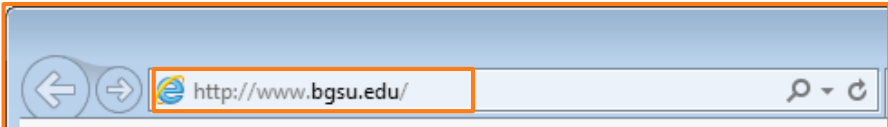
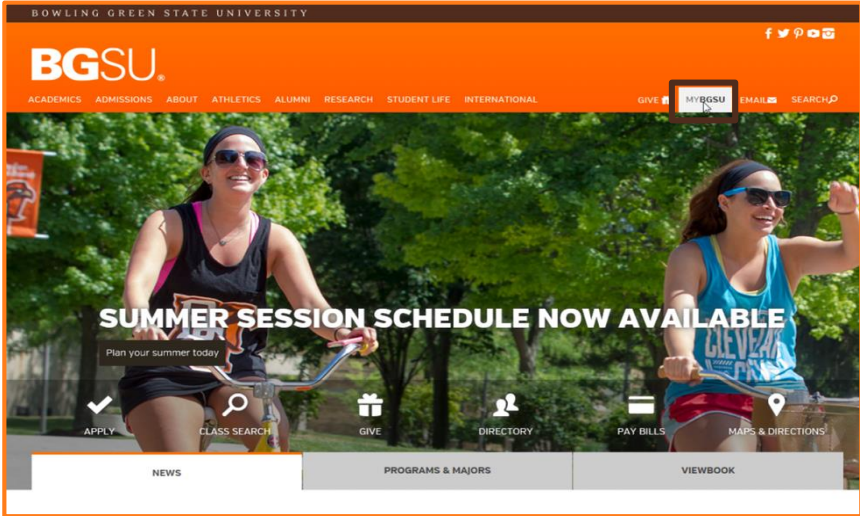
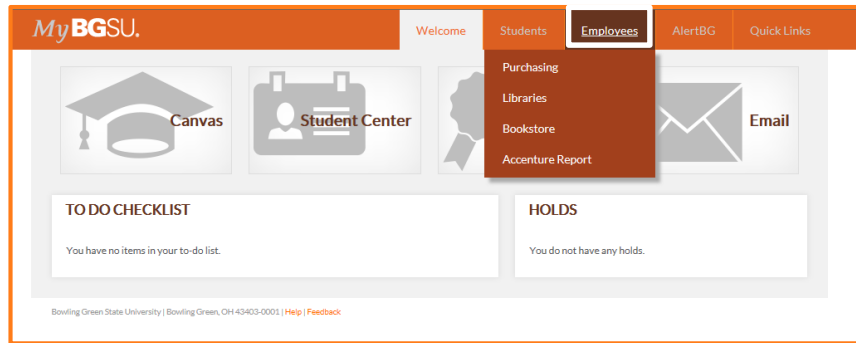


Manager Self Service (MSS) - Overview

<p>PROCESS OVERVIEW</p>	<p>The purpose of this reference guide is to provide an overview of Manager Self Service (MSS). This document is set up according to the various tasks that may be performed when using Manager Self Service (MSS).</p> <ol style="list-style-type: none"> 1. Begin at the bgsu.edu home page 2. Click MyBGSU 3. Enter Username and Password 4. Navigate: Employees > Manager Information > Manager Dashboard 5. Review Manager information
<p>Where do I go?</p>	<p>MyBGSU > Employees > Manager Information > Manager Dashboard</p>
<p>SECTION I NAVIGATION</p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	

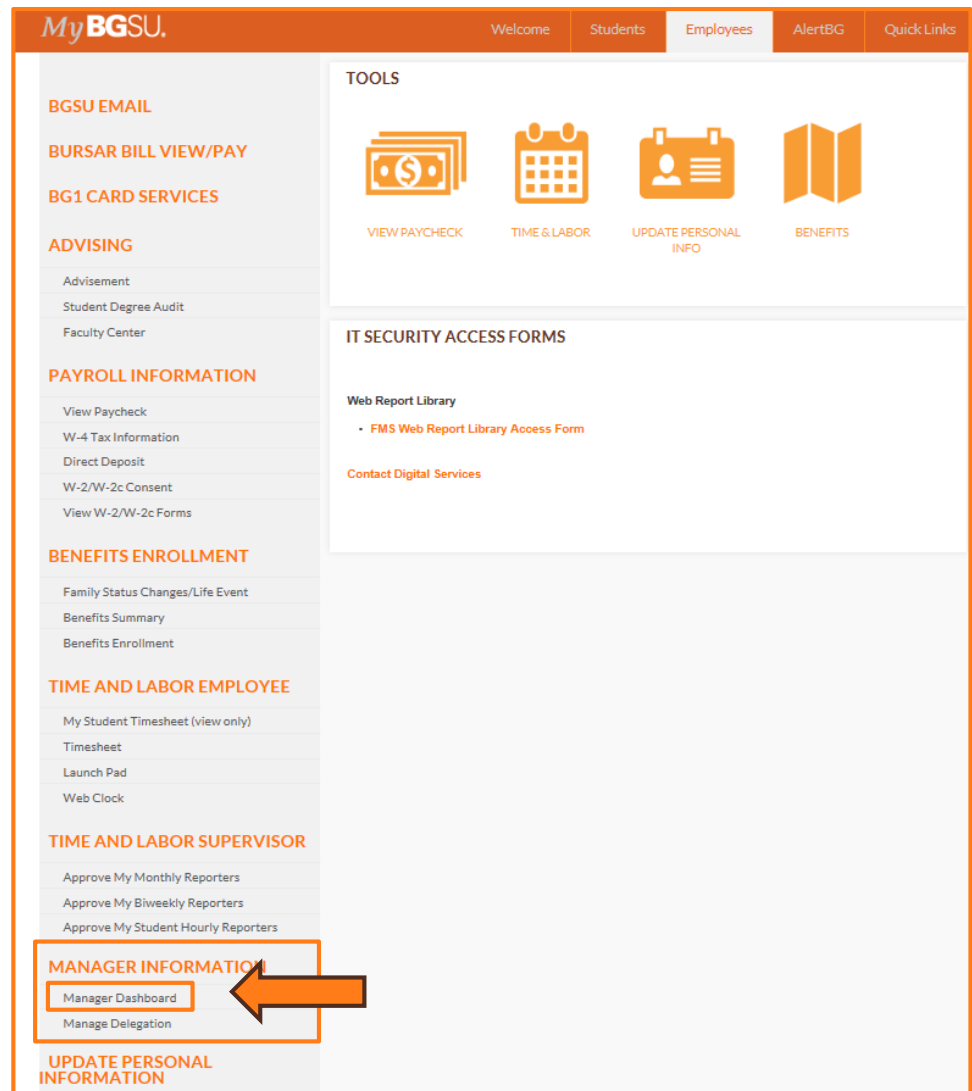
Manager Self Service (MSS) - Overview

Step 3: Click Employees



Step 4: Under Manager Information

- Click **Manager Dashboard**



Manager Self Service (MSS) - Overview

SECTION II MANAGER DASHBOARD HOME PAGE

Step 1: Manager Dashboard will appear.

- Managers will view important information at a glance.
- **Company Directory** will allow the Manager to quickly search for any employee across the BGSU organization and see a visual representation of the organizational structure.
- **Announcements** will provide particular events that the Manager needs to be aware of. These Announcements will be controlled by HR, Payroll and Student Employment Services.
- **Pending Approvals** will show notifications of pending approvals and will be going live in phase 2.
- **Direct Line Reports** will show faculty/staff/students who report directly and indirectly to you. You are able to view information on your direct/indirect reports in one location where before it required multiple navigation paths.

Manager Dashboard

Company Directory

Search by Name, Job Title, Department, or Email

My Profile Advanced Search

Announcements

- HCM 9.2 is coming May 28, 2015
- Manager Self Service Training

Pending Approvals

No approvals are pending at this time.

Direct Line Reports

Personalize | Find | View All | 1-10 of 11

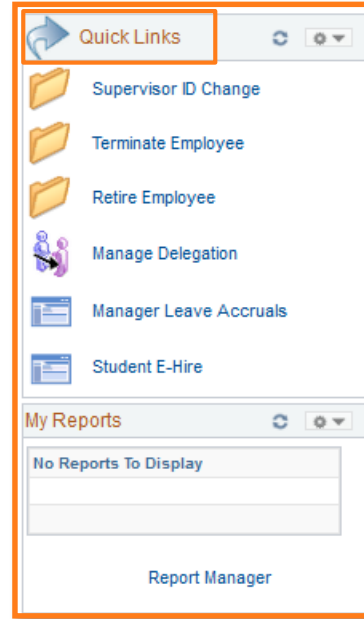
Name	Job Title
Betty Blackbird	Data Warehouse Analyst
Carey Quail	Specialist
Felix Heron	Senior Applications Developer
Jay Partridge	Manager
Jeri Goldeneye	Marketing Assistant
Lisa Lark	NSL Professional
Penny Falcon	Manager
Phillip Godwit	Administrator
Rudolph Macaw	Administrator
Sidney Wingneck	Manager

View My Organization

Headcount Analytics


Manager Self Service (MSS) - Overview

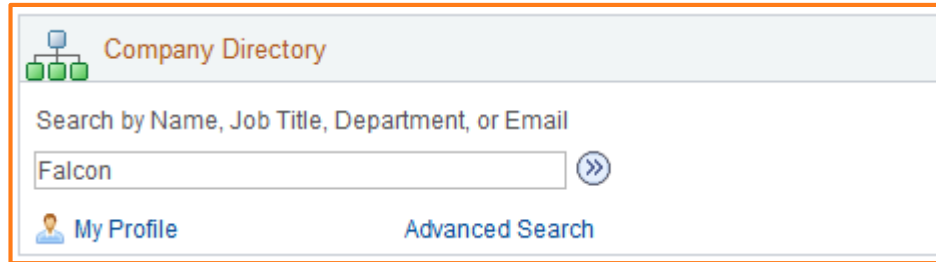
- **Quick Links** will allow you to perform Job actions upon your employees as a manager.
 - Termination Employee
 - Retire Employee
 - Manage Delegation
 - Manager Leave Accruals
 - Student E-Hire
 - Student Supervisor ID Change
- **My Reports** enables you to access the Report Manager directly from the dashboard. No need for extra navigation to the process monitor.



SECTION III COMPANY DIRECTORY

Step 1: Search by Name, Job Title, Department or Email

Step 2: Click on the  to begin the search



Step 3: Click on **Name** in the list

The screenshot shows the search results for 'Falcon'. The results are displayed in a table with columns for Name, Job Title, Department, Telephone, Email, and Country. The name 'Freddie Falcon' is highlighted in the first column.

Name	Job Title	Department	Telephone	Email	Country
Elaine Eagle	Retail Service	Falcon Team Store		eeagle@bgsu.edu	United States
Frannie Finch	Student Team Leader	Falcon Team Store		f Finch@bgsu.edu	United States
Freddie Falcon	Director	Information Technology Service	419/372-2000	falcon@bgsu.edu	United States
Oscar Ostrich	Retail Service	Falcon Team Store		oostrich@bgsu.edu	United States
Pat Penguin	Student Team Leader	Falcon Team Store		ppenguin@bgsu.edu	United States
Penny Falcon	Manager	Information Technology Service	419/372-2000	falcon@bgsu.edu	United States
Phoebe Pelican	Student Team Leader	Falcon Team Store		ppelican@bgsu.edu	United States
Robin Reese	Retail Service	Falcon Team Store		reese@bgsu.edu	United States

Manager Self Service (MSS) - Overview

Step 4: The employee you searched for will appear. Their **Profile** page will be first with all the pertinent **Contact Information** as well as their **HR Details**.

Org Chart Viewer
Company Directory

Search by Name, Job Title, Department, or Email

Profile | Org Chart | **Contact Information**

Freddie Falcon

Actions

Job Title: Director
Location: Information Technology Service
Address: Information Technology Service, 202 Hayes Hall, Bowling Green, OH 43403
Work Phone: 419/372-7744
Email: freddief@bgsu.edu

HR Details

Department: Information Technology Service
Reports To: Sylvester Byrdman
Peers (6): Jenna Senegal, Mary Sparrow, Oliver Meyers, Robert Blue, Robin Finch, Scarlet Ravin
Direct Reports (9): Carey Quail, Felix Heron, Jay Partridge, Penny Falcon, Phillip Godwit, Rudolph Macaw, Sidney Wingneck, Steven Bunting, Warren Kirtland
Additional Jobs (0)

Step 5: Click on the **Org Chart** tab and the Organizational Chart will appear.

Step 6: Click on link to **Return to Manager Dashboard**

BGSU

Org Chart Viewer

Return to Manager Dashboard | Preferences

Sylvester Byrdman
Chief Information Officer
Org Chart

Freddie Falcon
Director

Felix Heron
Senior Applications Specialist
Org Chart

Jay Partridge
Manager
Org Chart

Penny Falcon
Manager
Org Chart

Phillip Godwit
Administrator
Org Chart

Rudolph Macaw
Administrator
Org Chart

Sidney Wingneck
Manager
Org Chart

Steven Bunting
Specialist
Org Chart

Warren Kirtland
Specialist
Org Chart

SECTION IV ANNOUNCEMENTS

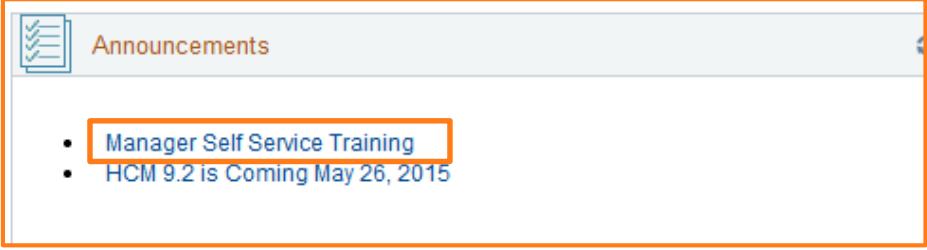
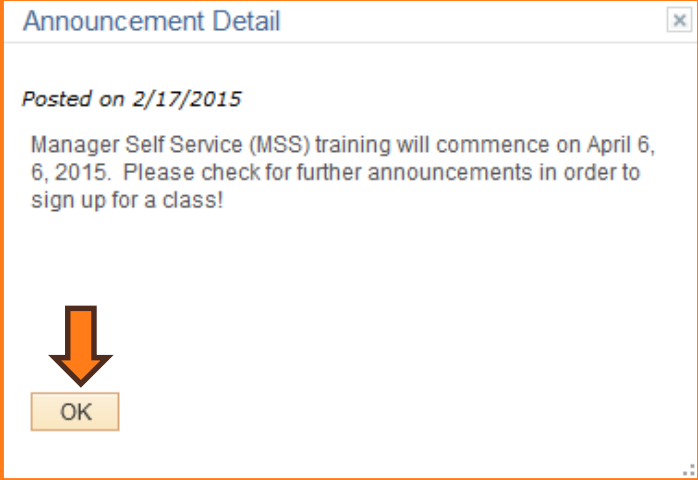

Important HR, Payroll & Student Employment information will be posted in the **Announcements** section.

- Announcements will be controlled by HR, Payroll and Student Employment Services.

Announcements

- Manager Self Service Training
- HCM 9.2 is Coming May 26, 2015

Manager Self Service (MSS) - Overview

<p>Step 1: Click the Announcement link for additional information.</p>	
<p>Step 2: The Announcement Detail page will appear.</p> <p>Step 3: Click OK for the Announcement Detail page to close and return to the Manager Dashboard.</p>	
<p>SECTION V PENDING APPROVALS (Phase 2)</p> <p>The system will display what needs the Manager's attention now.</p> <ul style="list-style-type: none"> • Displays transactions in a single line • Manager may approve or deny the transaction. <p><i>Notifications to SES and OHR will be sent. More to come in Phase II in July, 2015.</i></p>	

Manager Self Service (MSS) - Overview

SECTION VI DIRECT LINE REPORTS

Direct Line Reports will allow the manager to view a summarized comparative view of all direct reports.

- Additional salary information will be at the Managers fingertips.
- Complete organization view beyond the manager's direct reports.
- Displays a hierarchical grid that expands a name to see 2nd line reports.

The screenshot shows the 'Direct Line Reports' interface. At the top, there are navigation options: 'Personalize', 'Find', 'View All', and a refresh button. Below this is a tabbed interface with 'Summary', 'Job Details', 'Contact', and 'Compensation' tabs. The 'Summary' tab is active, displaying a table with the following data:

Name	Actions	Job Title
Betty Blackbird	▼ Actions	Data Warehouse Analyst
Carey Quail	▼ Actions	Specialist
Felix Heron	▼ Actions	Senior Applications Developer
Jay Partridge	▼ Actions	Manager
Jeri Goldeneye	▼ Actions	Marketing Assistant
Lisa Lark	▼ Actions	NSL Professional
Penny Falcon	▼ Actions	Manager
Phillip Godwit	▼ Actions	Administrator
Rudolph Macaw	▼ Actions	Administrator
Sidney Wingneck	▼ Actions	Manager

Below the table, there are two links: 'View My Organization' and 'Headcount Analytics'.

Step 1: The tabs at the top of the page enables the manager to view all of his/her direct reports job information.

- **Summary** - A view of all Direct reports for the manager.

This screenshot is identical to the one above, but with a red box highlighting the 'Summary' tab in the navigation bar. Below this, there is a smaller version of the same screenshot, also with the 'Summary' tab highlighted, illustrating the step-by-step process of selecting the summary view.

Manager Self Service (MSS) - Overview

Step 2: Job Details – Job information for each direct report.

The screenshot shows the 'Direct Line Reports' interface with the 'Job Details' tab selected. The table lists employee information including Name, Actions, Empl ID, Job Code, Years in Job, and Job Title.

Name	Actions	Empl ID	Job Code	Years in Job	Job Title
Betty Blackbird	▼ Actions	0000413887	800100	6.7	Data Warehouse Analyst
Carey Quail	▼ Actions	0000582042	800078	0.7	Specialist
Felix Heron	▼ Actions	0005787386	800127	2.5	Senior Applications Developer
Jay Partridge	▼ Actions	0009686142	800059	3.8	Manager
Jeri Goldeneye	▼ Actions	0020062960	S52000	1.1	Marketing Assistant
Lisa Lark	▼ Actions	0009567585	700003	1.3	NSL Professional
Penny Falcon	▼ Actions	0000809349	800059	9.7	Manager
Phillip Godwit	▼ Actions	0000879991	800005	5.9	Administrator
Rudolph Macaw	▼ Actions	0004915046	800005	5.4	Administrator
Sidney Wingneck	▼ Actions	0000154547	800059	0.8	Manager

Additional interface elements include 'Personalize | Find | View All', '1-10 of 11', and links for 'View My Organization' and 'Headcount Analytics'.

Step 3: Contact – All contact information listed for each employee.

The screenshot shows the 'Direct Line Reports' interface with the 'Contact' tab selected. The table lists employee contact information including Name, Actions, Telephone, Email, Department, and Location.

Name	Actions	Telephone	Email	Department	Location
Betty Blackbird	▼ Actions	419/575-4922	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Carey Quail	▼ Actions	419/372-3473	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Felix Heron	▼ Actions	419/304-2158	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Jay Partridge	▼ Actions	419/372-9669	Jpartridge@bgsu.edu	Information Technology Service	Information Technology Service
Jeri Goldeneye	▼ Actions	216/299-7613	jglenn@bgsu.edu	Office of UG Student Develo	Math Sciences Building
Lisa Lark	▼ Actions	419/372-4980	larkin@bgsu.edu	Information Technology Service	Information Technology Service
Penny Falcon	▼ Actions	419/372-2000	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Phillip Godwit	▼ Actions	419/288-3561	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Rudolph Macaw	▼ Actions	419/372-2000	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service
Sidney Wingneck	▼ Actions	419/419-8216	ffalcon@bgsu.edu	Information Technology Service	Information Technology Service

Additional interface elements include 'Personalize | Find | View All', '1-10 of 11', and links for 'View My Organization' and 'Headcount Analytics'.

Manager Self Service (MSS) - Overview

Step 4: Compensation – A view of Salary information for each direct report.

- Compensation is reflected as an Annual Salary amount.
- This is calculated on a 12 month employment duration and not necessarily a true projection of student earnings.

Name	Annual Salary	Minimum	Midpoint	Maximum
Betty Blackbird	36.00	45,354.00	54,651.00	68,597.00
Carey Quail	00.00	41,465.00	49,758.00	62,197.00
Felix Heron	33.00	60,439.00	73,736.00	93,681.00
Jay Partridge	00.00	74,306.00	91,397.00	117,032.00
Jeri Goldeneye	26.00	104.00	103,012.00	205,920.00
Lisa Lark	07.52		125,000.00	250,000.00
Penny Falcon	72.00	74,306.00	91,397.00	117,032.00
Phillip Godwit	55.00	54,756.00	66,529.00	84,188.00
Rudolph Macaw	17.00	54,756.00	66,529.00	84,188.00
Sidney Wingneck	00.00	74,306.00	91,397.00	117,032.00

Step 5: Click on the name of a direct report in order to view only his/her information.

- Then **click on each tab** to review only that employees data.


Name	Job Title
Betty Blackbird	Data Warehouse Analyst
Carey Quail	Specialist
Felix Heron	Senior Applications Developer
Jay Partridge	Manager
Jeri Goldeneye	Marketing Assistant
Lisa Lark	NSL Professional
Penny Falcon	Manager
Phillip Godwit	Administrator
Rudolph Macaw	Administrator
Sidney Wingneck	Manager

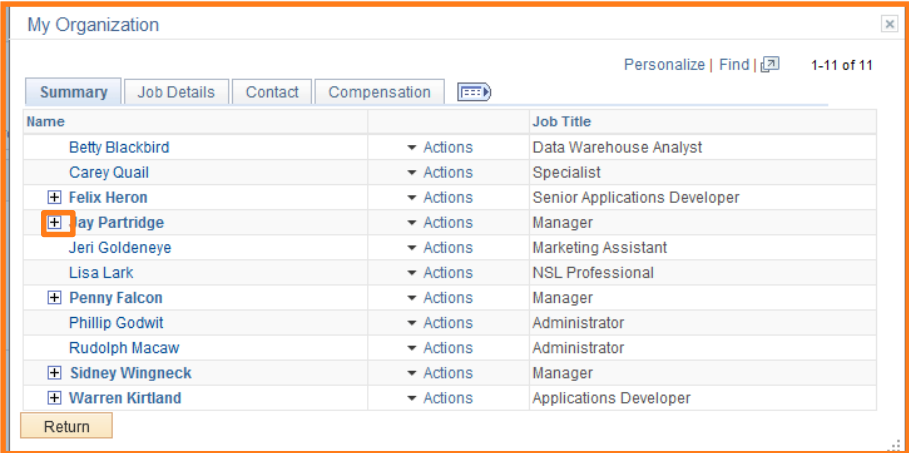
SECTION VII DIRECT LINE REPORTS HIERARCHICAL VIEW






By clicking on the **View My Organization**, the manager will be able to view not only his direct reports but see 2nd line reports also.

Name	Job Title
Betty Blackbird	Data Warehouse Analyst
Carey Quail	Specialist
Felix Heron	Senior Applications Developer
Jay Partridge	Manager
Jeri Goldeneye	Marketing Assistant
Lisa Lark	NSL Professional
Penny Falcon	Manager
Phillip Godwit	Administrator
Rudolph Macaw	Administrator
Sidney Wingneck	Manager

Manager Self Service (MSS) - Overview

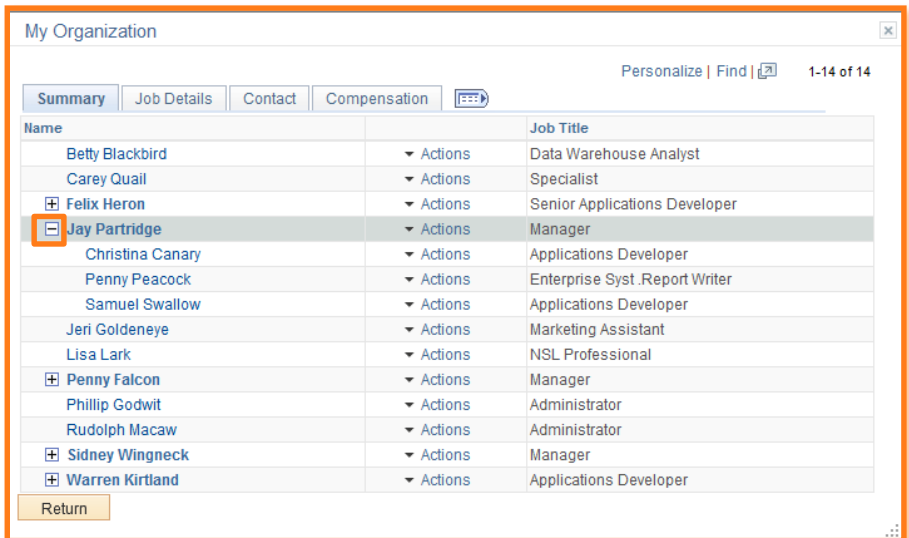
Step 1: Click on the  next to a name to view 2nd line reports.








Name	Actions	Job Title
Betty Blackbird	▼ Actions	Data Warehouse Analyst
Carey Quail	▼ Actions	Specialist
 Felix Heron	▼ Actions	Senior Applications Developer
 Jay Partridge	▼ Actions	Manager
Jeri Goldeneye	▼ Actions	Marketing Assistant
Lisa Lark	▼ Actions	NSL Professional
 Penny Falcon	▼ Actions	Manager
Phillip Godwit	▼ Actions	Administrator
Rudolph Macaw	▼ Actions	Administrator
 Sidney Wingneck	▼ Actions	Manager
 Warren Kirtland	▼ Actions	Applications Developer

Step 2: The direct report will show for the employee you chose.

- The manager will be able to drill down as far as the BGSU hierarchy goes.



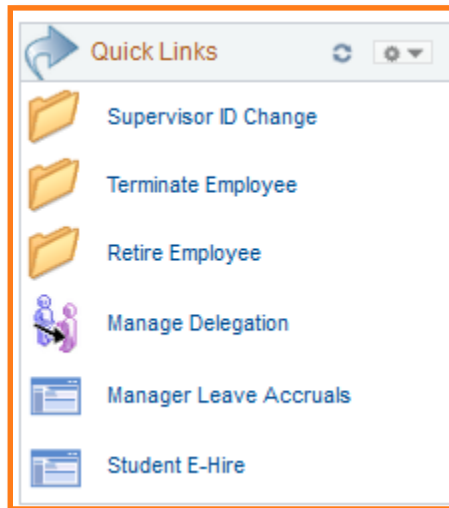
Name	Actions	Job Title
Betty Blackbird	▼ Actions	Data Warehouse Analyst
Carey Quail	▼ Actions	Specialist
 Felix Heron	▼ Actions	Senior Applications Developer
 Jay Partridge	▼ Actions	Manager
Christina Canary	▼ Actions	Applications Developer
Penny Peacock	▼ Actions	Enterprise Syst. Report Writer
Samuel Swallow	▼ Actions	Applications Developer
Jeri Goldeneye	▼ Actions	Marketing Assistant
Lisa Lark	▼ Actions	NSL Professional
 Penny Falcon	▼ Actions	Manager
Phillip Godwit	▼ Actions	Administrator
Rudolph Macaw	▼ Actions	Administrator
 Sidney Wingneck	▼ Actions	Manager
 Warren Kirtland	▼ Actions	Applications Developer

SECTION VIII QUICK LINKS

Quick Links enables the manager to quickly access Job actions that that can be performed on their employees.

- Supervisor ID Change (Student)
- Terminate Employee
- Retire Employee
- Manage Delegation
- Manager Leave Accruals
- Student E-Hire

Note: More to come in Phase II in July, 2015



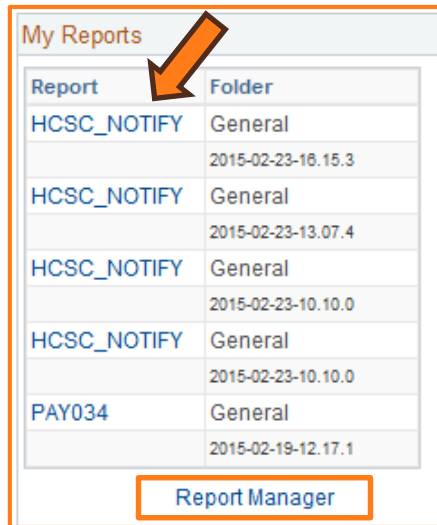
Manager Self Service (MSS) - Overview

SECTION IX MY REPORTS

My Reports allows you quick access to the output of your HCM reports that either you have run or from a distribution list that you are on.

- Click on the name of the report to open

Click [Report Manager](#) to attain the Process Monitor in one quick step.



Report	Folder
HCSC_NOTIFY	General
	2015-02-23-16.15.3
HCSC_NOTIFY	General
	2015-02-23-13.07.4
HCSC_NOTIFY	General
	2015-02-23-10.10.0
HCSC_NOTIFY	General
	2015-02-23-10.10.0
PAY034	General
	2015-02-19-12.17.1

[Report Manager](#)