Manager Self-Service (MSS)

## Table of Contents

Introduction

Managers with direct reports will have access to view certain data for their direct reports such as pay rate history, emergency contacts, job profile, absence plans, and job history. As a manager, you will also be able to view the subordinates of your direct reports. All data in MSS is view only except for Personnel Action.

The biggest change is the Personnel Action feature. Managers will now initiate **all** employment terminations via MSS.

This guide will give you step by step instruction on how to navigate through manager self-service.

Navigation

1. When you first launch the employee portal, you may get prompted with a message from Infor to save changes. Click **OK** to continue. This will load the MSS bookmark to your profile.
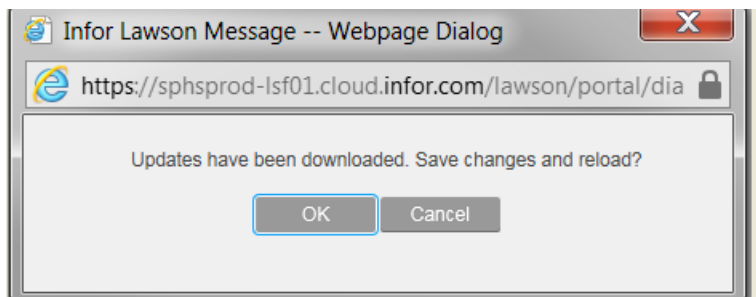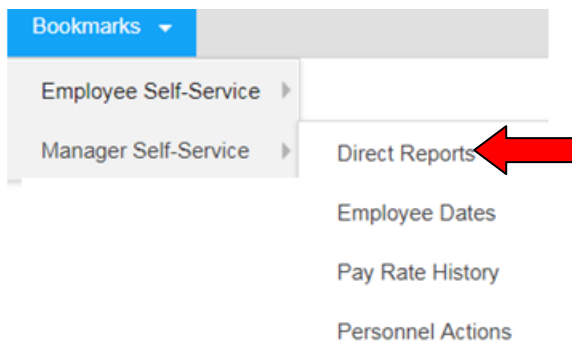

2. Manager self-service is only available via the bookmark dropdown.

3. Click the drop down arrow next to Bookmarks and the **Manager Self-Service** option will display. Select one of the options to enter MSS.
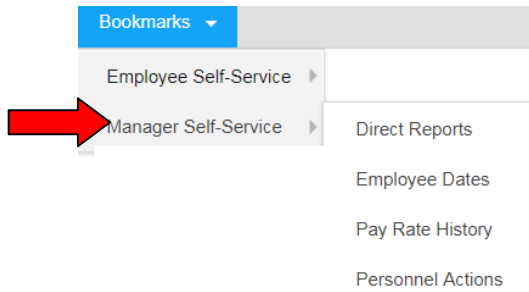
Direct Reports

1. To view a listing of your direct reports, click the **Direct Reports** link.

2. The direct reports will be listed as hyperlinks.

3. For each direct report, you have several options. You can drill around, complete a personnel action, look at the emergency contact, view their additional contact number or view any direct reports they have.

4. Click the name of the direct report to view their job profile.

Direct Reports

Direct Reports of

Personnel Action Emergency Contacts Additional Contact Numbers

Personnel Action Emergency Contacts Additional Contact Numbers

Personnel Action Emergency Contacts Additional Contact Numbers Direct Reports

Mark   Personnel Action Emergency Contacts Additional Contact Numbers Direct Reports

5. To return to the list of direct reports, click the ***Back*** button.

Direct Reports

Job Profile for

Job
Work Schedule
Union
Work Phone
Work Phone Extension
Work Phone Country Code
Work Email
Personal Email
Home Phone
Home Phone Country Code
Hire Date
Adjusted Hire Date
Status
Anniversary Date
Seniority Date
Length of Service
Years
Months
Next Review Date
Next Review Type
Pay Rate
Pay Grade
Grade Range Schedule
FTE
Total FTE
Shift

Back

6. To view the emergency contact, click that hyperlink.

7. If the employee has any emergency contacts, they will be displayed. Clicking the name of the emergency contact will bring up more detail about them such as relationship and address.

8. To return to the list of direct reports, click the **Back** button.

9. To view additional contact numbers, click that hyperlink.

10. If the employee has additional contact numbers, they will be displayed.

11. To return to the list of direct reports, click the **Back** button.

Employee Dates

1. To view various dates for your direct reports, click the **Employee Dates** link.
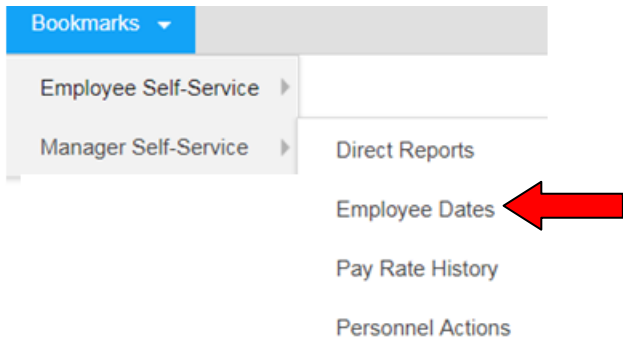
2. The dates shown will be birthday (month & day only), hire date, service date & length of service.

Pay Rate History

1. To see the pay rate history of your direct reports, click the **Pay Rate History** link.
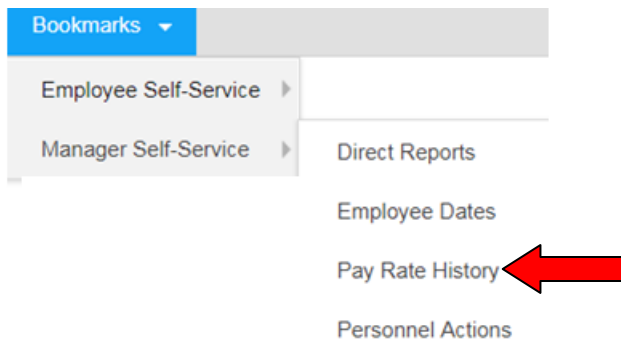
2. Select the employee from the drop down menu and enter the through date. The current date will be auto populated in the through date field or you can adjust as needed. Click *Continue*.

3. The effective date, hourly pay rate, annualized salary and percent change will be displayed.

Personnel Actions (Termination)

1. We will no longer be utilizing paper PAF's to process terminations. Managers will now initiate **all** employment terminations via MSS.

2. **Managers must submit all required supporting paperwork such as resignation letters/emails to their appropriate Human Resources Business Partner (HRBP) in order for the termination to be processed.**
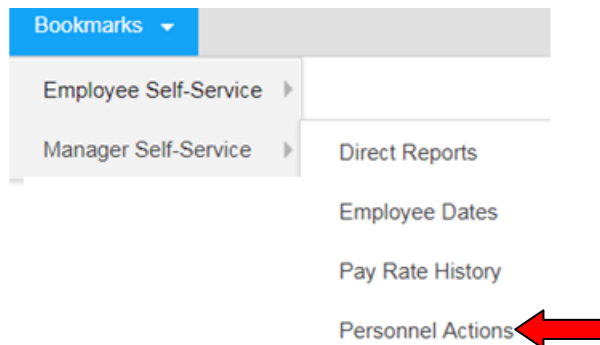
3. The process flow for the term process is as follows:

   ➢ Once the term is submitted via MSS, the manager will receive a confirmation email

   ➢ Managers will submit all supporting paperwork to the HRBP

   ➢ HRBP's will receive a confirmation email that a term has been submitted. If approved by the HRBP, HR4U will receive a notification

   ➢ HR4U will either approve or reject the term

   ➢ Once the term is approved by HR4U, payroll receives an email notification

   ➢ If the term is rejected at any point, the manager will receive an email notification

4. There are two ways to initiate a termination in MSS. You can navigate to the **Personnel Actions** page from the main bookmark or you can click the **Personnel Action** link next to the employee's name.

5. <u>Processing a termination from the main bookmark</u>: Navigate to the **Personnel Actions** page from the main bookmark.

6. From the drop down, select the appropriate employee. Select the personnel action (XTERM – PEND).

7. Enter the effective (term) date. The field will be auto populated with the current date unless changed.

8. Click the magnifying glass next to **Reason _1_** to open the reasons list and select the **termination reason**.

9. Click the magnifying glass next to **Reason _2_** to open the reasons list and select **whether they are eligible for rehire**.

10. Click *Continue*.

Personnel Actions

Action Criteria

*Required fields are indicated.

Select an employee.*
[▼]

Select a personnel action.*
[🔍]

Select an effective date.*
[09/05/2018   📅]
MM/DD/YYYY

Select reason(s) for personnel action.
Reason 1   Reason 2
[🔍]   [🔍]   [Continue]

11. Add any comments if necessary. Please note these comments will be visible on the employee record.

12. In order for the termination to be considered for processing, you must hit *Update*.

This change will be pended for review.

Field	Current Value	New Value
Status	A1	T1
Termination Date		10/23/2018
Comments		

[Update] [Cancel]

13. Once you submit the term in MSS, you will see a confirmation at the top of the screen called an Application Alert.

ℹ **Application Alert**
Update Complete
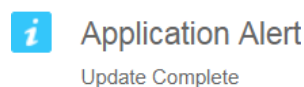
14. <u>Processing a termination from the link</u>: Navigate to the **Personnel Actions** link next to the direct reports name.

15. The employee name will already be populated in the name field. Select the personnel action (XTERM – PEND).

16. Follow steps 7 – 13 above.

Subordinates

1. As a manager, you are able to view the subordinates of your direct reports. To view the subordinates, click the **Direct Reports** link next to your direct report (if applicable).

Direct Reports

Direct Reports of

2. You will have the same functionality with the subordinates as you do with your direct reports. You will be able to view the same data as well as perform the termination personnel action.

Drill Around

1. With the drill around feature, you can view more data pertaining to your direct report by drilling down to more information.

2. To drill around, click the gray box next to the person icon.
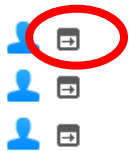
3. A separate internet window will open with a list of items. Clicking on any of these items will display that information. If any link is in black font, that means you do not have access to view that information. Please remember, this information is <u>view only</u> and should be kept <mark>confidential</mark>.

Assignment

Pay Information

Work Information

Supplemental Address

Employee Home Address

Employee Attachment Document

Employee Attachment E-mail

Career Action Plan

Employee Dates

Wage Analysis

Tax Information

Pay Edits

Benefit Criteria

Positions, Jobs

Personnel Action History

Salary History

Position,Job History

Payments

Deductions

Current Year Earnings By Quarter

Earnings By Quarter

Current Year Deductions By Quarter

Deductions By Quarter

Adjustments

Employee Groups

Overtime Plan, Payroll Schedule

Absence Plans

Employee Event History

Employee Service History

Reviews

Emergency Contacts

Training Completion Dates

Education

Ethnicity

Grievance,Disciplinary Actions

4. While navigating in this menu, you can click the **Back** button to return to the drill around menu.

5. To return to the main MSS screen, close the drill around browser window.