04 2021 Faculty Activity Report and Performance Evaluation
Faculty Member Name

Click this button and choose **open** to
download the document

My Team Information

The employee information section will allow supervisors to view basic information about their direct reports and team members.

Employee cards for ACTest1 Tester, ACTest2 Tester, and CCTest Tester. The 'Details' button on the first card is circled in red.

Click on Details and then Certificates to view the employee's contract.

000016199 : ACTEST1 TESTER | Standard view

Certificates

Filter

My certificates

Certificate type	Description	Start date	End date	Notes
Contract	Employment Contract	7/1/2018	6/30/2021	
PD 1	Position Description	7/1/2020		

2

1. Choose the document that you wish to view
2. Click on the paperclip in the upper right-hand corner. The paperclip should have a "1" within the blue circle. If it is showing a "0" that means that a document has not been uploaded to the system. A new screen will be opened.

The document can be viewed here

Click  to download the document

Attachments for Certificate competency - Certificate type: Contract, 7/1/2023

Tester, ACTest1; SAR 2023

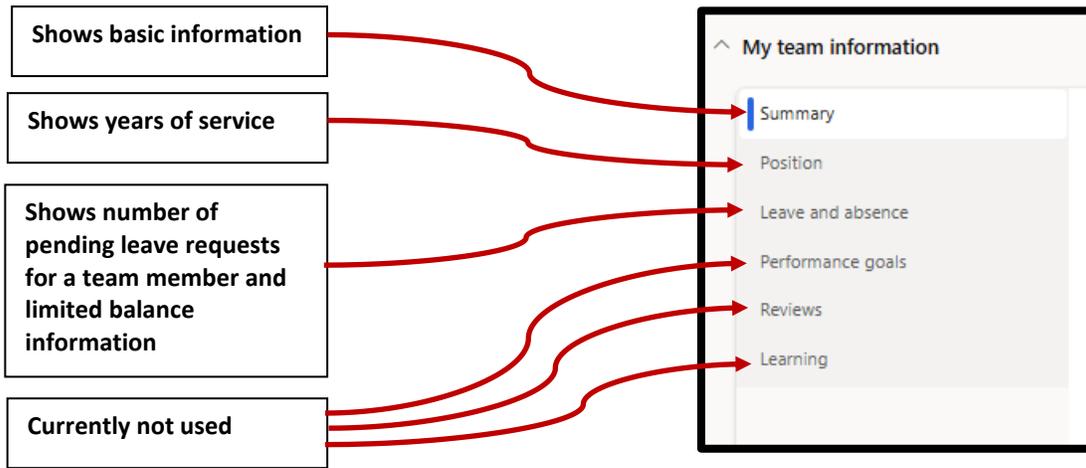
File: Certificate competency

Open

DESCRIPTION: Tester, ACTest1; SAR 2023

FILE INFORMATION: File name: Tester, ACTest1; SAR 2023; File type: docx; Original file name: Tester, ACTest1; SAR 2023.docx

Preview: 



View Team Hierarchy

Clicking "View Team" will allow a supervisor to view the direct reports of an employee that reports to them.

You can continue to drill down by clicking "View Team"

By clicking "Details" and "Certificates" you can view the employee's contract.

