Getting Started with breatheHR Line Managers

Understanding Line Manager Access in breathe

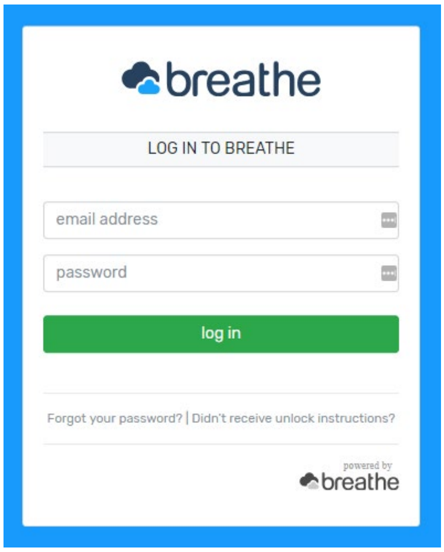
1. Logging In

Use the web address from the welcome email.

Enter your email address and password then click the sign in button.

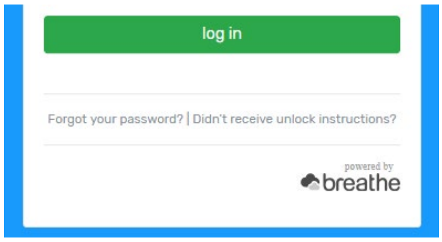
You could think about bookmarking the login page so it's easy to find next time.

Note: breatheHR works with all the main browsers, so feel free to use your favourite.



2. Forgotten Your Password?

Don't worry! Follow the 'Forgot your password?' link and we'll email you instructions to reset your password.

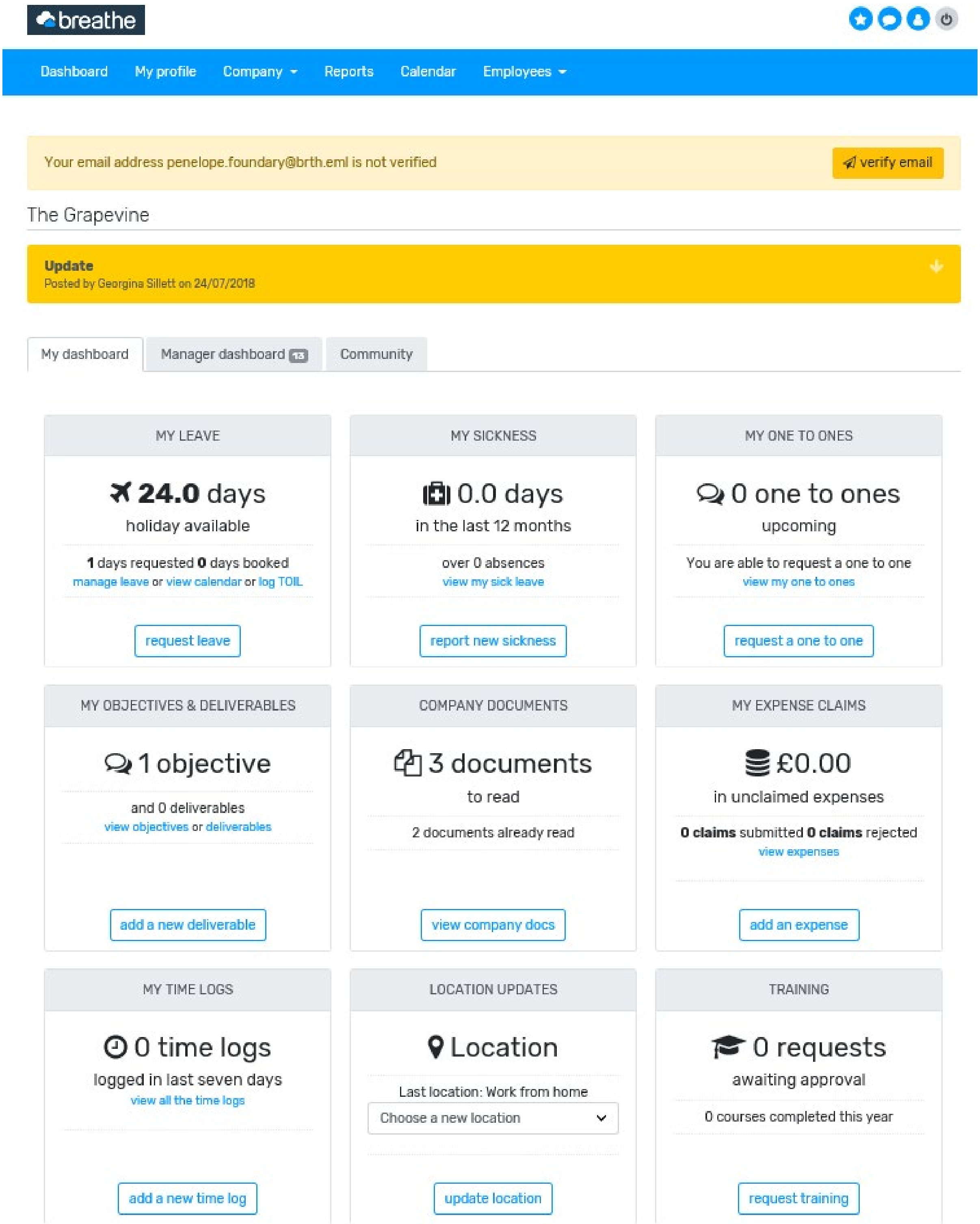


3. Dashboard

The dashboard is where it all starts. As a line manager this is split into three sections. The first section 'My Dashbord' is all about you. You can see company announcements, book a holiday, manage your sickness, get your company documents, praise your colleagues for doing a great job and much more!

The second section 'Manager Dashboard' (which we'll look at later) is where you see all your tasks that you need to either approve or monitor, e.g. approving leave/expenses or monitoring your employee's sickness.

The third section is the 'Community Tab', this is where you can view company Kudos and view and add any company suggestions.



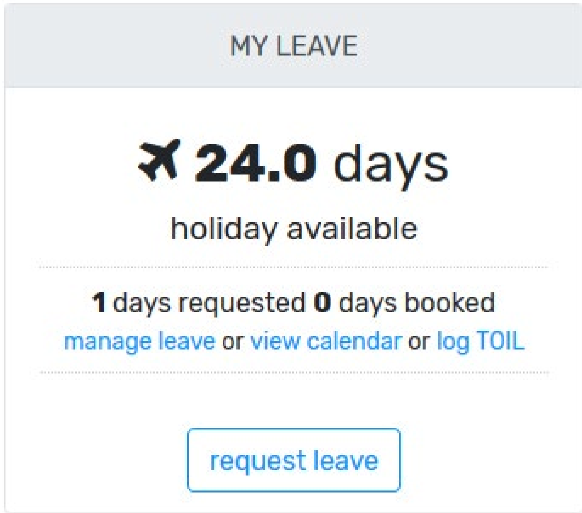
4. How to Use the System for Self Service

My Leave

Take the guesswork out of holiday booking.

From the dashboard take a look at the 'My Leave' section where you'll see how much holiday you have and can make a new leave request.

Clicking 'request leave' is the quickest way or you could view leave calendar to see who else is on holiday. When you request a holiday your line manager or holiday approver will get an email asking them to sign into breatheHR. When your holiday has been approved (or not) you'll get an email.

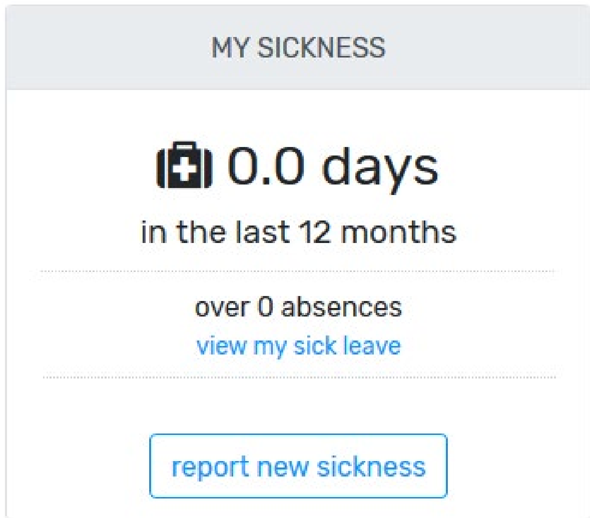


My Sickness

Your sickness record in one place.

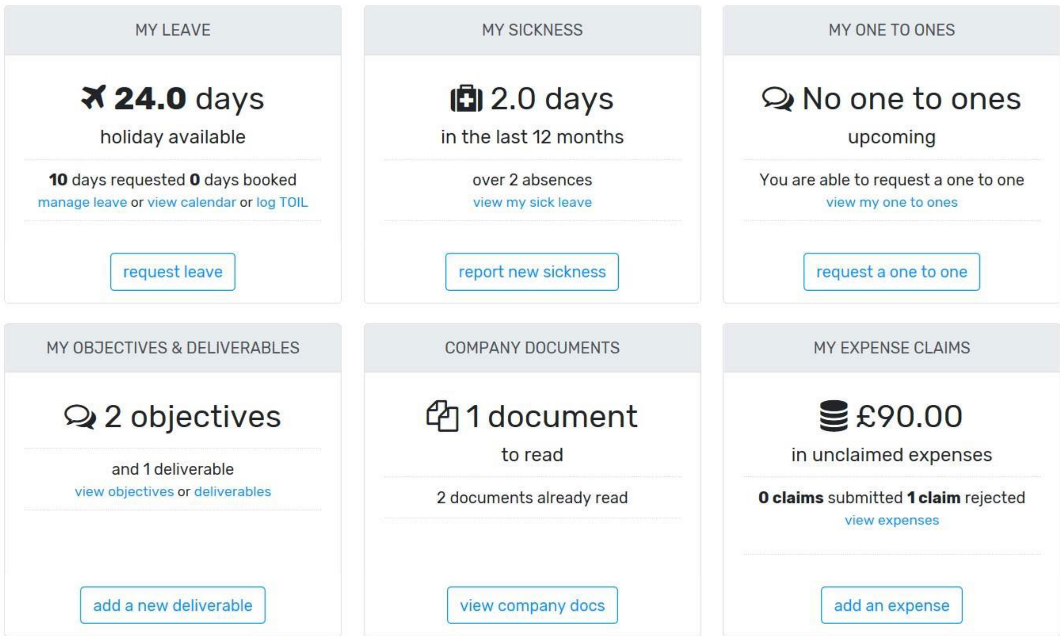
Report a new sickness or upload a fit note straight from the dashboard.

Note: If the 'report new sickness' button isn't showing it;s because the functionality has been switched off by your HR user, so you'll need to phone in sick.



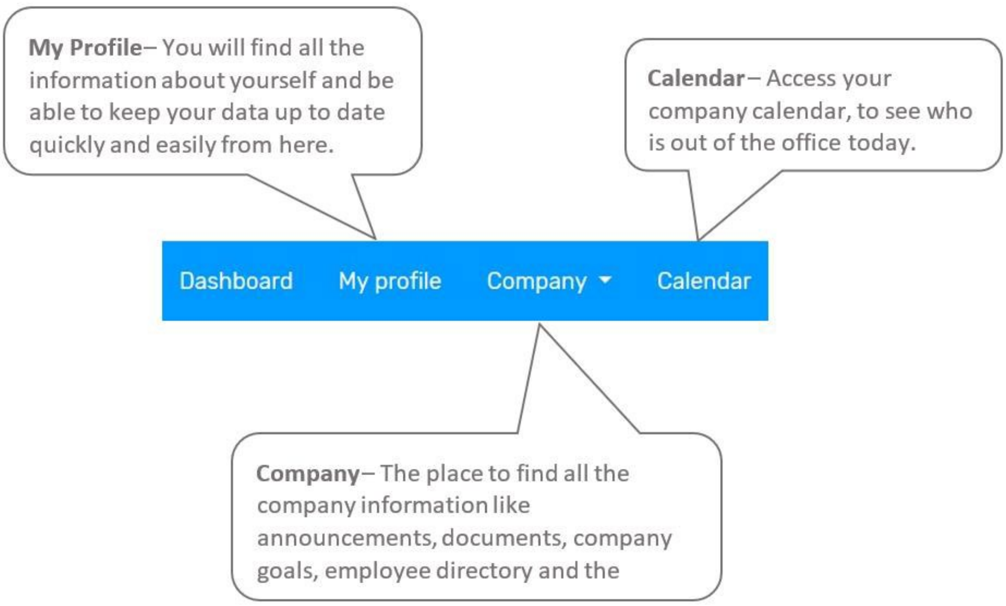
My Dashboard

From My Dashboard you can also view any objectives that have been set for you, see all your companies' policies and procedures from the company documents, and if your company has enabled expenses and time logs you can manage them from here.



The Toolbar

Use the toolbar to find your data



5. How to Use the System to Manage Your Employees

From the Manager dashboard you will be able to see any tasks that you need to either review or approve.

It is very simple, all your need to do is click the arrow icon to the right hand side of the record.

You will then be redirected to the appropriate page, so that you can approve the request to update the record.

On the left you can see anything that's coming up for the employees you're responsible for.

You will also be able to see all the employees you manage from the 'Employees' tab. From here you can access employees profiles and help manage their employee data

Providing that you've been set up with relavent permission, you will be able to run reports from the 'Reports' tab on areas that you help to manage.