

Manager Self Service (MSS) Users Guide

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Login Access

•

Go to <u>www.jeffersonhr.org</u> 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.

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| Search N | lenu: | | | Advanced Se | arch |
| Fluid | l Home Ipany Directory ager Dashboard Chart Viewer | | | 0 0* | Company Di Search by Name, Jo |
| Mana Jeff-I Repu | ager Self Service T Change Manage ort Accident | Job and Personal Compensation Learning and Deve Performance Mana | elopn | View Employee Per Request Reporting Request Location C Terminate Employe | sonal Info Change hange e |
| Work Set U Rep Peop | dorce Developmen Jp HCM orting Tools bleTools | Career Planning Succession Plann Manager Dashboa Talent Summary Review Transactio | ing ard ons | | CSO Lookup |

| Favorites < | 🔹 Main Menu 👻 | > Manager Self S | ervice 🔻 🚿 | Job ar | nd Personal Info | ormation 🔻 🔶 Re | equest Reportin | g Change | | | | | | |
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| Jeff | ierson | All 👻 Search | | | » | Advanced Search | | | | Home | Worklist | : Add to Fav | vorites I S | ign out |
| Repor | ting Change | | | | | | | | | | | | | |
| 1. 1 2. ` 3. 1 4. 1 5. 1 | Select the employees to be for unil be able to process fyou are reassigning one * Click on the + sym remain reporting to if an employee does not ha Click the <i>select</i> button befo process. As Of I | assigned to the ne only those employ of your direct report bol in front of the ei their current super we direct reports, co re the name of the Otte 04/09/2015 | ew superviso ees that repo s to a new su mployees na visor, continu ontinue to ste employee(s) Refr | r. uperviso me to d e to ste ap 5. to be a: esh Em | u as of the date or and they also letermine if the o p 5. ssigned to a ne nployees | entered on this pai have employees r employees reportir w supervisor, then | ge. gporting to them g to them need click <i>continue</i> to | : to be reassig enter the det | ned. If they ne ails about the | ed to be reassigned or if th transaction and finish the | ney will | | | |
| Income | First state | | | | | | | | | Find E | mployee | | | -64 |
| Select | Name | | Empl ID | Job | Empl Status | Full/Part Time | HR Status | Position | Job Code | Job Title | DeptID | Department | Location | Locatio Descrip |
| | | | | 0 | Active | Full-Time | Active | | 003932 | HCM Business Analyst I | 03082025 | H.R.I.S. | 011 | MDH Radiati Oncolo Bldg |
| Select Al | II Deselect Al | I | | | | | | | | | | | | |

Please enter the effective date of the reporting change. You can enter a historical date or date in the future. Once entered, click Refresh Employees 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 Continue.

| Favorites 👻 🛛 Main Menu | J★ > Man: | ager Self Service 🔻 👌 Job and Perso | nal Information 👻 👌 Reque | est Reporting Change | |
|-------------------------|-------------------|--|---------------------------|----------------------|------|
| Jefferson. | All | - Search | Advanced Search | | Home |
| | | | | | |
| Request Reportin | g Change | | | | |
| Instructions | | | | | |
| Selected Employees | | | | | |
| Name | Job Tit | le | Empl ID | Supervisor | |
| | НСМ В | lusiness Analyst I | | 1 | |
| Reporting Change Det | tails | | | | |
| *Reporti | ing Change Date | 04/10/2015 🛐 | | | |
| | | New Information | | Current Information | |
| Nev | w Supervisor ID 🛛 | Q | | | |
| | | To search for the new supervisor ID, click | on the search icon. | | |
| | Comments | | | 1 | 26 |
| Submit | | | | | |
| * 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 serach. Using the Comments box you can indicate any additional information that should be included

with the transaction. Once you have verified the inforamtion for the reporting change, click Submit 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 | nit submit. |
|----------|------------|----------------------|--|--|
| 00000000 | Employee 2 | New Supervisor ID | New Supervisor Name The information of and confidential information. It is in you are not the intended recipient, y dissemination, distribution or dupli you are not the intended recipient, p all copies of the original message. <u>CAUTION</u> : Intended recipients show urgent health care matters. | contained in this transmission contains privileged thended only for the use of the person named above. If rou are hereby notified that any review, lication of this communication is strictly prohibited. If please contact the sender by reply email and destroy and NOT use email communication for emergent or |

Terminate Employee

Navigate to this page using the below navigation.

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| 0000 | Manager Self Service Jeff-IT Change Manage Report Accident Recruiting | Job and Personal Infor Compensation Learning and Developn Performance Managerr | View Employee Personal Info Request Reporting Change Request Location Change Terminate Employee |
| | Workforce Developmen Set Up HCM Reporting Tools PeopleTools | Career Planning Succession Planning Manager Dashboard Talent Summary Review Transactions | CSO Lookup |

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.



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

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

| Favorites 👻 🛛 Mai | n Menu 👻 🔷 > 🛛 Manager Self Servi | ce 🔻 👌 Job and | Persona | I Information 🔻 | > Terminate Er | nployee | | | | | |
|--|---|--|--|-----------------------------|----------------|-----------|----------|---------------------------|----------|---------------|-----------|
| Jefferson. | All 👻 Search | | | » Advanced S | Bearch | | | | Home | Worklist . | Add to Fa |
| Terminate En | nployee | | | | | | | | | | |
| Employee Selecti | on Criteria | | | | | | | | | | |
| Req 2. On the Tern 3. Select the th 4. Enter EIB a 5. Click subm 6. For Severar | uest Reporting Change transaction tra ninate Employee page, click on instruc armination reason. nd/or ETO hours from the Kronos Time it to complete the process. nce employees, please contact the HR As Of Date 04/09/2015 | insterring them to th tions on how to det ekeeping System. Service Center at 3 Refresh Emplo | ermine ti ermine ti HRSC. byees | hanager. ermination date | 3. | | | | Find Emr | lovee | |
| Jason Fishbein' | employees | | | | | | | Personalize | ⊡ Fir | st 🕚 1 of 1 🤇 | 膨 Last |
| Select | Name | Empl ID | Job | Empl Status | Full/Part Time | HR Status | Job Code | Job Title | DeptID | Department | |
| 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 Select 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.

| Favorites 🔻 🛛 Main Menu 🔻 | Manager Self Service |
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| Jefferson. | All V Search Advanced Search |
| | |
| Terminate Employee | |
| HCM Business A | |
| Actions - | |
| Instructions | |
| The Termination Date is the day a Select Submit once you have enter | fter the last day worked. ed the termination information. |
| Reason for Termination | |
| E | mpl ID |
| Jo | b Title HCM Business Analyst I |
| *Terminatio | n Date 04/09/2015 🛐 |
| Reason for Termi | nation V |
| Employee Provided Suf | ficient Notice |
| Please specify any spe instructions for payout grants (08X series acc | cial related to ounts) |
| By clicking Submit belov 1. Sufficient Notice was Resignation Policy# 200 2. The employee's ETO/ keeping system prior to 3. I acknowledge that it i employee prior to end o | w, I attest the following: / was not given in accordance with the company's Voluntary).32; Vacation/EIB balances are accurate in the company's time submitting; and is my responsibility to collect all company property from the f last day. |
| Submit | |

* 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 Submit 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 |
| ТМР | End Temporary Employment |
| UNS | Unsatisfactory Performance |
| VIO | Violation of Policy |
| VRT | Voluntary Retirement |
| VSA | Visa Denied (HR Only Code) |
| BEN | Dissatisfied with Benefits |
| СОМ | Dissatisfied with Commute |
| OPP | Dissatisfied with Opportunities |
| РАҮ | 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.

| Mair | n Menu 👻 | | | |
|-------|--|--|---|----------------------------------|
| Sea | rch Menu: | | Advanced Sea | arch |
| | Fluid Home Company Directory Manager Dashboard Org Chart Viewer Self Service | | 0 0 - | Company Di Search by Name, Jo |
| 00000 | Manager Self Service Jeff-IT Change Manage Report Accident Recruiting Workforce Developmen | Job and Personal In Compensation Learning and Development Performance Manage Career Planning | forn View Employee Pers Request Reporting C Popr Request Location Ch Jerr Terminate Employee | ange |
| | Set Up HCM Reporting Tools PeopleTools | Succession Plannin Manager Dashboard Talent Summary Review Transaction | g • i s | CSO Eddinop |

| Favorites 🔻 | Main Menu 🔻 💦 🚿 | Manager Self Service 🔻 🚿 | Job and Pe | ersonal I | Information 🔻 | > View Employee | Personal Info | | | | | | |
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| Jefferso | n. 👘 | Search | | > | Advanced S | earch | | | | Home | Worklist | Add to Favorites | Sign out |
| 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 04/09/2015 IR Refresh Employees | | | | | | | | | | | | | |
| | | | | | | | | | | Find Empl | oyee | | |
| Janun Fishlo | in employees | | | | | | | | | | Personalize | e 🗖 👘 First 🕚 1 | of 1 🕑 La |
| Select | Name | | Empl ID | Job | Empl Status | Full/Part Time | HR Status | Position | Job Code | Job Title | DeptID | Department | Location Description |
| 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.

| Favorites 🔻 | Main Menu 👻 🔷 > Manager Self Serv | ice 👻 👌 Job and Person | al Information 👻 👌 View B | Employee Personal Info | |
|-------------|--|------------------------|---------------------------|-----------------------------------|----------|
| Jeffer | SON All 👻 Search | | Movanced Search | | Home |
| Employ | ee Information | | | | |
| | | | | | |
| | HCM Business Analyst I Actions - | | | | |
| Personal | Information | | | | |
| | Empl ID | | First Start | Date | |
| | | | Depart | ment H.R.I.S. | 03082025 |
| | Job Code HCM Business Analyst I | 003932 | Loc | ation MDH Radiation Oncology Bldg | 011 |
| | Company Thomas Jefferson Univers | sity TJU | Regular/Temp | orary Regular | |
| | Business Unit TJ - Corporate | TJCOR | Full/Part | Time Full-Time | |
| Additiona | I Information | | | | |
| | Home and Mailing Address | es | | Birthday | |
| | Email Addresses | | | | |
| | Phone Numbers | | | | |
| | Emergency Contacts | | | | |
| | | | | 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



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

| avorites 🔻 | Main Menu 👻 🔷 > | > Manager Self Service 🔻 > | -Job and Personal Information \star $>$ | View Employee Personal Info |
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| Employee In | formation | | | |
| Employee in | liormation | | | |
| Email Add | dresses | | | |
| | | | | |
| Actions - | | | | |
| Email Addre | esses | | | |
| *Email Type | Email Address | | Preferred | |
| Business | @jefferso | on.edu | Ø. | |

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

| Favorites 🔻 | Main Menu 👻 | > | Manager Self Service 🔻 | > | Job and Personal Information \star $ ightarrow$ View Employee Personal Info | |
|-------------|-------------|---|------------------------|---|---|--|
| 💂 Jeffer | son⊾ | F | All - Search | | Advanced Search | |
| | | | | | | |

Employee Information

Phone Numbers

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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.

| *Telephone | Extensio | n | Preferred | |
|-----------------|---|--|--|---|
| 215/503-7474 | | | | |
| 856/287-2824 | | | | |
| 050/297-2024 | | | ×. | |
| | | | | |
| Telephone | Extension | Carrier Co | de | Use for JeffAlert |
| 9- 050/297-2924 | | AT&T | | ¢. |
| 8-050/297-2024 | | | | \$ |
| | *Telephone 2:5:5:1:2:5:2:5:2:1:2:1:2:1:2:1:2:1:2:1: | *Telephone Extension 2 2 2 2 2 2 2 2 2 2 3 2 3 2 3 2 3 2 | *Telephone Extension Image: Second | *Telephone Extension Preferred Image: Second Se |

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

| Favorites 👻 🛛 Main Menu 👻 🔅 | > Manager Self Service 🔻 🚿 | Job and Personal Information \star $ ightarrow$ View Employee Personal Info |
|-----------------------------|----------------------------|---|
| 🔔 Jefferson. | | |
| | All 👻 Search | Advanced Search |
| | | |

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 | Ø |

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 \star \rightarrow | View Employee Personal Info |
|-------------------------------|---------------------------------------|------------------------------|--|-----------------------------|
| Jeffers | son∝ | All 👻 Search | >> Advanced Sear | rch |
| | | | | |
| Employee | Information | | | |
| Birthday | | | | |
| Actions - Birth | day Jume 24 | | | |
| Return to Em Return to Sel | nployee Information lect 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.

| Mair | Menu 🔻 | | |
|------|--|---|--|
| Sea | rch Menu: | >>> | Advanced Search |
| | Fluid Home Company Directory Manager Dashboard Org Chart Viewer Self Service Manager Self Service | Job and Personal Informa Compensation | Company Search by Name, ation View Compensation History |
| | Report Accident Recruiting Workforce Developmen Set Up HCM Reporting Tools PeopleTools | Learning and Developme Performance Managemer Career Planning Succession Planning Manager Dashboard Talent Summary Review Transactions | nt Employee Self S CSO Lookup |

| Favorites 💌 🛛 Main Menu | Manager Self Service < > C | ompensation 🔹 👌 View Compens | ation History | 1 | | |
|----------------------------|--|--------------------------------------|---------------|------------------------|-------------------|----------------------|
| Jefferson. | All 👻 Search | Model Search | | | | Home Worklis |
| View Compensatio | on History | | | | | |
| Select the employee you'll | be working with. You can initiate transactio | ns only for employees who reported t | o you as of t | he date you entered or | n this page. | |
| | As Of Date 04/10/2015 🛐 Refrest | Employees | | | | |
| Jamm Fishbein's empl | oyees | | | Pers | ionalize 🔄 🛛 Fi | irst 🕚 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.

| Favorites 🔻 🛛 Main M | enu 👻 🔷 🚿 | Manager Self Service 👻 🚿 | Compensation \star > | View Compensation History |
|----------------------|-----------|--------------------------|------------------------|---------------------------|
| 💂 Jefferson. | | All 👻 Search | » | Advanced Search |

Compensation History

| HCM Business Analyst I | |
|------------------------|--|
| Actions - | |

| Compensation His | tory | | | Pe | rsonalize View Al | I 🌆 🛛 First 🕚 1-7 of 7 🕑 Last |
|------------------|------------|--------------|-----------------|-------------|---------------------|---------------------------------|
| Date of Change | Amount | Change | Туре | Source | Currency | Job Title |
| 09/21/2013 | 64,263.680 | 3,999.840000 | Promation | Base Salaty | UED | PeopleSoft Business Analyst I |
| 08/24/2013 | 61,253.040 | 1,121.440000 | Pay Rate Change | Base Salaty | USD | informatics Coord |
| 08050012 | 58,082,400 | 1,720.160000 | Pay Rate Change | Base Salaty | USD | Informatics Coord |
| 03/24/2012 | 57,382.240 | 2,731.040000 | Promotion | Base Salaty | USD | Informatics Coord |
| anaaraann | 54,631,200 | 1,071.200000 | Pay Rate Change | Base Salaty | USD | Informatics Coord |
| 06262010 | 53,560.000 | 1,580.000000 | Pay Rate Change | Base Salaty | USD | Informatics Coord |
| 00002000 | 52,000.000 | | Him | Base Salaty | USD | HRtS Specialist I |

Issued Currency

Return to Select Employees

Request Location Change

Navigate to this page using the below navigation.

| Search Menu: | Advanced Search |
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| Manager Self Service Job and Personal Inf Compensation | |
| Generation Report Accident Recruiting Workforce Developmen Set Up HCM Reporting Tools Compensation Learning and Develo Performance Manage Career Planning Succession Planning Telent Oursease | View Employee Personal Info Request Reporting Change Request Location Change Terminate Employee |

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| | | Search | | ≫ A | dvanced Searc | h | | | | | |
| | | | | | | | | | | | |
| Locati | ion Change | | | | | | | | | | |
| Euro | | | | | | | | | | | |
| Select t | ee Selection Unteria the employee(s) to move to a new locati | on You will be able | e to process o | only those e | mnlovees that r | enort to you : | as of the date entered on t | nie nana | | | |
| 0010011 | | on. Tod win be don | | | | | | no page. | | | |
| After yo | uve selected the employee(s) you'd like | to process, select | t the Continue | e button to ei | nter the details | about the tra | nsaction and finish the pro | cess. | | | |
| | As Of Date 04/10/2 | 015 🖼 🛛 Ref | fresh Employe | ees | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | Fir | d Employee | |
| Jason | n Fishbein's employees | | | | | | | Pers | Fir sonalize 🗖 | d Employee First ④ 1 | of 1 🕑 Last |
| Jason Select | n Fishbein's employees Name | Empl ID | Job Emj | pl Status | HR Status | Job Code | Job Title | Pers DeptID | Fir sonalize 고 Department | d Employee First ④ 1 Location | of 1 Description |
| Jason Select | n Fishbein's employees Name | Empl ID | Job Emp 0 Acti | pl Status ive | HR Status Active | Job Code | Job Title HCM Business Analyst I | Pers DeptID 03082025 | Fir sonalize 🔄 Department H.R.I.S. | d Employee First (1) Location | of 1 Description MDH Radiation Oncology Bldg |
| Jason Select | n Fishbein's employees Name | Empi ID | Job Emp 0 Acti | pi Status ive | HR Status Active | Job Code | Job Title HCM Business Analyst I | Pers DeptID 03082025 | Fir sonalize 🗐 Department H.R.I.S. | Id Employee First (1) 1 Location 011 | of 1 (a) Last Location Description MDH Radiation Oncology Bldg |
| Select A | Name Deselect All | Empl ID | Job Emp | pl Status ive | HR Status Active | Job Code | Job Title HCM Business Analyst I | Pers DeptID 03082025 | Fir conalize Department H.R.I.S. | rirst (1) 1 First (1) 1 Location 011 | of 1 (Last Location Description MDH Radiation Oncology Bldg |
| Select A | Name Unit Deselect All | Empl ID | Job Emp 0 Acti | pl Status ive | HR Status Active | Job Code 003932 | Job Title HCM Business Analyst I | Pers DeptID | Fir sonalize Department H.R.I.S. | Id Employee First (1) Location 011 | of 1 (1) Last Location Description MDH Radiation Oncology Bldg |

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 **Refresh Employees** 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 **Continue**.

| Favorites 🔻 | Main Menu 👻 | > Manage | r Self Service 🔻 ≻ , | Job and Personal I | nform | nation 🔻 🖂 Request Location Change | |
|-------------|-------------|----------|----------------------|--------------------|-------|------------------------------------|------|
| | son | | | | | | Home |
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| Selected Emplo | yees | | | |
|----------------|----------------------------------|---------|-----------|-----------------------------|
| lame | Job Title | Empl ID | Current L | ocation |
| | HCM Business Analyst I | | MDH Rad | liation Oncology Bldg |
| Location Detai | s | | | |
| | *Location Change Date 04/09/2015 | | | |
| | New Information | | (| Current Information |
| | *Location Floor Room | | Q IV | 1DH Radiation Oncology Bldg |
| | | | | |

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 <u>Submit</u>. 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.