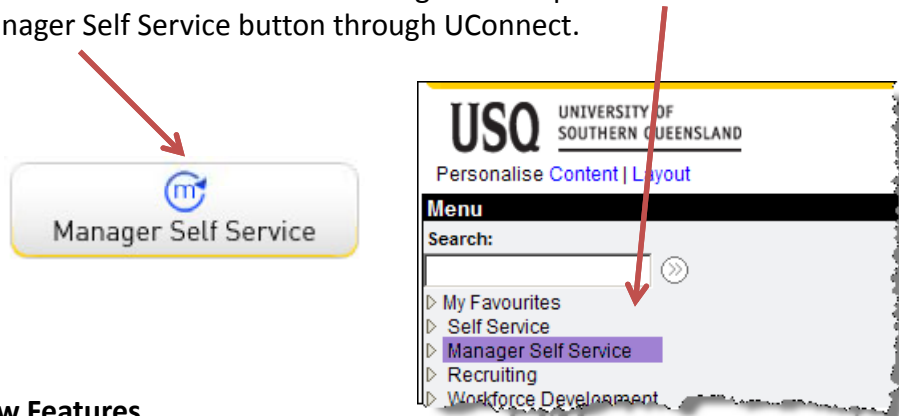


Manager Self Service (MSS)

Quick Reference Guide

New Look Manager Self Service

With the introduction of PeopleSoft V9.0, Managers will now be able to access more information regarding their team and perform additional tasks online. MSS can be accessed through the PeopleSoft Menu or via the Manager Self Service button through UConnect.



New Features

The Manager Self Service options in PeopleSoft V9.0 offers many new features that will allow supervisors to better manage their team. Some of the new features that supervisors can access regarding their team members include:

- Managing Absences
- Viewing Personal Information
- Requesting and/or Approving Reporting Changes and Transfers
- Viewing and updating of Qualifications, Licences, Certificates and Languages
- Viewing Compensation History (Pay Rate change information)
- Viewing Training Summaries

These new functions will empower supervisors to take control of many of their teams HR requirements as well as reducing the amount of time it takes to finalise some commonly used HR processes.

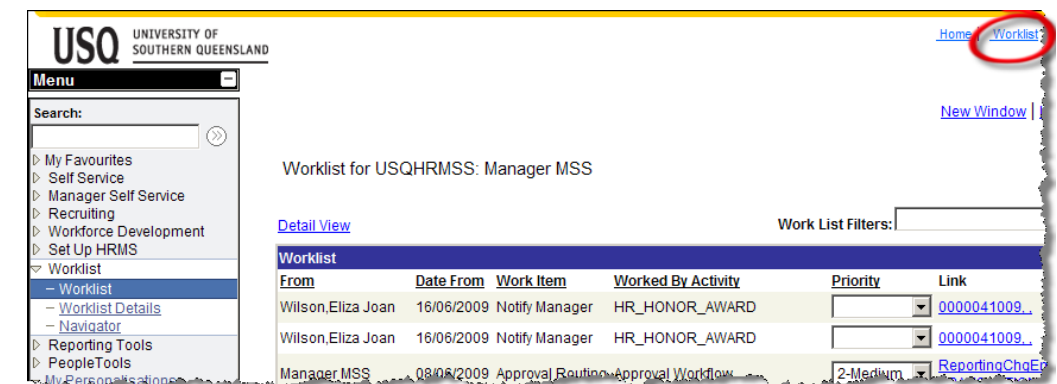
Workflow

Employees have the ability to administer a wide range of functions via their Self Service options available in PeopleSoft V9.0. In partnership with these new capabilities, Supervisors will now be able to view and approve many day to day HR activities.

Many requests entered by a team member will still require their supervisor's approval, the difference being that this will now be done electronically. Supervisors are notified of HR activities requiring action via an automated email and worklist item generated when the initial request is made.

Worklists

A Worklist is a listing of outstanding items that need your attention. They can vary from a request for leave from a team member to an approval request for a new reporting change transfer.



Your Worklist contains links that will take you directly to the item requiring your action. Once the item has been actioned, the item is removed from your main listing but can be accessed via the Worklist Filter.

Turn over to view the navigation of some common Manager Self Service options →

Manager Self Service (MSS)

Quick Reference Guide

How do I...	Navigation	Additional Notes
<i>Check what's in my Worklist?</i>	Worklist (Situated at top right corner of all PeopleSoft pages)	<ul style="list-style-type: none"> Contains listing of HR related activities requiring your action. Click on the link to go directly to the relevant pages.
<i>Approve or Deny Leave Requests made by my staff members?</i>	Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests Or Worklist	<ul style="list-style-type: none"> Each absence request will appear as a link in your Worklist. Supervisors can Approve, Deny or Push Back requests. Leave requiring supporting documentation includes: Compassionate Leave, Emergency Attendance Leave, Jury Duty, Military & Sporting Leave. Personal Leave (Sick & Carer's) requires a Doctor's Certificate after 3 days.
<i>View all the leave requests made by one of my staff members?</i>	Manager Self Service > Time Management > View Time > Absence Requests History	<ul style="list-style-type: none"> View all absence requests (Approved, Denied, Pushed Back and Submitted) made by team members.
<i>View the Leave Balances of my staff members?</i>	Manager Self Service > Time Management > View Time > Absence Balances	<ul style="list-style-type: none"> View Personal, Annual and Long Service Leave Balances of team members.
<i>View my staff members' Personal Information?</i>	Manager Self Service > Job and Personal Information > View Employee Personal Info	<ul style="list-style-type: none"> Information includes: Employee ID, First Start Date, Position Number, Addresses, Contact Details, Emergency contact information and various other links.
<i>View the change of pay rates of my staff members?</i>	Manager Self Service > Compensation and Stock > View Compensation History	<ul style="list-style-type: none"> Compensation History displays changes made to Pay Rates.
<i>View my staff members' Personal Profiles?</i>	Manager Self Service > Learning and Development > Team Personal Profiles	<ul style="list-style-type: none"> View Qualifications, Licences, Certificates or Language Skills of team members.
<i>Approve changes to the Personal Profiles of my staff members?</i>	Manager Self Service > Learning and Development > Approve Profiles Or Worklist	<ul style="list-style-type: none"> Approve changes to team member profiles. Supervisors must view supporting documentation before approving Qualifications, Licences and Certificates. Copy of supporting documentation must be forwarded to HR Language Skills do not require approval.
<i>View the Training Summary of my staff members?</i>	Manager Self Service > Learning and Development > Training Summary	<ul style="list-style-type: none"> Completed USQ training programs are automatically loaded into training summaries. Professional Training refers to training programs run external to USQ.