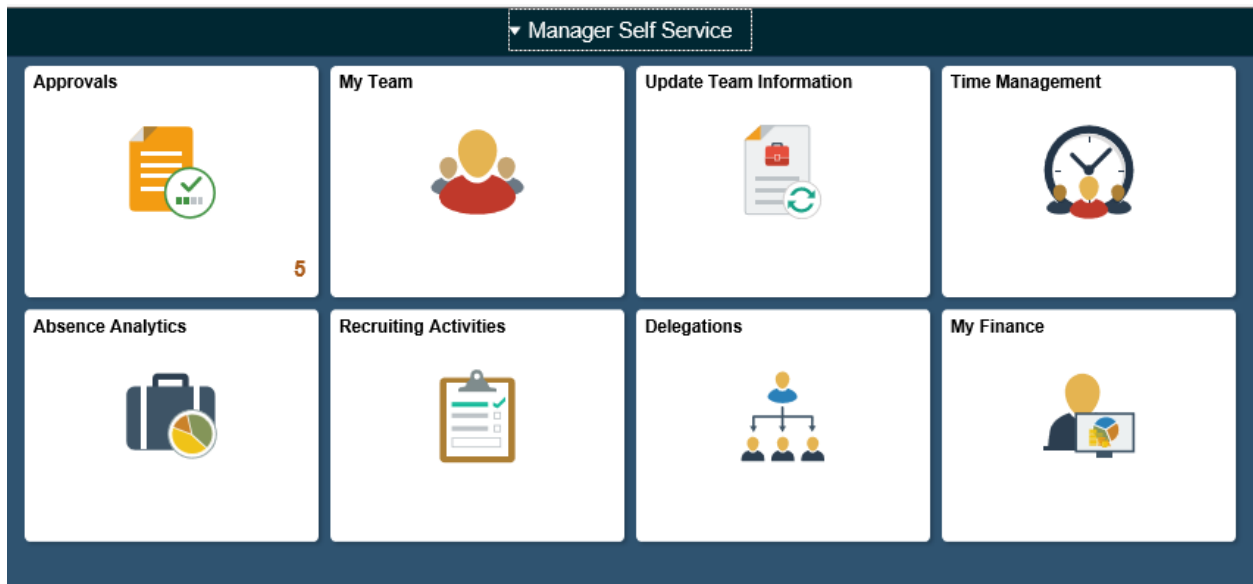


Your Manager Self Service Tiles



Time Management Tile

This tile allows you to view and submit absence requests for your employees. You can also view your employees' leave balances, enter a timesheet to report their time, and manage their work schedules.



Assign Work Schedule

Navigation: Manager Self Service > Time Management > Assign Work Schedule

Supervisors can assign employee work schedules as needed. Work schedules MUST start on a Sunday (except for new hires).

Prior to SAVING, click “Show Schedule” to make sure the hours assigned to each day are correct; do not rely on the description.

The screenshot shows the 'Assign Work Schedule' page within the 'Time Management' section of the 'Manager Self Service' application. The left sidebar contains navigation options: 'Manage Schedules', 'Assign Work Schedule' (highlighted), 'Report Time', and 'View Time'. The main content area is titled 'Assign Work Schedule' and includes a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with several search fields: 'Empl ID' (begins with), 'Empl Record' (=), 'Name' (begins with), 'Last Name' (begins with), 'Business Unit' (begins with), 'Department' (begins with), and 'Organizational Relationship' (=). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

Submitting Absence Requests

Navigation: Manager Self Service > Time Management > Report Time > Absence Request

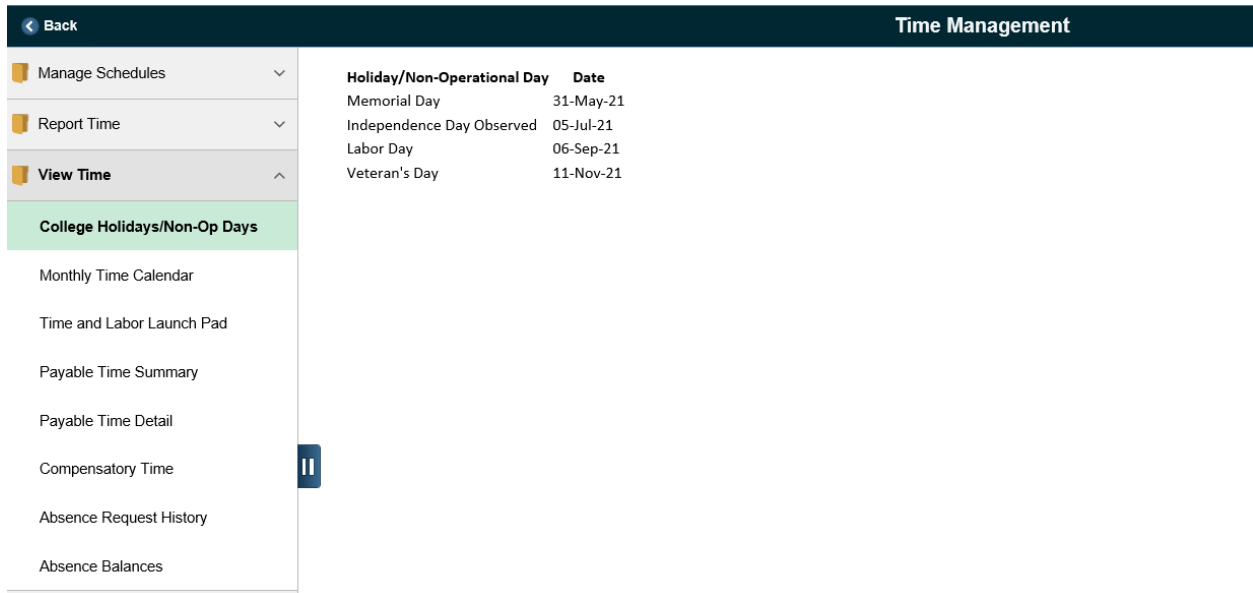
Supervisors may submit leave on behalf of their employee. When supervisors enter leave for an employee, it is automatically approved in the system.

The screenshot shows the 'Absence Request' page within the 'Time Management' section of the 'Manager Self Service' application. The left sidebar contains navigation options: 'Manage Schedules', 'Report Time', 'Timesheet', 'Absence Request' (highlighted), and 'View Time'. The main content area is titled 'Absence Request' and includes a 'Search Options' section. This section has a search box labeled 'Search your Employees' with the placeholder text 'Enter Name, Title or Email'. Below the search box is an 'As Of' date field set to '04/01/2021' and a 'Search' button. At the bottom left, there is a 'Select Employee' link, and at the bottom right, it says '6 rows'.

View Time

Navigation: Manager Self Service > Time Management > View Time

Supervisors can view the College Holidays/Non-Operational Days. They also have access to view their employees' Monthly Time Calendar, Time and Labor Launch Pad, Payable Time Summary, Payable Time Detail, Compensatory Time, Absence Request History, and Absence Balances.

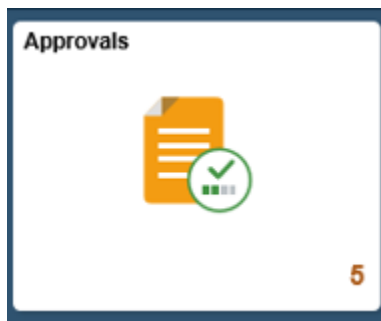


The screenshot shows the 'Time Management' interface. On the left is a sidebar menu with the following items: Manage Schedules, Report Time, View Time (highlighted), College Holidays/Non-Op Days (expanded), Monthly Time Calendar, Time and Labor Launch Pad, Payable Time Summary, Payable Time Detail, Compensatory Time, Absence Request History, and Absence Balances. On the right is a table of holidays.

Holiday/Non-Operational Day	Date
Memorial Day	31-May-21
Independence Day Observed	05-Jul-21
Labor Day	06-Sep-21
Veteran's Day	11-Nov-21

Approvals Tile

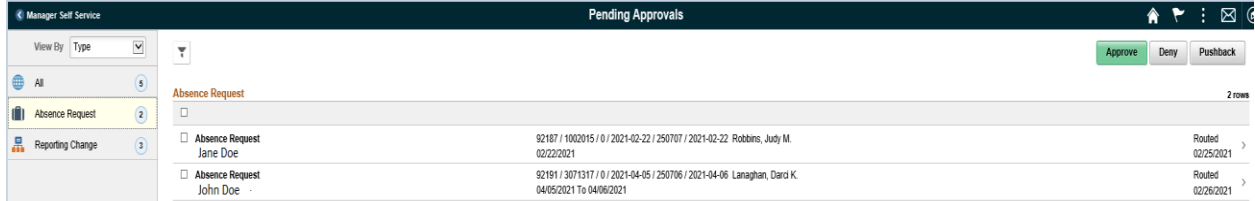
This tile provides access to items that require your approval, such as absence requests, timesheets or delegations. You will notice that there is a number in the lower right-hand corner of the Approvals tile which indicates the number of approvals requiring your attention.



Approving Absence Requests

Navigation: Manager Self Service > Approvals > Absence Request

Supervisors must approve all leave requests by the Payroll deadline for it to process in time. Failure to approve leave by the deadline results in inaccurate leave balances for employees and over- or under-pay situations in the current pay period.



The screenshot shows the 'Pending Approvals' page in Manager Self Service. The left sidebar has 'Reporting Change' selected. The main area displays two rows of absence requests:

Absence Request				
<input type="checkbox"/>	Absence Request Jane Doe	92187 / 1002015 / 0 / 2021-02-22 / 250707 / 2021-02-22	Robbins, Judy M.	Routed 02/25/2021
<input type="checkbox"/>	Absence Request John Doe	92191 / 3071317 / 0 / 2021-04-05 / 250706 / 2021-04-06	Lanaghan, Darr K.	Routed 02/26/2021

Approve Reporting Change/View Reporting Changes Status

Navigation: Manager Self Service > Approvals > Reporting Changes

Here supervisors can submit a reporting change as well as view the statuses of reporting changes.

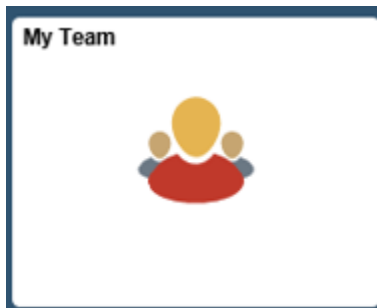


The screenshot shows the 'Pending Approvals' page with 'Reporting Change' selected in the sidebar. The main area displays two rows of reporting changes:

Reporting Change				
<input type="checkbox"/>	Reporting Change Jane Doe	92187 / 1002015 / 0 / 2021-02-22 / 250707 / 2021-02-22	Robbins, Judy M.	Routed 02/25/2021
<input type="checkbox"/>	Reporting Change John Doe	92191 / 3071317 / 0 / 2021-04-05 / 250706 / 2021-04-06	Lanaghan, Darr K.	Routed 02/26/2021

My Team Tile

This tile allows you to view summary information for your direct and indirect reports. The information provided in this tile includes job data, contact info, leave balances, and compensation data.



View Employee Personal Info

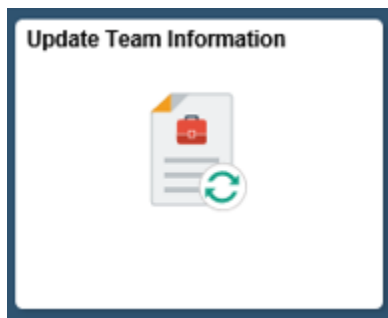
Navigation: Manager Self Service > My Team

View all data on an employee (Job/Position, Direct Reports, Department/Location, Email/Phone, Compensation, Leave Balances, etc.)



Update Team Information Tile

This tile allows you to request a reporting change or terminate your direct reports. The information provided in this tile includes employee name, title, employee ID, direct reports total, status, and employee type.



Request Reporting Change

Navigation: Manager Self Service > Update Team Information > Reporting Change

Supervisors can choose any of their employees to submit reporting changes.

Name / Title / ID - Record	Directs / Total	Status / Type
Jane Doe Dir HR Information 1028293 - 0	3/3	Active Employee
John Doe Administration Support Mgr 1008578 - 0	1/1	Active Employee

Terminating Employee

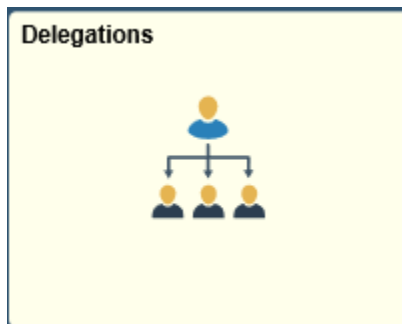
Navigation: Manager Self Service > Update Team Information > Terminate Employee

Supervisors can choose any of their employees to submit termination requests.

Name / Title / ID - Record	Directs / Total	Status / Type
Jane Doe Dir HR Information 1028293 - 0	3/3	Active Employee
John Doe Administration Support Mgr 1008578 - 0	1/1	Active Employee

Delegations Tile

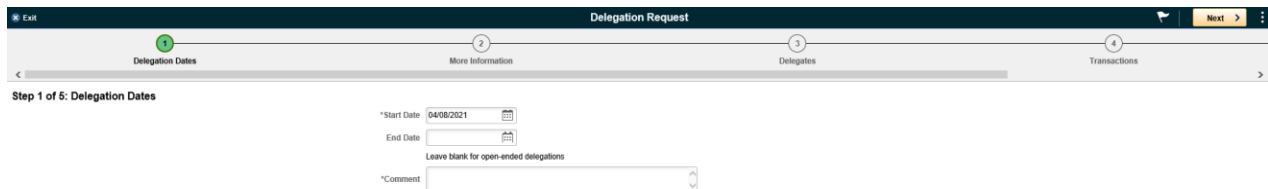
Delegations give the supervisor the ability to have someone else act on their behalf to initiate or approve various PeopleSoft transactions.



Delegation Request

Navigation: Manager Self Service > Delegations

Use the Delegation Request page to begin the creation of a delegation request by entering a start date, an end date, and a comment on the delegation. An end date must be entered, and delegations can only span a maximum of four weeks unless you are going on an approved extended leave.



The screenshot shows the 'Delegation Request' page with a progress bar at the top indicating four steps: 1. Delegation Dates (active), 2. More Information, 3. Delegates, and 4. Transactions. Below the progress bar, the form is titled 'Step 1 of 5: Delegation Dates'. It contains three input fields: 'Start Date' with the value '04/08/2021', 'End Date' with a placeholder 'Leave blank for open-ended delegations', and a 'Comment' field.

Recruiting Activities Tile

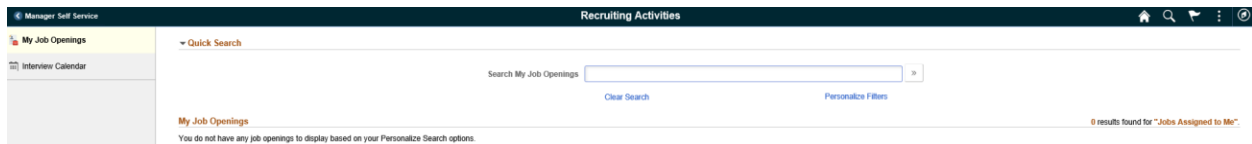
This tile allows supervisors to view current job openings and an interview calendar for scheduled applicants.



Recruiting Activities

Navigation: Manager Self Service > Recruiting Activities

Supervisors can select My Job Openings to view current job openings that are associated with the supervisor to review key information about each job opening. If you select the Interview Calendar, this will show scheduled applicant interviews.



The screenshot shows the 'Recruiting Activities' page. On the left, there is a navigation menu with 'My Job Openings' selected. The main content area has a search bar labeled 'Search My Job Openings' with a 'Clear Search' button and a 'Personalize Filters' button. Below the search bar, it displays '0 results found for "Jobs Assigned to Me"'. A message at the bottom states: 'You do not have any job openings to display based on your Personalize Search options.'