



## **Manager Self Service Job Aids**

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This document contains Job Aids for various actions in Manager Self Service. You may click on the sections below to jump to their location in the document.

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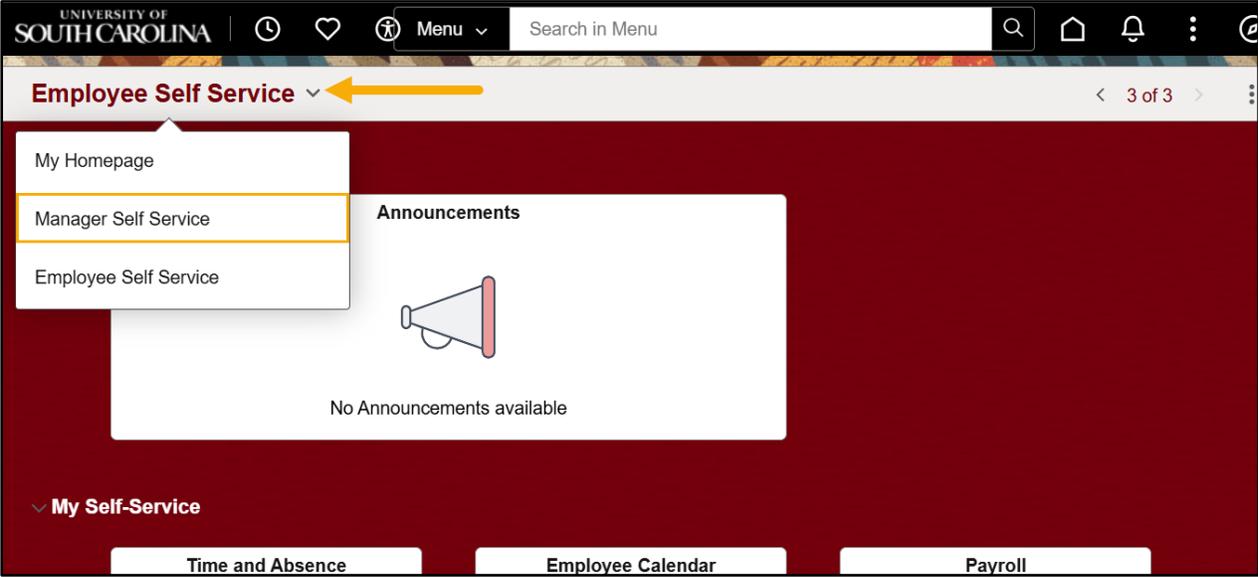
**To access Manager Self Service in HCM PeopleSoft, navigate to <https://hcm.ps.sc.edu>. Click the drop down menu from the **Employe Self Service** title, then select **Manager Self Service**.**

**NOTE:** PeopleSoft HCM utilizes multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout these job aids, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

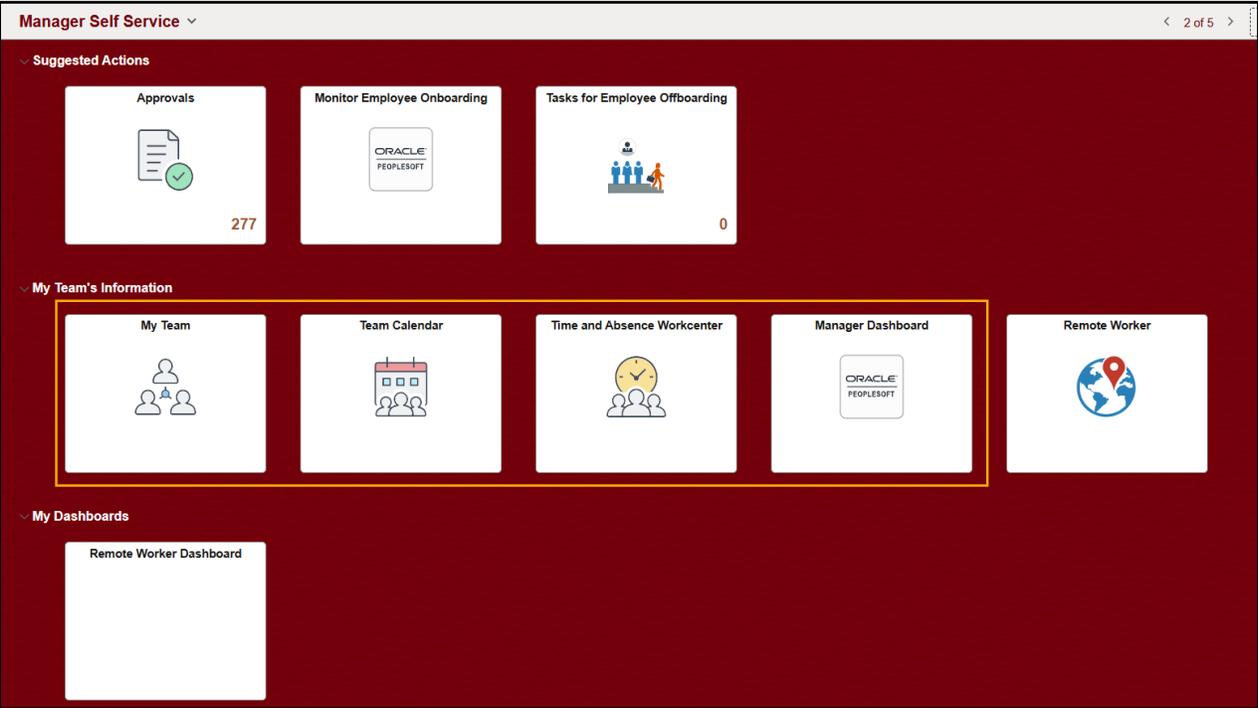
# Manager Self Service

## Manager Self Service Basics

- 1) To access the Manager Self Service Homepage, begin at the Employee Self Service landing page. Click the drop-down menu from the **Employee Self Service** title, then select **Manager Self Service**.



- 2) You will land on the **Manager Self Service** Homepage. There are suggested tiles that may be useful to you in your role as a supervisor. There are 4 tiles related to your Team on the **Manager Self Service** Homepage, under **My Team's Information**.



**NOTE:** If applicable, the Remote Worker and Remote Worker Dashboard tiles will appear on your Manager Self Service homepage. Not all areas opt in to their use.

**My Team:** You will see a list of your direct reports on this tile. From here, you can view important information regarding their job and personal information.

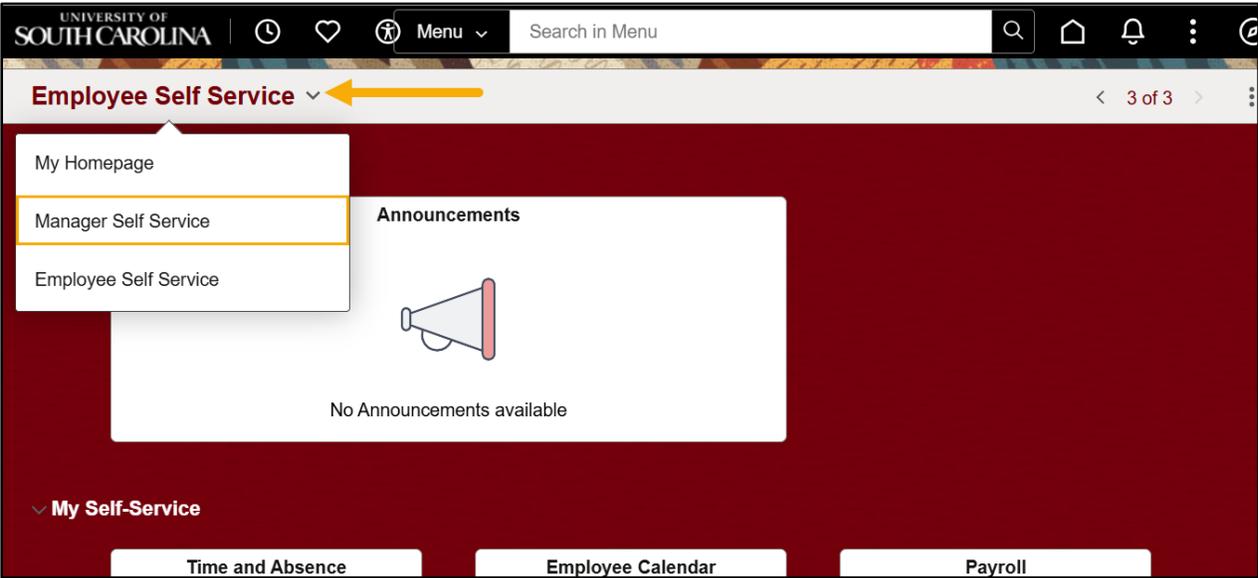
**Team Calendar:** This tile displays the scheduled hours for you and your team. You can view the schedules in a weekly or bi-weekly view.

**Time and Absence Workcenter:** This tile allows you to submit and approve requests for your employees related to their Time and Absences. Refer to the [Payroll website](#) for additional information/instructions.

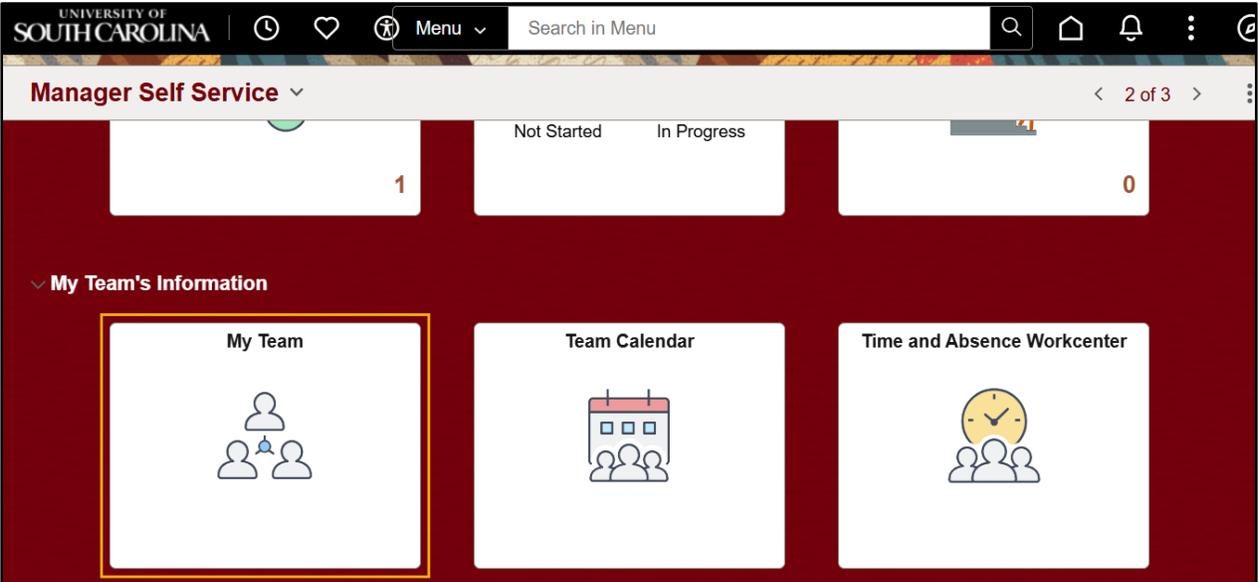
**Manager Dashboard:** This tile gives you a high-level overview of your direct reports, allowing you to view job and compensation information for your staff, and take actions related to their Time and Absences.

**Viewing Employee Data via the My Team Tile**

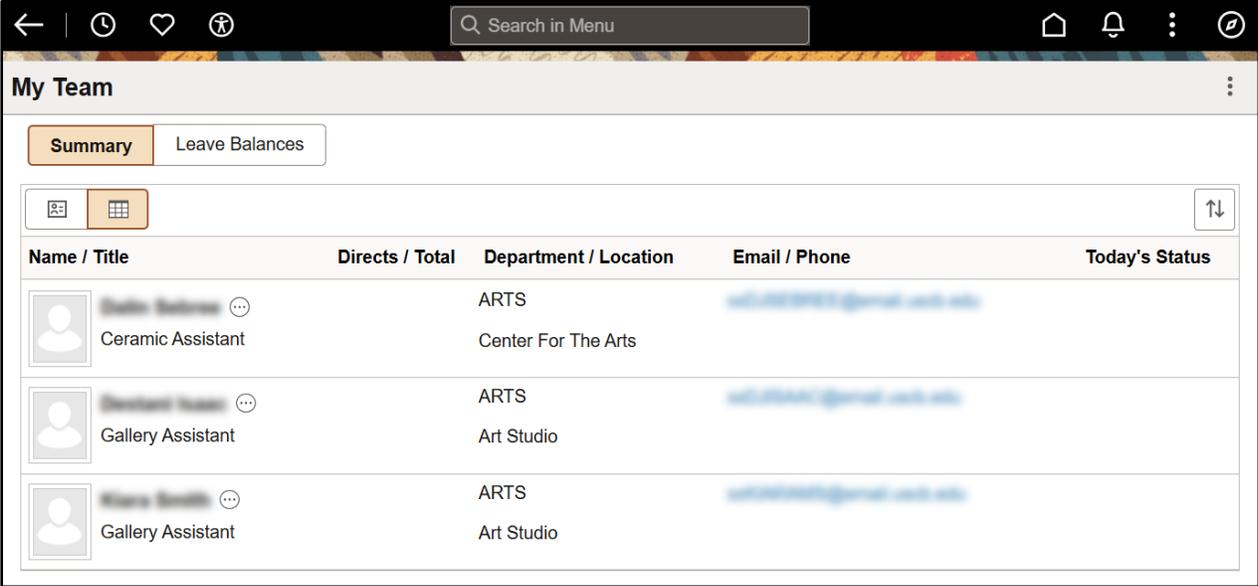
- 1) Begin at the Employee Self Service landing page. Click the drop-down menu from the **Employee Self Service** title, then select **Manager Self Service**.



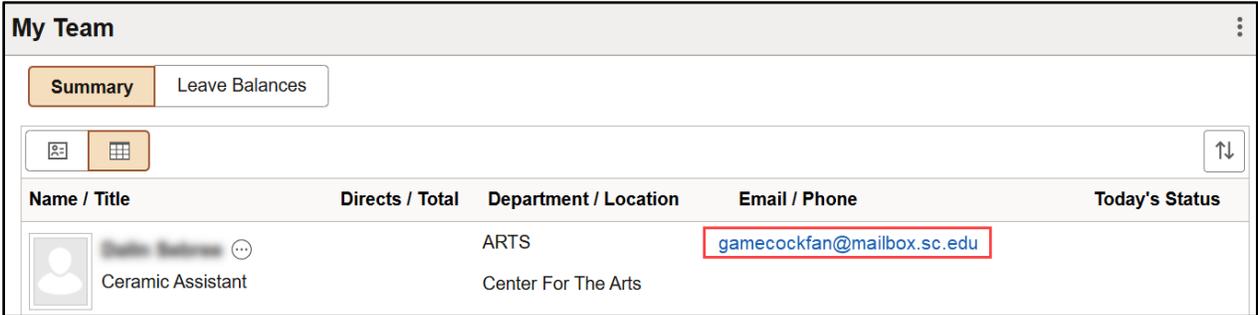
- 2) Next, click the **My Team** tile.



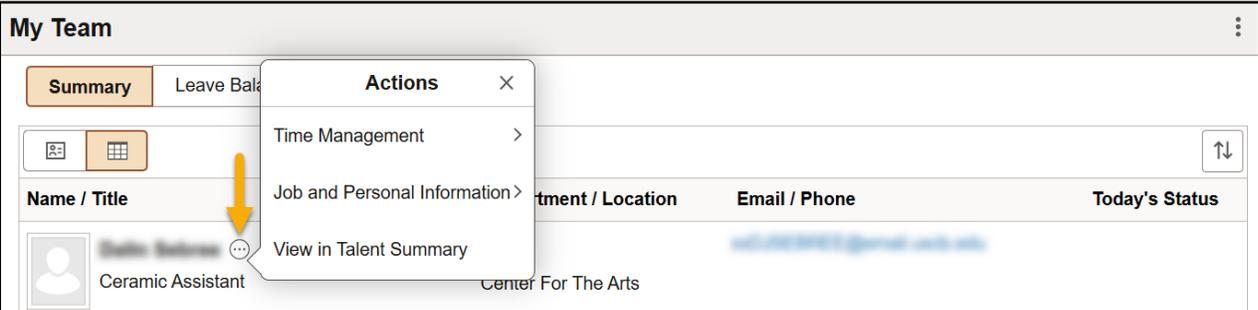
- 3) Within the **My Team** tile, you will see all employees who report directly to you (your Direct Reports). They are listed in alphabetical order by first name, but you may change the sort order by clicking on the header for any displayed column. Most of the information on this page is read only. The drop-down menu and links on this page allow you to:
- Send an email directly to the employee via USC email.
  - View Personal Information about the employee.



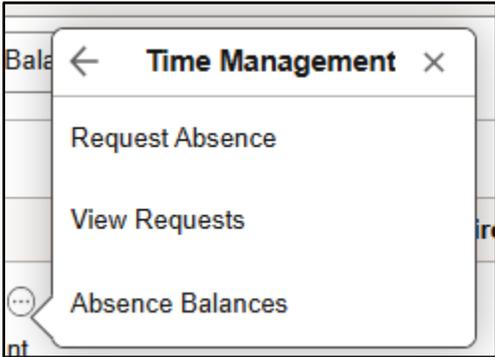
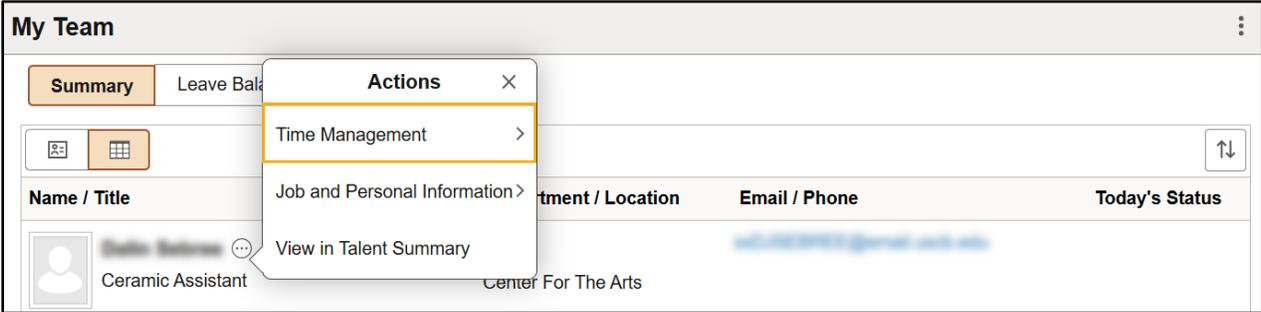
- 4) To send an email to an employee via the **My Team** tile, locate your employee within the list of your Direct Reports. Once you have located your desired employee, click the email hyperlink to the right of their name under the Email/Phone column. The email application used on your computer will open in a new window. From there, you can add others to the email or include attachments before sending your employee an email.



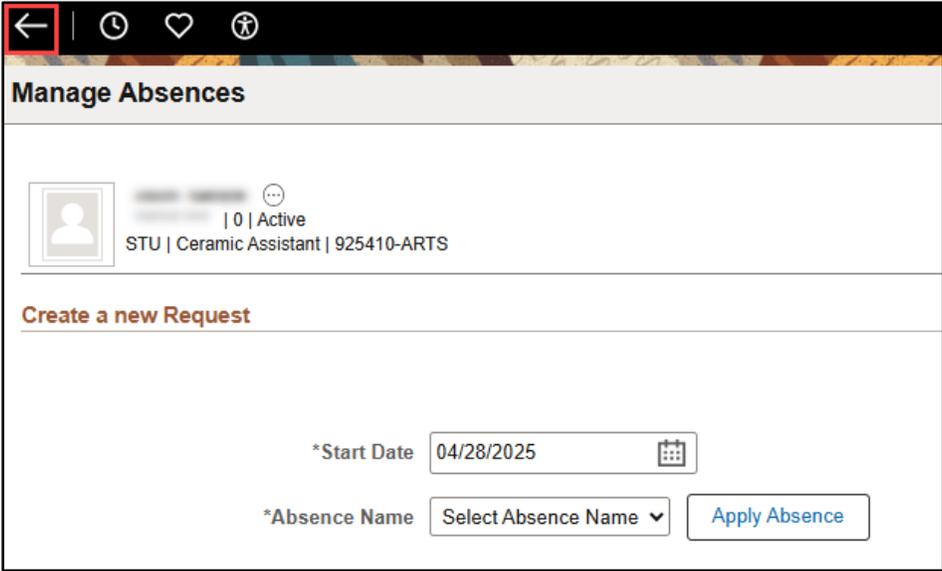
- 6) After you have finished, you can close your email window and return to the **My Team** tile.
- 7) The button to the right of each employee's name represents the **Actions** menu. This menu serves as a jumping off point to access additional pages in PeopleSoft containing information about the employee.



8) To view Time Management functions for an employee, click the **Actions** menu and select **Time Management**. From here, you will be able to request an absence on behalf of your employee, view current requests, and also view their Absence Balances.



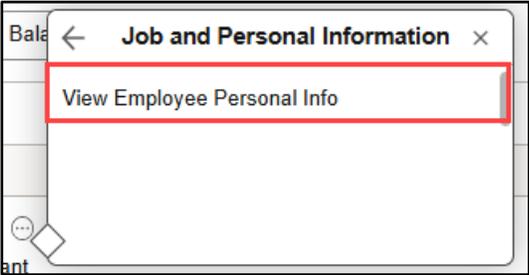
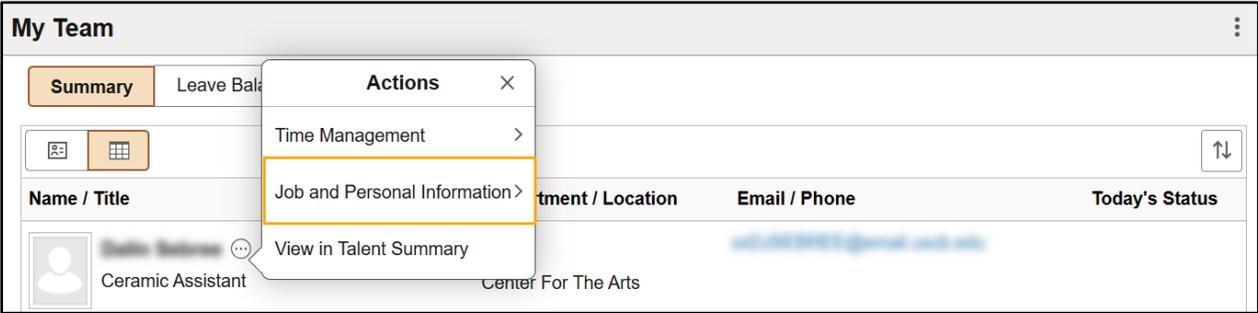
9) Once you click into any of the Time Management options, you will be taken to the corresponding Absence tile. To return to the **My Team** tile, click on the arrow in the top left corner.



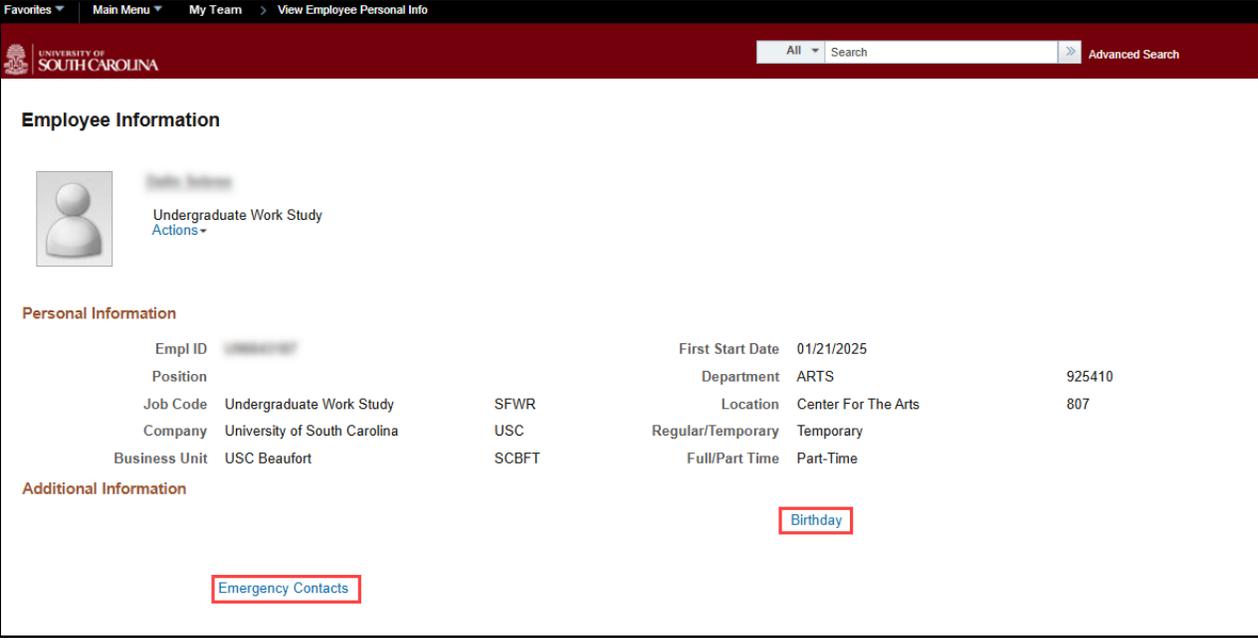
**NOTE:** You may also view all Leave Balances for your direct reports using the Leave Balance view under the **My Team** tile. Leave balances will be displayed to the right of each report's name.



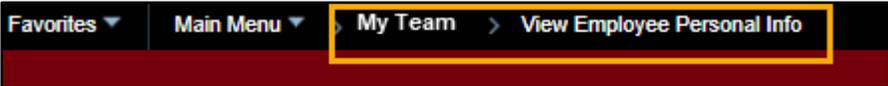
10) To view employee Job and Personal info, click the **Actions** menu and select **Job and Personal Information**. Next, click **View Employee Personal Info**.



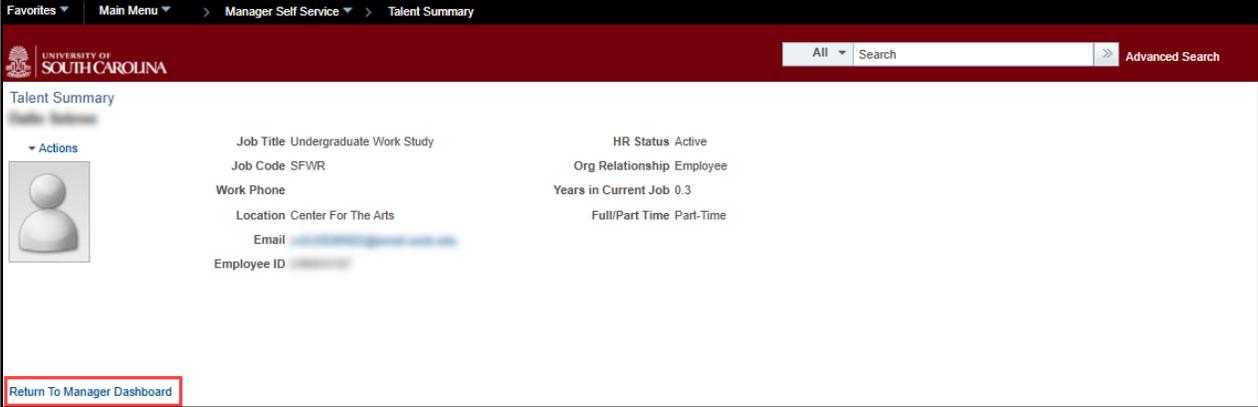
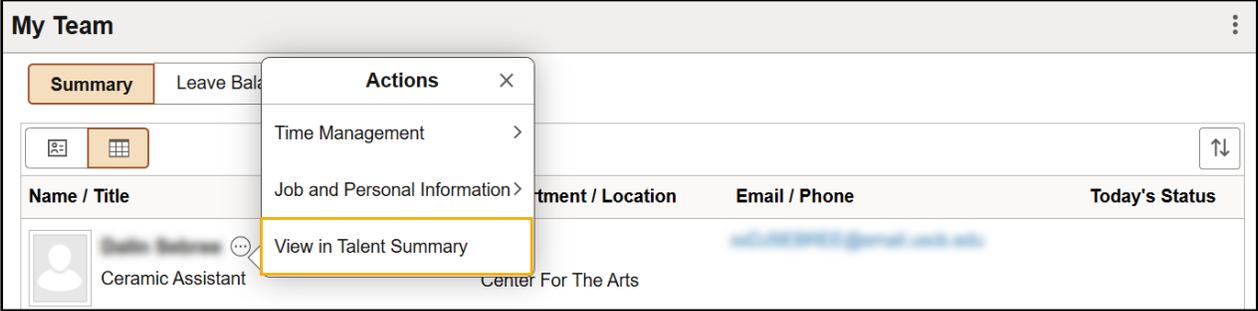
11) The **View Employee Personal Info** page displays additional personal and work-related information about your employee. Click on the links at the bottom of the page to see the employee's birth month/day and/or their emergency contacts.



12) To return to the **My Team** tile or the **View Employee Personal Info** page, click the corresponding page in the breadcrumbs in the Universal Navigation Header.



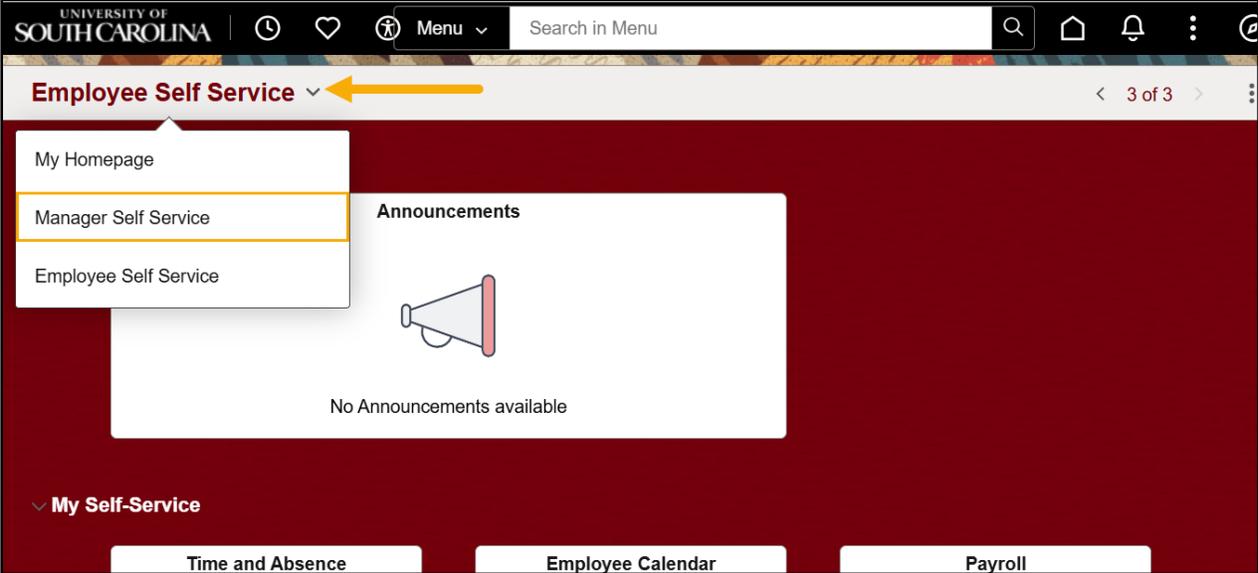
13) To view an employee’s Talent Summary, click the Related Actions Menu next to the employee. Click **View in Talent Summary**. This is an alternate page that displays information similar to what is displayed on the View Employee Personal Info and My Team tile pages. To return to the Manager Self Service home page, click the **Return to Manager Dashboard** link at the bottom left.



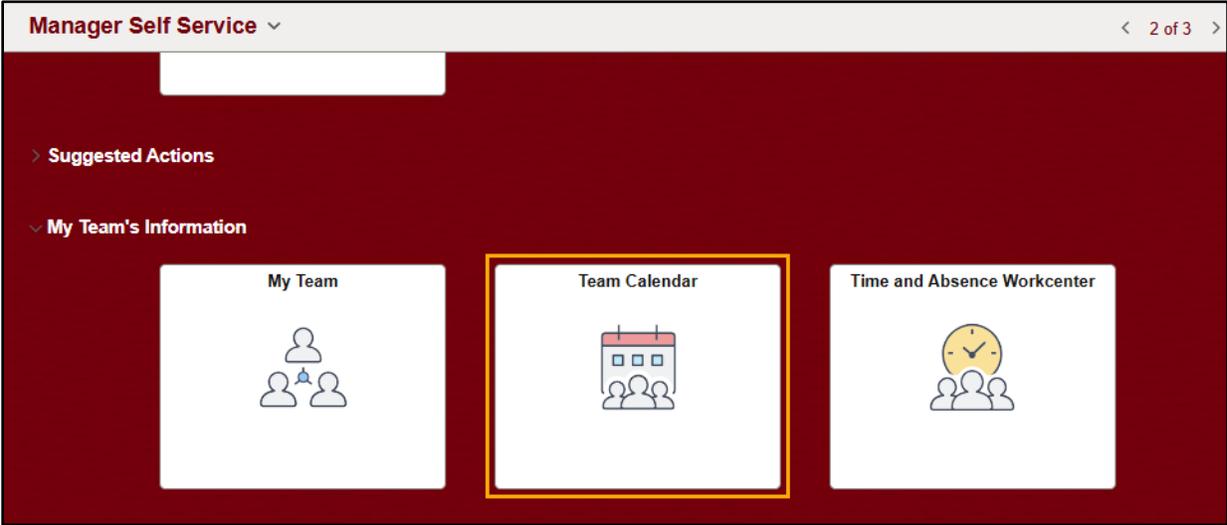
14) Congratulations! You successfully learned how to view information about your direct reports via the **My Team Tile** on the Manager Self Service Fluid Home Page.

### Viewing Your Team Calendar

1) Begin at the Employee Self Service landing page. Click the drop-down menu from the **Employee Self Service** title, then select **Manager Self Service**.

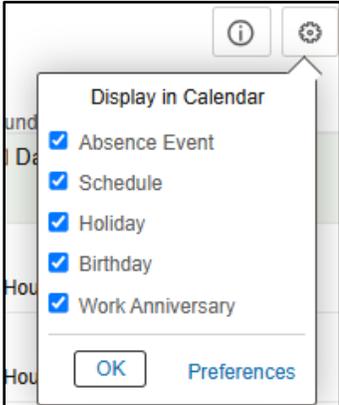
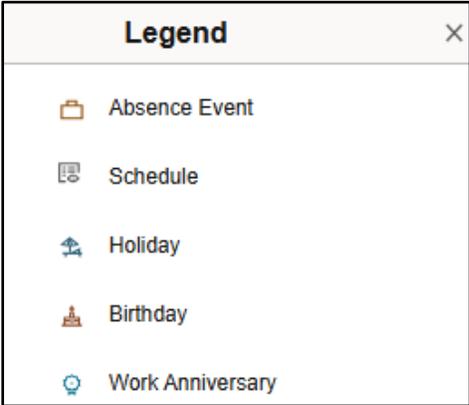


2) Click the **Team Calendar** tile.

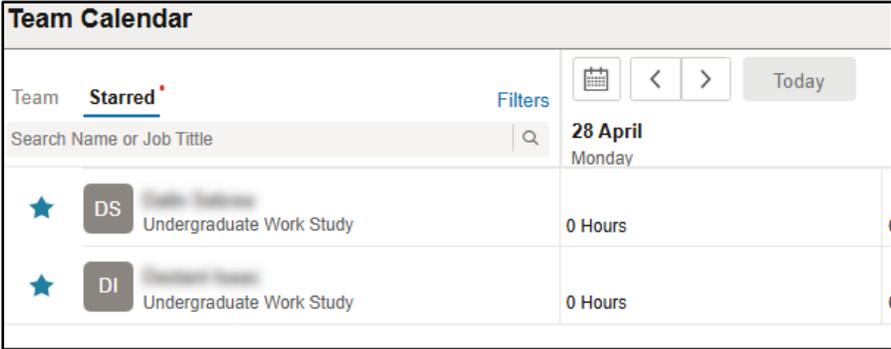


3) You will arrive at the **Team Calendar** page. This tile displays the scheduled hours for you and your team. You can view the schedules in a weekly or bi-weekly view. The 'i' button in the top right will display a legend of icons used on this page. The gear icon in the top right can be used to adjust the display options for your calendar.

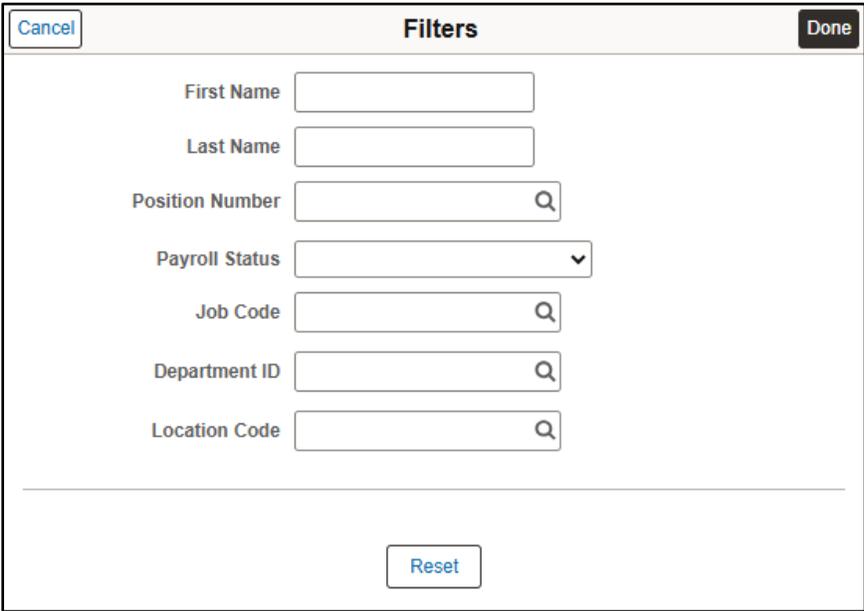
| Team Calendar            |         | Week    |                                  |                                  |                                  |                                  |                                  |          |         |
|--------------------------|---------|---------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------|---------|
| Team                     | Starred | Filters | 21 April                         | 22                               | 23                               | 24                               | 25                               | 26       | 27      |
| Search Name or Job Title |         |         | Monday                           | Tuesday                          | Wednesday                        | Thursday                         | Friday                           | Saturday | Sunday  |
| ★ [Team Member]          |         |         | 7.5 Hours                        | Day Off  | Day Off |
| ★ [Team Member]          |         |         | Sick Leave<br>FMLA Tracking Take | FMLA Tracking Take<br>Sick Leave | Sick Leave<br>FMLA Tracking Take | FMLA Tracking Take<br>Sick Leave | Sick Leave<br>FMLA Tracking Take | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | 7.5 Hours                        | Annual Leave<br>7.50 Hrs         | Annual Leave<br>7.50 Hrs         | Annual Leave<br>7.50 Hrs         | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | Sick Leave<br>5.00 Hrs           | 7.5 Hours                        | 7.5 Hours                        | 7.5 Hours                        | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | Annual Leave<br>7.50 Hrs         | 7.5 Hours                        | 7.5 Hours                        | Annual Leave<br>7.50 Hrs         | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | 7.5 Hours                        | 7.5 Hours                        | Sick Leave<br>2.00 Hrs           | 7.5 Hours                        | Day Off  | Day Off |
| ★ [Team Member]          |         |         | 7.5 Hours                        | Day Off  | Day Off |



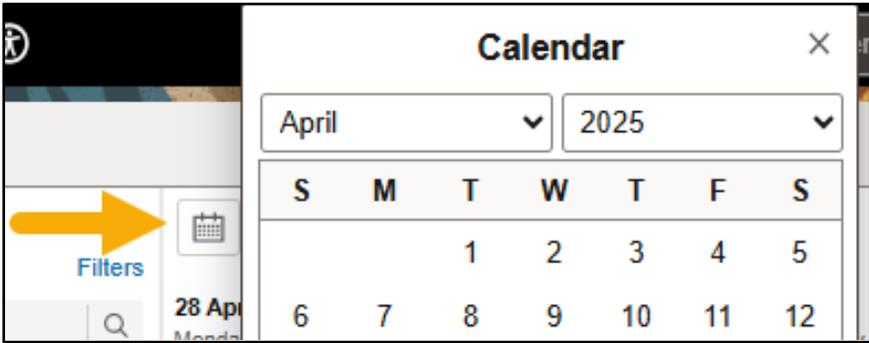
Employees can be 'starred' so that managers can access the schedules for a specific subset of their direct reports. To star an employee, simply click the star to the left of the name. The star will become blue when selected. Click the **Starred** tab to view only those direct reports who have been starred.



You can filter your search by Name, Position Number, Payroll Status, Job Code, Department ID, and Location Code.



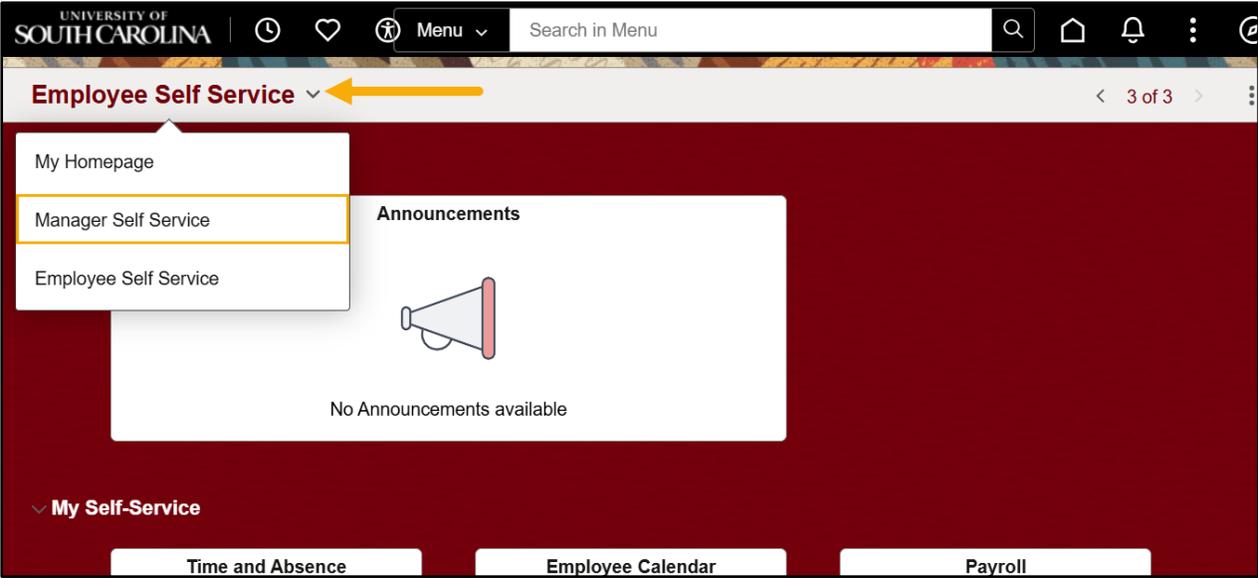
Use the calendar icon in the top left corner to jump to a specific day/week.



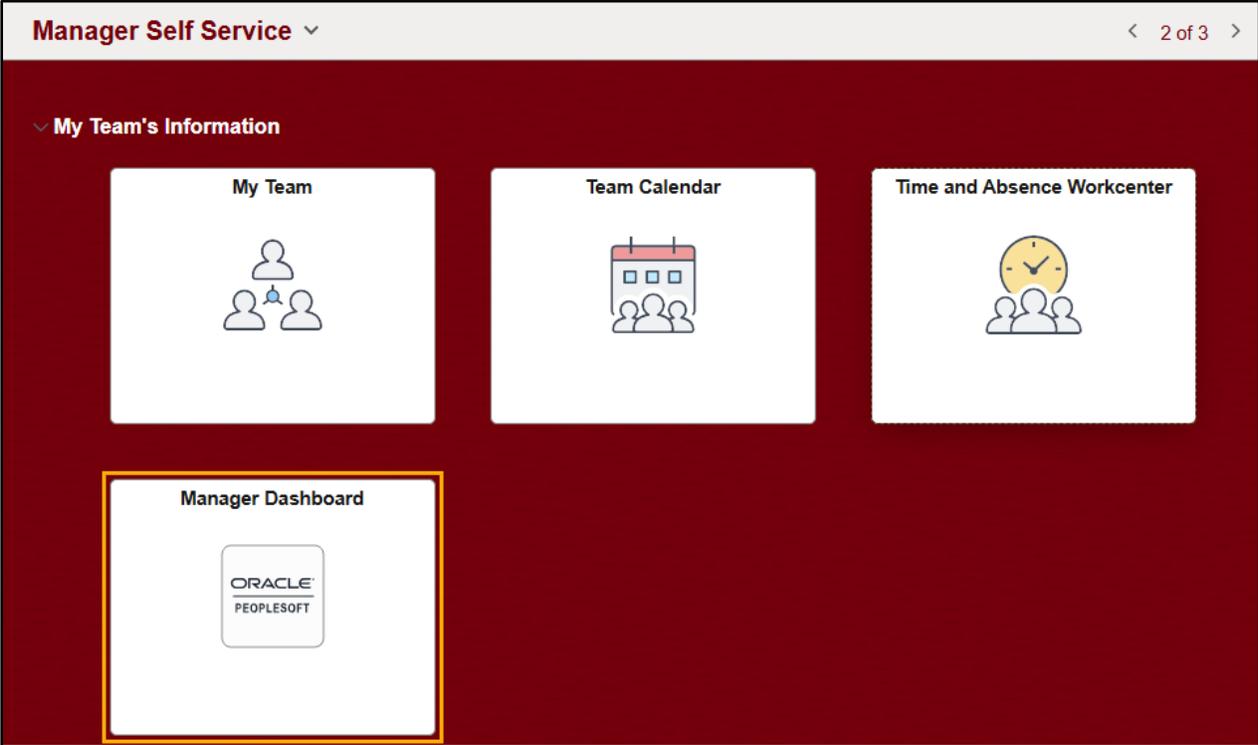
4) Congratulations! You have successfully viewed your Team Calendar using the Manager Self Service homepage.

### Viewing Job and Compensation Data via the Manager Dashboard

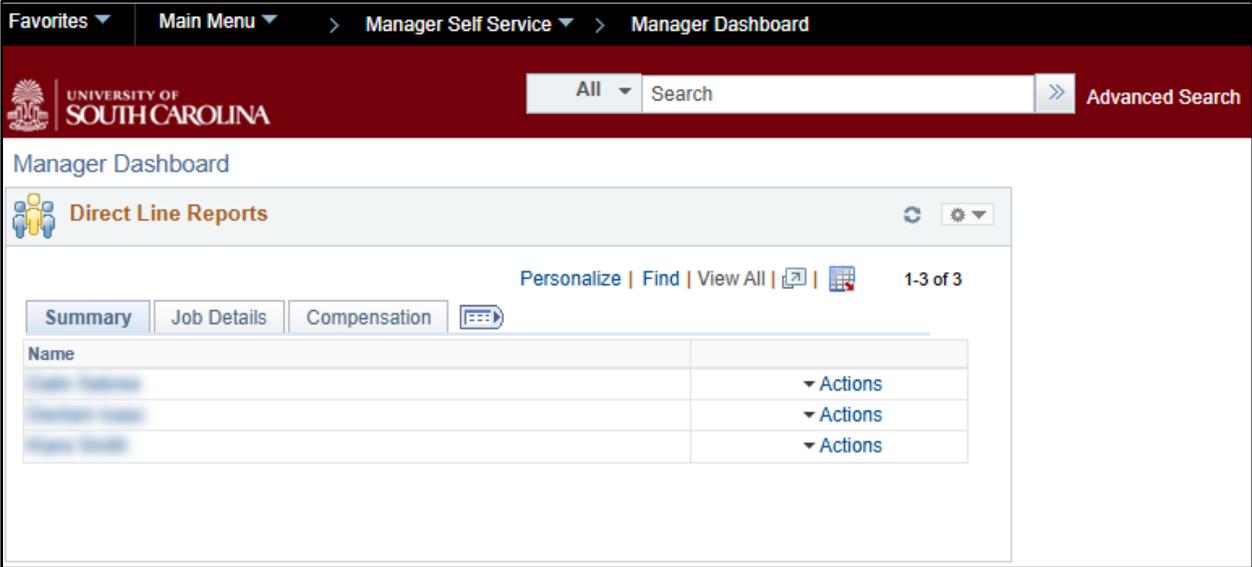
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2) Click the **Manager Dashboard** tile.

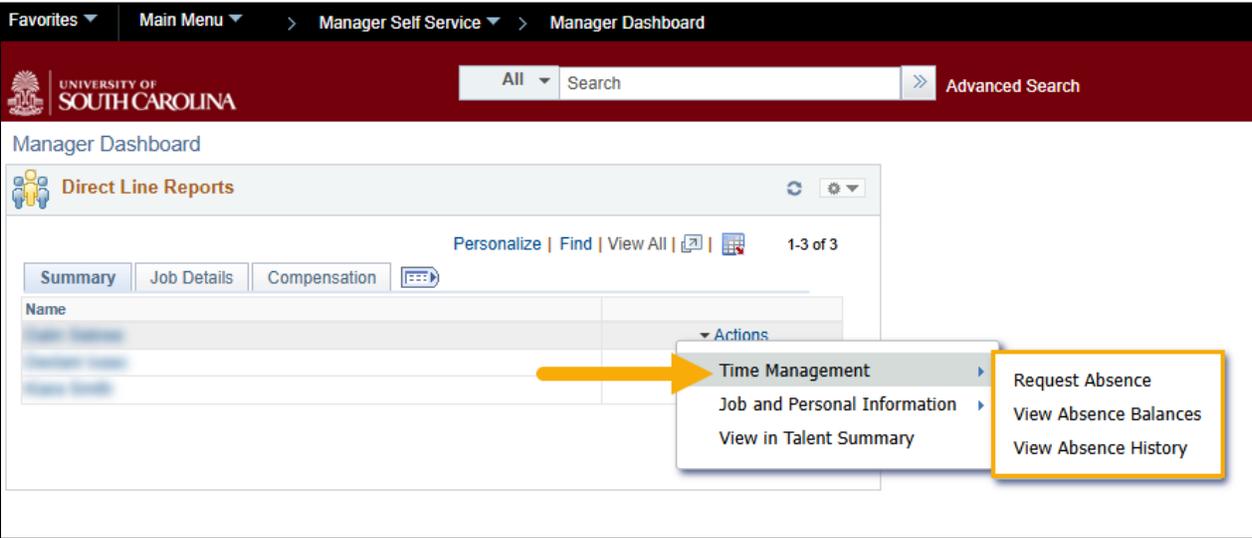


3) The information on this page is read only and is split between two tabs. The drop-down menu and links on these pages allow you to view job and compensation information about your direct reports. The **Summary** tab contains the list of direct reports. The **Actions** menu located to the right of the employee's name serves as a jumping off point to access additional pages in PeopleSoft containing information about the employee and their absences.

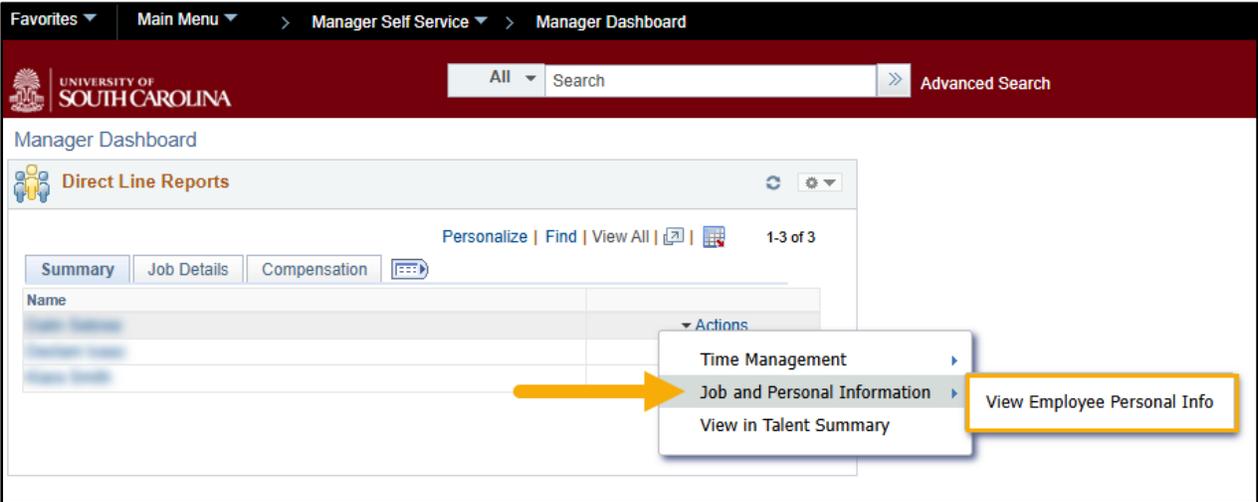


**NOTE:** For display purposes, only the first 10 direct reports are displayed. Use the **Find, View All, 'Zoom', 'Download to Excel'**, or directional arrow options in the header to view additional employees. Clicking **Personalize** will allow you to reorder the columns to your liking.

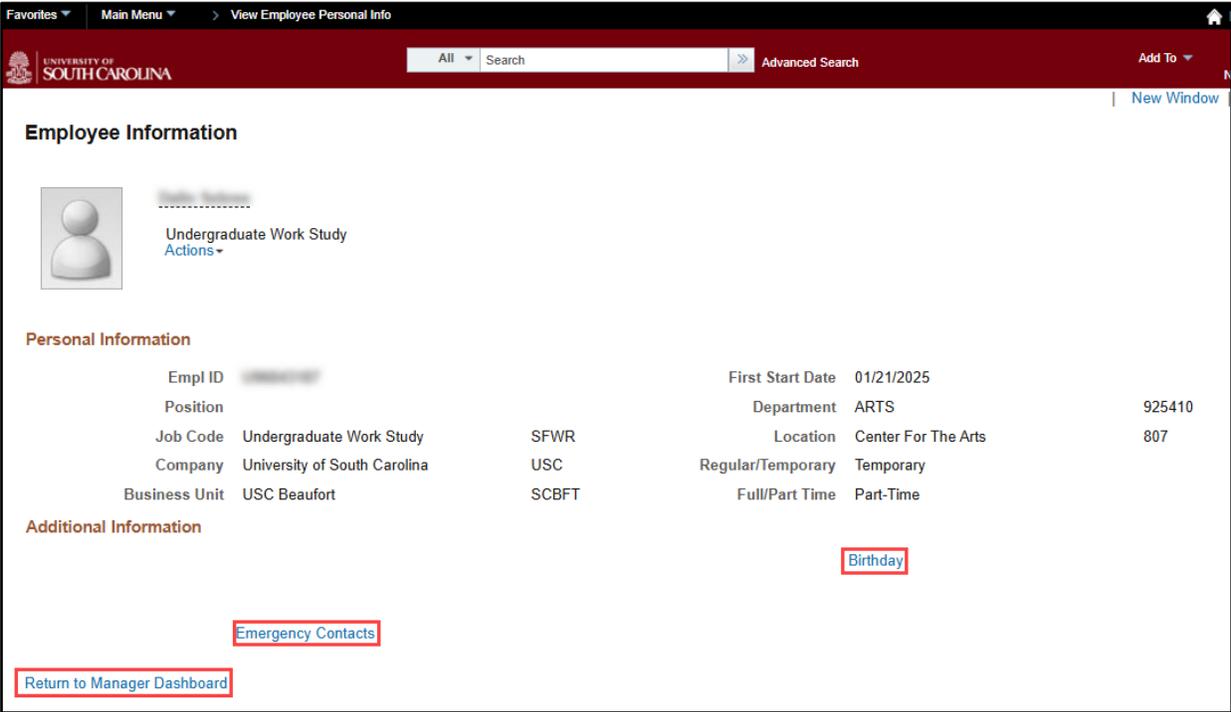
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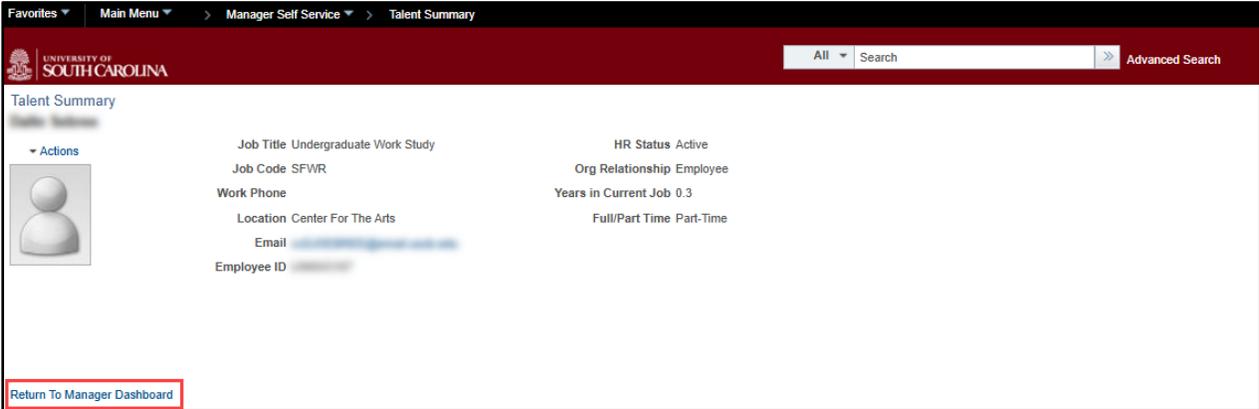
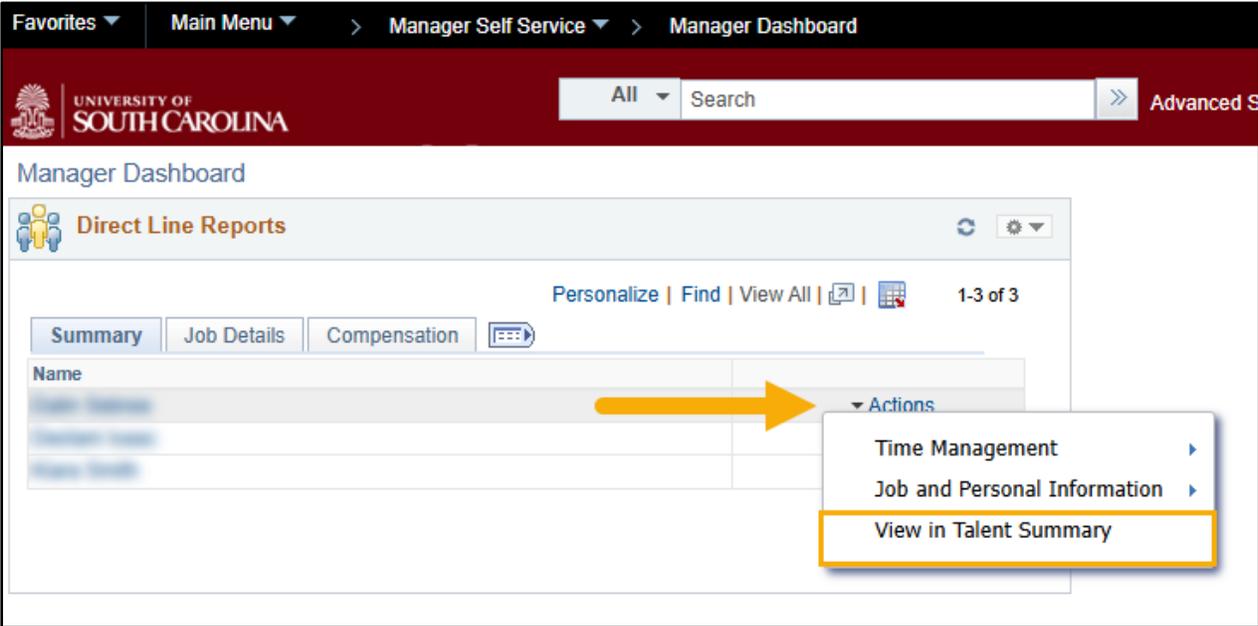
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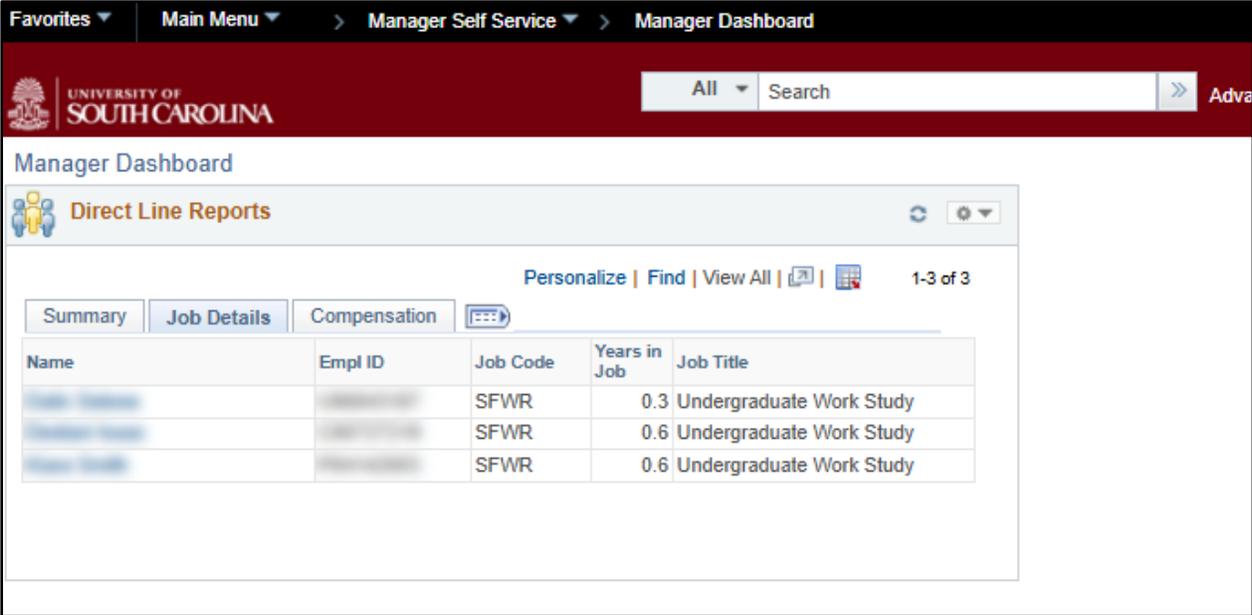
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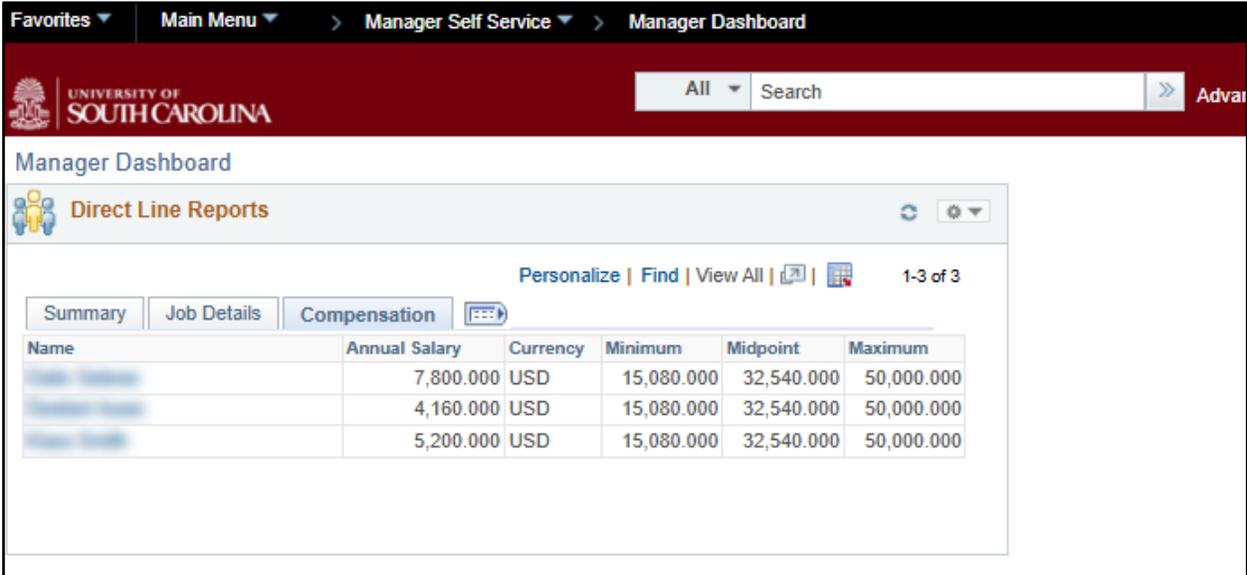
**NOTE:** You can also access the **Talent Summary** for your employees by clicking on their name directly from the Manager Dashboard.

(Continued on next page)

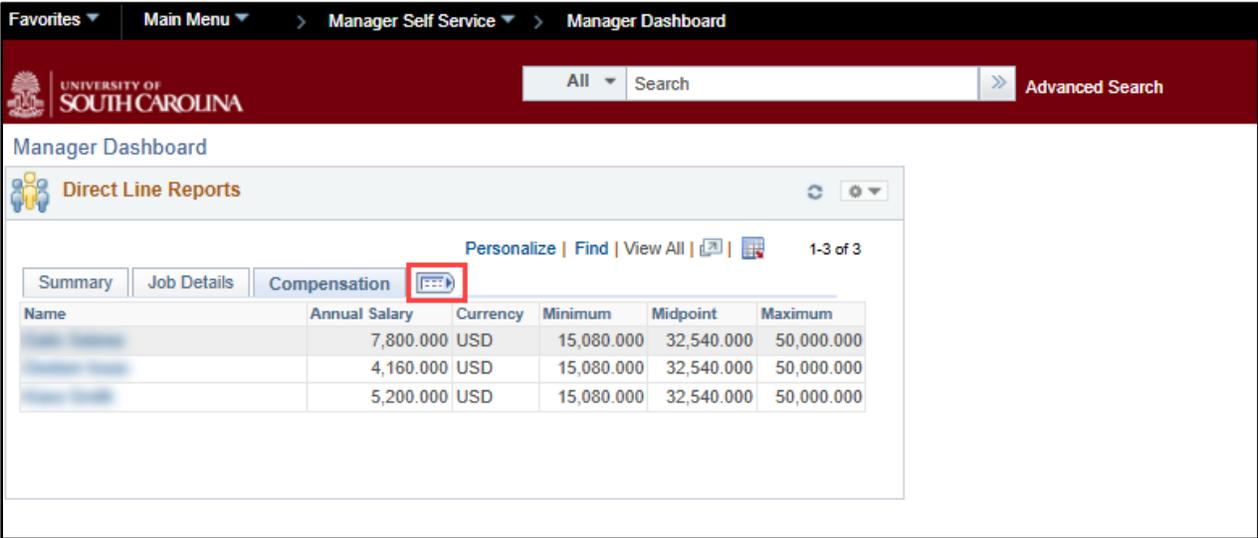
7) To view details about your direct reports' positions, click the **Job Details** tab. The **Job Details** tab contains basic information about your direct reports, including the Job Code, the Years in Job, and the Job Title.



8) To view compensation information for your direct reports, click the **Compensation** tab. The Compensation tab displays basic information about the compensation of your direct reports, including their annualized salary (and currency type), as well as the market range of the corresponding job code (minimum, midpoint, and maximum).



9) You can combine all tabs into a single page by using the chart icon on the far right. To return to the tabbed view, click the same icon again.



10) Congratulations! You have successfully used the Manager Dashboard to view Job and Compensation Data.