

Manager Self Service (MSS) Users Guide

Contents

- Login Access3
- Reporting Change.....4
- Terminate Employee8
- Termination Reasons 11
- View Employee Personal Info 12
- Home and Mailing Addresses..... 15
- Email Addresses..... 16
- Phone Numbers 17
- Emergency Contact 18
- Birthday..... 19
- Compensation History..... 20
- Request Location Change 22

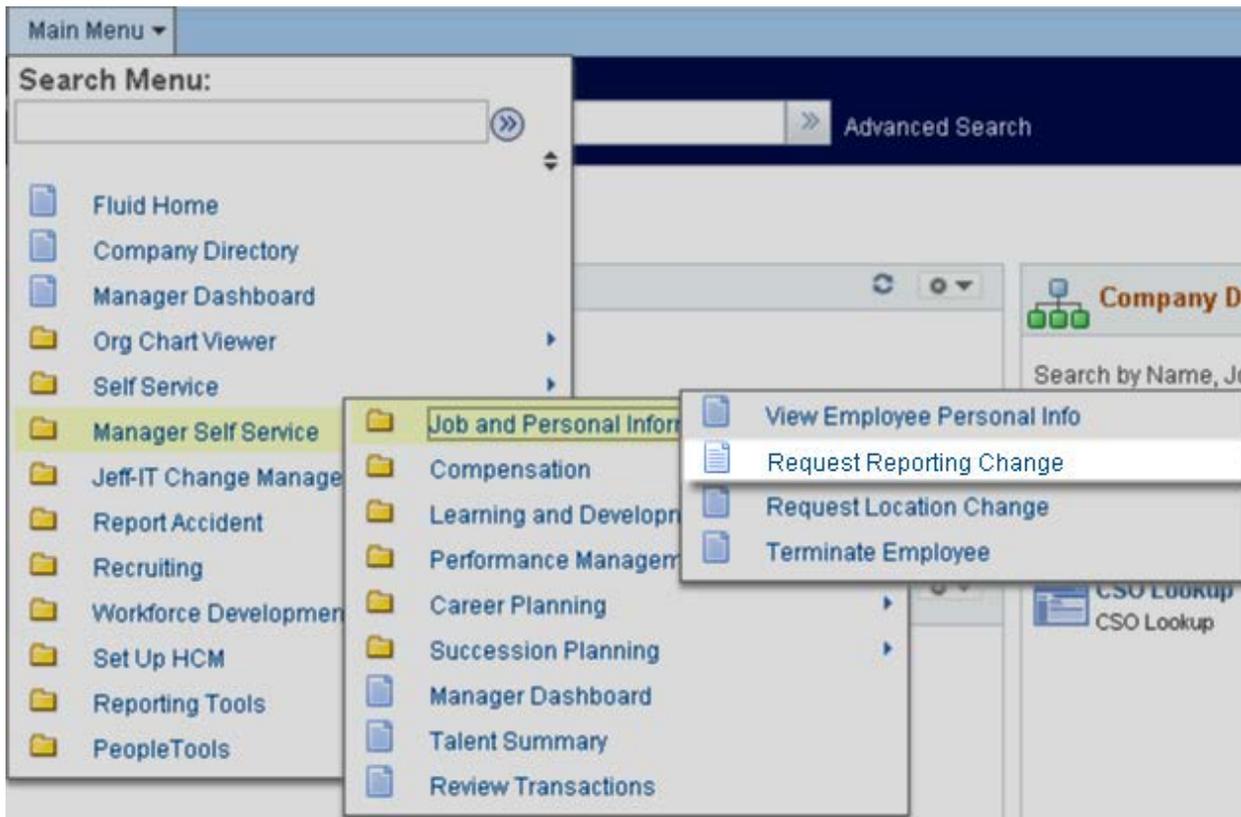
Login Access

Go to www.jeffersonhr.org Click on Employee Self Service on the left and then click on the link to Employee Self Service.



Reporting Change

Navigate to this page using the below navigation.



Reporting Change

Employee Selection Criteria

1. Select the employees to be assigned to the new supervisor.
2. You will be able to process only those employees that report to you as of the date entered on this page.
3. If you are reassigning one of your direct reports to a new supervisor and they also have employees reporting to them:
 - * Click on the + symbol in front of the employees name to determine if the employees reporting to them need to be reassigned. If they need to be reassigned or if they will remain reporting to their current supervisor, continue to step 5.
4. If an employee does not have direct reports, continue to step 5.
5. Click the *select* button before the name of the employee(s) to be assigned to a new supervisor, then click *continue* to enter the details about the transaction and finish the process.

As Of Date

[Find Employee](#)

James Fubbin's employees												Personalize 		First 1 of 1	
Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	DeptID	Department	Location	Location Description		
<input type="checkbox"/>			0	Active	Full-Time	Active		003932	HCM Business Analyst I	03082025	H.R.I.S.	011	MDH Radiat Oncolo Bldg		

[Select All](#) [Deselect All](#)

Please enter the effective date of the reporting change. You can enter a historical date or date in the future. Once entered, click and your list of direct reports as of the effective date will refresh below. Using the check boxes to the left of your direct reports, select the employee(s) for which you wish to make a reporting change and click .

Request Reporting Change

▶ Instructions

Selected Employees

Name	Job Title	Empl ID	Supervisor
	HCM Business Analyst I		

Reporting Change Details

*Reporting Change Date

New Information

Current Information

New Supervisor ID

To search for the new supervisor ID, click on the search icon.

Comments

* Required Field

[Return to Select Employees](#)

If you know the employee ID of the new supervisor you can type it into the New Supervisor ID box, or click to search. Using the Comments box you can indicate any additional information that should be included with the transaction. Once you have verified the information for the reporting change, click to process the request.

Saved - Reporting Change - Dorothy Carr - Your request was saved

hr.selfservice1@jefferson.edu

Sent: Mon 5/20/2013 10:45 AM
 To: Diana Straw

Your transaction was successfully saved to the database:

Transaction Name: Reporting Change
 Transaction Number: 57
 Employee Name: Dorothy Carr
 Employee Id: 000589237

After you submit your changes you will receive this email confirmation that your request was saved.

http://nice.jefferson.edu:16030/psc/hr9tst1/EMPLOYEE/HRMS/c/ROLE_MANAGER.HR_MGR_REPORT_VW.GBL?Action=U&TRANSACTION_NBR=57

This communication was sent via Oracle Workflow Technology. Please do not respond to this email. The information contained in this transmission contains privileged and confidential information. It is intended only for the use of the person named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

CAUTION: Intended recipients should NOT use email communication for emergent or urgent health care matters.

Reporting Change Notification

hr.selfservice@jefferson.edu

Sent: Mon 5/20/2013 9:46 AM
 To: **New Supervisor**

The following Employees are reporting to you as of 2013-05-20:

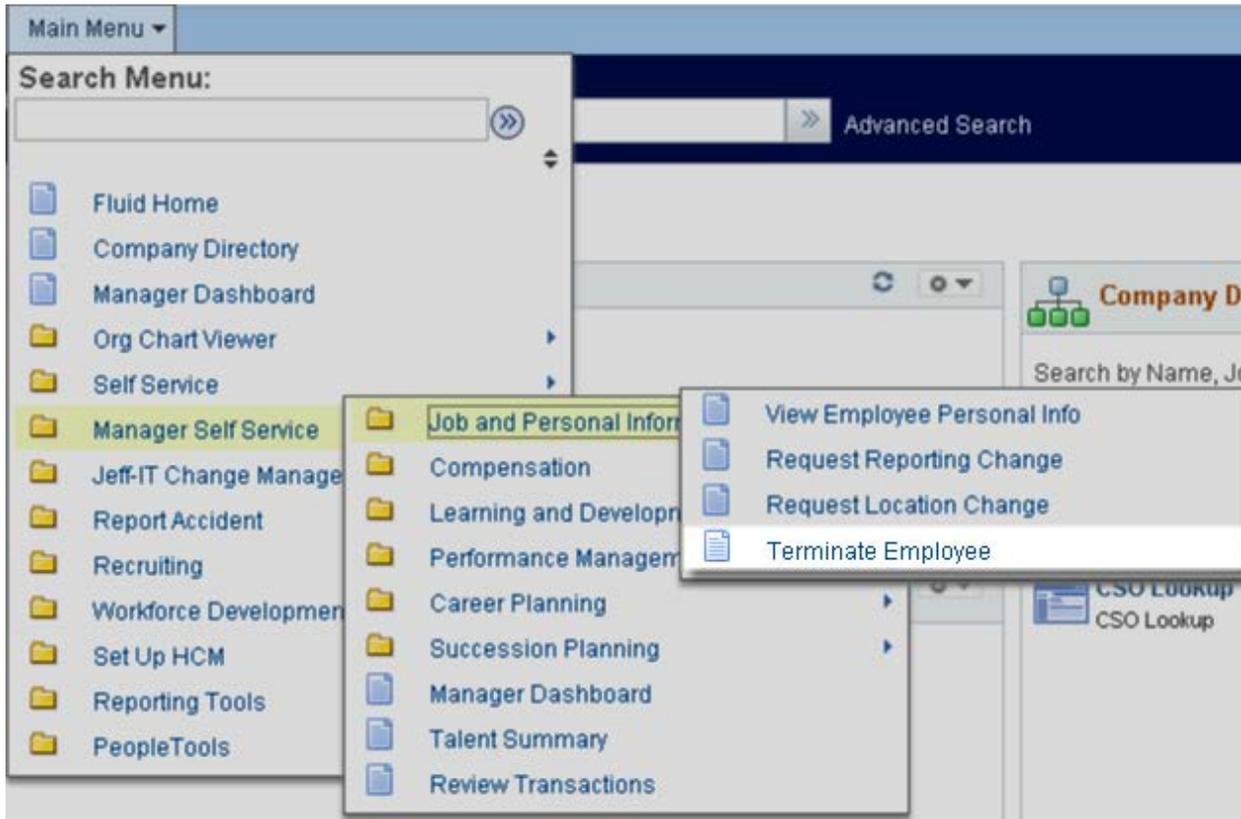
Transaction Name HR_REPORT_CHG
 Transaction Number 56

This email is automatically sent to the new supervisor after you hit submit.

EMPLID	Name	Supervisor ID	Supervisor Name
00000000	Employee 2	New Supervisor ID	<p>New Supervisor Name The information contained in this transmission contains privileged and confidential information. It is intended only for the use of the person named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.</p> <p>CAUTION: Intended recipients should NOT use email communication for emergent or urgent health care matters.</p>

Terminate Employee

Navigate to this page using the below navigation.



Terminate Employee

Employee Selection Criteria

1. Select the employee to be terminated.
* Note: employees with the + symbol in front of their name have employees reporting to them. Request Reporting Change transaction transferring them to the new manager.
2. On the Terminate Employee page, click on instructions on how to determine termination date.
3. Select the termination reason.
4. Enter EIB and/or ETO hours from the Kronos Timekeeping System.
5. Click submit to complete the process.
6. For Severance employees, please contact the HR Service Center at 3-HRSC.

As Of Date

Please enter the effective date of the termination. This date would be the day after the last day worked. For example, if the employee's last day worked was Friday the 15th, you would enter the effective date of Saturday the 16th. You can enter a historical date or date in the future. Once entered, click

and your list of direct reports as of the effective date will refresh below.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Terminate Employee

Jefferson. Search

Home | Worklist | Add to Fav

Terminate Employee

Employee Selection Criteria

1. Select the employee to be terminated.
* Note: employees with the + symbol in front of their name have employees reporting to them. Prior to terminating employees with direct reports, be sure to first complete a Request Reporting Change transaction transferring them to the new manager.
2. On the Terminate Employee page, click on instructions on how to determine termination date.
3. Select the termination reason.
4. Enter EIB and/or ETO hours from the Kronos Timekeeping System.
5. Click submit to complete the process.
6. For Severance employees, please contact the HR Service Center at 3-HRSC.

As Of Date

[Find Employee](#)

James Fishbein's employees										Personalize <input type="button" value="2"/>	First	1 of 1	Last
Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Job Code	Job Title	DeptID	Department			
<input type="button" value="Select"/>			0	Active	Full-Time	Active	003932	HCM Business Analyst I	03082025	H.R.I.S.			

You can click on the hierarchy tree on the right side to drill down on your direct reports. Select the employee you wish to terminate by clicking on the left side of that employee. This will take you to the Terminate Employee page.

Do not use this page for employees who are terminating with a severance agreement. These types of terminations will be processed by the HR Service Center.

Terminate Employee

 HCM Business Analyst I

[Actions](#) ▾

▼ Instructions

The Termination Date is the day after the last day worked.
 Select Submit once you have entered the termination information.

Reason for Termination

Empl ID

Job Title HCM Business Analyst I

*Termination Date 04/09/2015

Reason for Termination

Employee Provided Sufficient Notice

Please specify any special instructions for payout related to grants (08X series accounts)

By clicking Submit below, I attest the following:

1. Sufficient Notice was / was not given in accordance with the company's Voluntary Resignation Policy# 200.32;
2. The employee's ETO/Vacation/EIB balances are accurate in the company's time keeping system prior to submitting; and
3. I acknowledge that it is my responsibility to collect all company property from the employee prior to end of last day.

* Required Field
[Return to Select Employees](#)

On this page, the manager will perform the following tasks:

- Click the Reason for Termination drop down and choose a reason. A reason is required.
- Determine if the employee provided sufficient notice (see Voluntary Resignation Policy #200.32) and check the box if sufficient notice was provided.
- In the text box, please provide any adjustment information including department or other instructions related to last check.
- Click to process. By submitting you are acknowledging that you determined if sufficient notice was or was not given and indicated it appropriately, the employee's ETO/Vacation/EIB balances are accurate in the company's time keeping system and have acknowledged that it is your responsibility to collect all company property from the employee prior to end of last day.

Once submitted, the transaction will be processed in the system. A work flow transaction will be sent to the HR Service Center and Payroll to review and process last check.

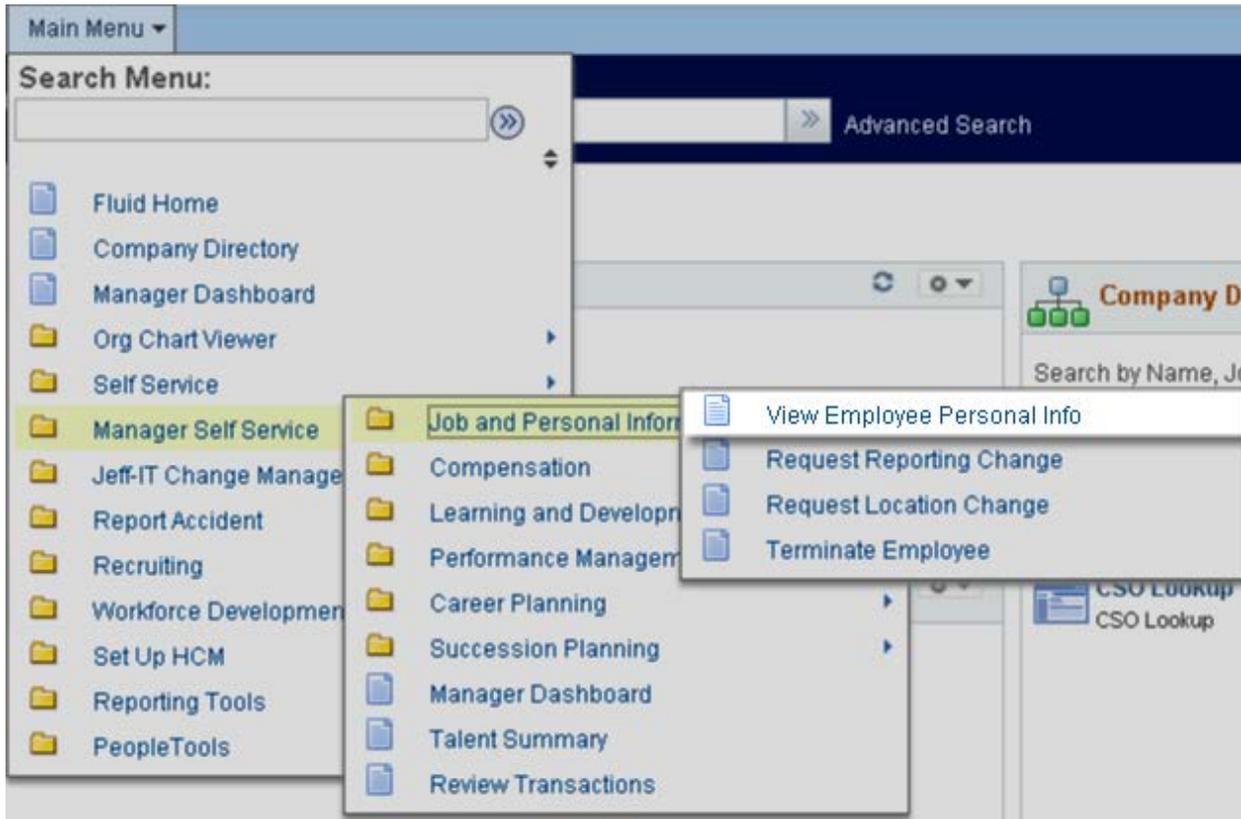
Termination Reasons

The following are the termination reasons that you can select.

REASON CODE	DESCRIPTION
ATT	Attendance
DEA	Death
JOB	Job Abandonment
RED	Reduction in Force (HR Only)
RPD	Resignation Pend Discip/Invest
TMP	End Temporary Employment
UNS	Unsatisfactory Performance
VIO	Violation of Policy
VRT	Voluntary Retirement
VSA	Visa Denied (HR Only Code)
BEN	Dissatisfied with Benefits
COM	Dissatisfied with Commute
OPP	Dissatisfied with Opportunities
PAY	Dissatisfied with Pay
SUP	Dissatisfied with Supervisor
REL	Relocation
HED	Disability

View Employee Personal Info

Navigate to View Employee Personal Info using the below bread crumbs.



View Employee Personal Information

Employee Selection Criteria

Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date [Refresh Employees](#)

[Find Employee](#)

James Fadden's employees												Personalize	First	1 of 1	Last
Select	Name	Empl ID	Job	Empl Status	Full/Part Time	HR Status	Position	Job Code	Job Title	DeptID	Department	Location Descriptor			
Select			0	Active	Full-Time	Active		003932	HCM Business Analyst I	03082025	H.R.I.S.	MDH Radiation Oncology Bldg			

The "As Of" date defaults to today's date. You can enter a date in the past or future to view direct or indirect reports that previously reported to you or will in the future. After entering the date, click [Refresh Employees](#) and your list of direct reports as of the effective date will refresh below.

Select the employee whose view personal information you wish to view by clicking [Select](#) on the left side of that employee. This will take you to the Employee Information page.

Employee Information

 HCM Business Analyst I
[Actions](#) ▾

Personal Information

Empl ID	_____	First Start Date	00000000
		Department	H.R.I.S. 03082025
Job Code	HCM Business Analyst I 003932	Location	MDH Radiation Oncology Bldg 011
Company	Thomas Jefferson University TJU	Regular/Temporary	Regular
Business Unit	TJ - Corporate TJCOR	Full/Part Time	Full-Time

Additional Information

- [Home and Mailing Addresses](#)
- [Email Addresses](#)
- [Phone Numbers](#)
- [Emergency Contacts](#)
- [Birthday](#)
- [Person Profile](#)

[Return to Select Employees](#)

The Employee Information page provides general job-related information and a photo. Click on the hyperlinks at the bottom to view the different information.

Home and Mailing Addresses

Navigation bar: Favorites ▾ | Main Menu ▾ | > Manager Self Service ▾ | > Job and Personal Information ▾ | > View Employee Personal Info

Jefferson.. Search

Employee Information

Home and Mailing Addresses

Actions ▾

Home Address

Country United States

Address

Mailing Address

Country

Address

[Return to Employee Information](#)

[Return to Select Employees](#)

When clicking on the Home and Mailing Address link, the home address will display for that particular employee. We currently do not support separate mailing address. Click the Return to Employee Information link to return to previous page.

Email Addresses

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > View Employee Personal Info

 All ▾ Search >> Advanced Search

[Employee Information](#)

Email Addresses

Actions ▾

Email Addresses		
*Email Type	Email Address	Preferred
Business	matt123@jefferson.edu	<input checked="" type="checkbox"/>

[Return to Employee Information](#)

[Return to Select Employees](#)

When clicking on the Email Addresses link, you can view the business email address and any additional email addresses for the employee. Click on the Return to Employee Information to return to prior page.

Phone Numbers

Employee Information

Phone Numbers

To add a phone number, click the 'Add a Phone Number' button and fill in the appropriate information. To update a phone number, click the appropriate text box and make the needed update. To delete a phone type, click the delete button next to the number you want to delete. When you are finished making changes, click the 'save' button to update the system.

When entering a phone number, please key the 10 digit phone number without any dashes and/or spaces and the system will automatically format it.

JeffALERT is our real-time emergency notification system that delivers alerts to various devices to notify you in the event of a serious threat to campus security.

Actions ▾

Phone Numbers			
Phone Type	*Telephone	Extension	Preferred
Work Phone 1 - (999/999-9999)	219/903-7474		<input type="checkbox"/>
Personal Cell - (999/999-9999)	816/297-2624		<input type="checkbox"/>
Home Phone - (999/999-9999)	816/297-2624		<input checked="" type="checkbox"/>

JeffAlert Settings					
	Phone Type	Telephone	Extension	Carrier Code	Use for JeffAlert
1	Personal Cell - (999/999-9999)	816/297-2624		AT&T	<input checked="" type="checkbox"/>
2	Home Phone - (999/999-9999)	816/297-2624			<input checked="" type="checkbox"/>

[Return to Employee Information](#)

[Return to Select Employees](#)

When clicking on the link, you can view all the phone numbers that the employee entered through Employee Self-Service Phone Numbers. Click on the Return to Employee Information to return to prior page.

Emergency Contact

Employee Information

Emergency Contacts

This page allows you to add, edit and delete your emergency contact information. Please note, you must select a primary emergency contact. In order to change your primary contact, the person you want as a primary contact must already be listed, if not, you have to add them first, click the save button and then click on change the primary contact. Clicking on the save button allows your changes to automatically update the system.

Actions ▾

Emergency Contacts		
Contact Name	Relationship to Employee	Primary Contact
Amadio, Janette	Spouse	<input checked="" type="checkbox"/>

[Return to Employee Information](#)

[Return to Select Employees](#)

When clicking on the link, you can view the emergency contacts and relationship to employee and which one is designated as primary. Click on the Return to Employee Information to return to prior page.

Birthday

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > View Employee Personal Info

 **Jefferson**™

All ▾ Search >> Advanced Search

Employee Information

Birthday

Actions ▾

Birthday [June 28](#)

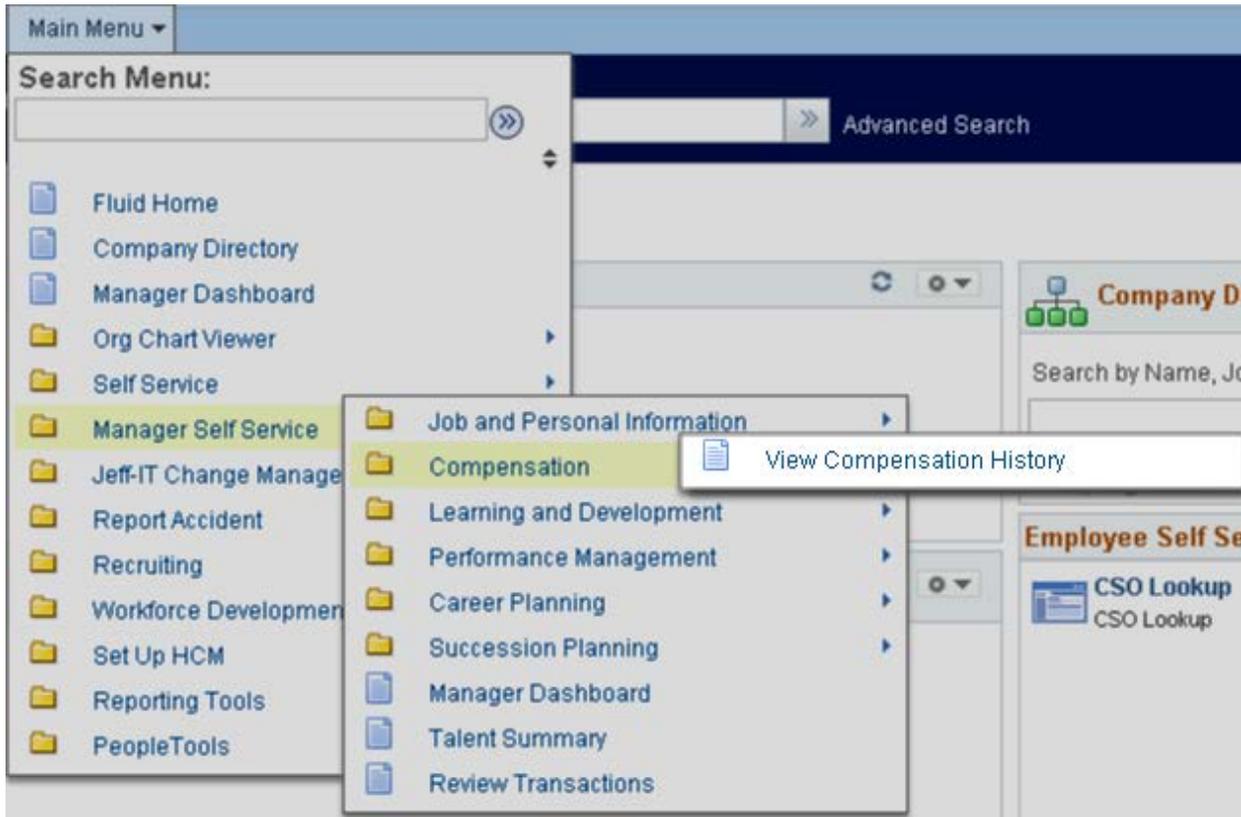
[Return to Employee Information](#)

[Return to Select Employees](#)

When clicking on the link, you can view the birthday (month and day) for that particular employee. Click on the Return to Employee Information to return to prior page.

Compensation History

Navigate to this page using the below navigation.



View Compensation History

Employee Selection Criteria

Select the employee you'll be working with. You can initiate transactions only for employees who reported to you as of the date you entered on this page.

As Of Date Refresh Employees

James Fishback's employees Personalize | 7 First 1 of 1 Last

Select	Name	Empl ID	Job	Empl Status	HR Status	Position
Select			0	Active	Active	

The "As Of" date defaults to today's date. You can enter a date in the past or future to view direct or indirect reports that previously reported to you or will in the future. After entering the date, click **Refresh Employees** and your list of direct reports as of the effective date will refresh below.

Select the employee whose compensation history you wish to view by clicking **Select** on the left side of that employee. This will take you to the Compensation History page for that employee.

Compensation History

.....
 HCM Business Analyst I
 Actions ▾



Compensation History Personalize | View All | 1-7 of 7 First 1-7 of 7 Last

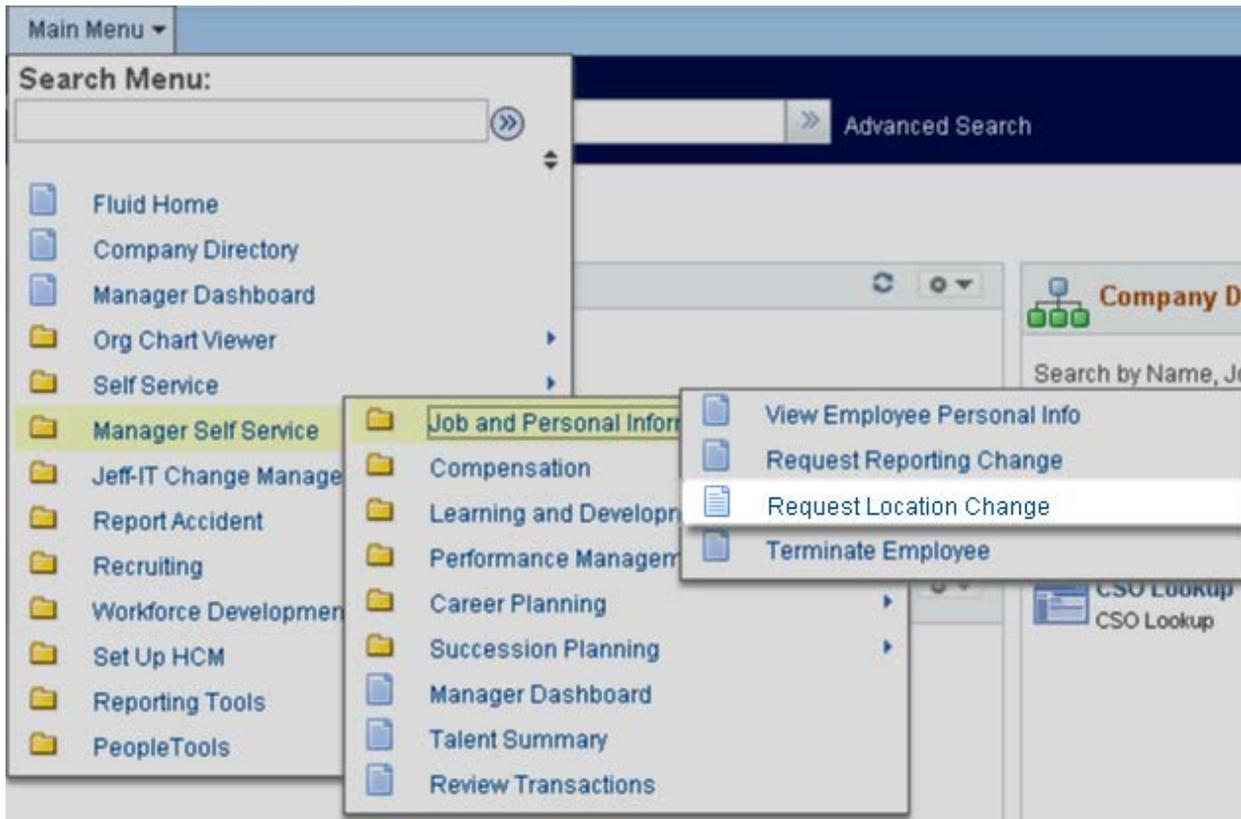
Date of Change	Amount	Change	Type	Source	Currency	Job Title
08/21/2013	64,263.680	3,998.840000	Promotion	Base Salary	USD	PeopleSoft Business Analyst I
08/24/2013	68,263.840	1,781.440000	Pay Rate Change	Base Salary	USD	Informatics Coord
08/29/2012	58,082.400	1,726.160000	Pay Rate Change	Base Salary	USD	Informatics Coord
03/04/2012	57,362.240	2,731.040000	Promotion	Base Salary	USD	Informatics Coord
07/02/2011	54,631.200	1,071.200000	Pay Rate Change	Base Salary	USD	Informatics Coord
04/24/2010	53,560.000	1,580.000000	Pay Rate Change	Base Salary	USD	Informatics Coord
08/08/2008	52,000.000		Hire	Base Salary	USD	HRIS Specialist I

Issued Currency

[Return to Select Employees](#)

Request Location Change

Navigate to this page using the below navigation.



Location Change

Employee Selection Criteria

Select the employee(s) to move to a new location. You will be able to process only those employees that report to you as of the date entered on this page.

After you've selected the employee(s) you'd like to process, select the *Continue* button to enter the details about the transaction and finish the process.

As Of Date

Find Employee

Jason Fishbein's employees Personalize | First 1 of 1 Last

Select	Name	Empl ID	Job	Empl Status	HR Status	Job Code	Job Title	DeptID	Department	Location	Location Description
<input type="checkbox"/>			0	Active	Active	003932	HCM Business Analyst I	03082025	H.R.I.S.	011	MDH Radiation Oncology Bldg

Select All Deselect All

The "As Of" date defaults to today's date. You can enter a date in the future to view direct or indirect reports that will report to you in the future. Entering previous dates is not allowed. After entering the date, click and your list of direct reports as of the effective date will refresh below. Using the check boxes to the left of your direct reports, select the employee(s) for which you wish to make a location change and click .

Request Location Change

Instructions

Selected Employees

Name	Job Title	Empl ID	Current Location
	HCM Business Analyst I		MDH Radiation Oncology Bldg

Location Details

*Location Change Date

New Information

Current Information

*Location

Floor Room

MDH Radiation Oncology Bldg

* Required Field

[Return to Select Employees](#)

On the "Change Location" page, you can click on the to view and select a location. Additionally, please enter the Floor and Room number if applicable and then click . This change will be processed immediately as of the date that the change will take effect. Click on the Return to Employee Information to return to prior page.