

Manager Self Service

The tiles in Manager Self Service in the Fluid User Interface have been set as favorites, and typical supervisory tasks that can be accomplished from this area are as follows:

To View a List of Direct Reports:

Manager Self Service > My Team



Supervisors are encouraged to review their list of direct reports to ensure they are accurate:

- Is everyone listed still currently working for you? Full time employees who are not terminated promptly in the system could be overpaid.
- If an employee/student employee/contractor is no longer working for you, please initiate the termination process in the system.
- Should you believe someone is reporting to you in error, reach out to employment@fscj.edu for assistance. For student workers, contact Amy Bednar at ext. 2787 to ensure the student is not working in a different department prior to terminating them in the system.

To Approve Leave Requests:

Manager Self Service > Approvals > Absence Requests



To Approve Time Sheets:

Manager Self Service > Time Management > View Time > Payable Time Detail



To View Direct Reports' Absence Balances:

Manager Self Service > Time Management > Absence Balances

Or

Manager Self Service > My Team > Leave Balances

To View Direct Reports' Absence Requests History:

Manager Self Service > Time Management > Absence Request History