

Manager Self Service (MSS) Users Guide

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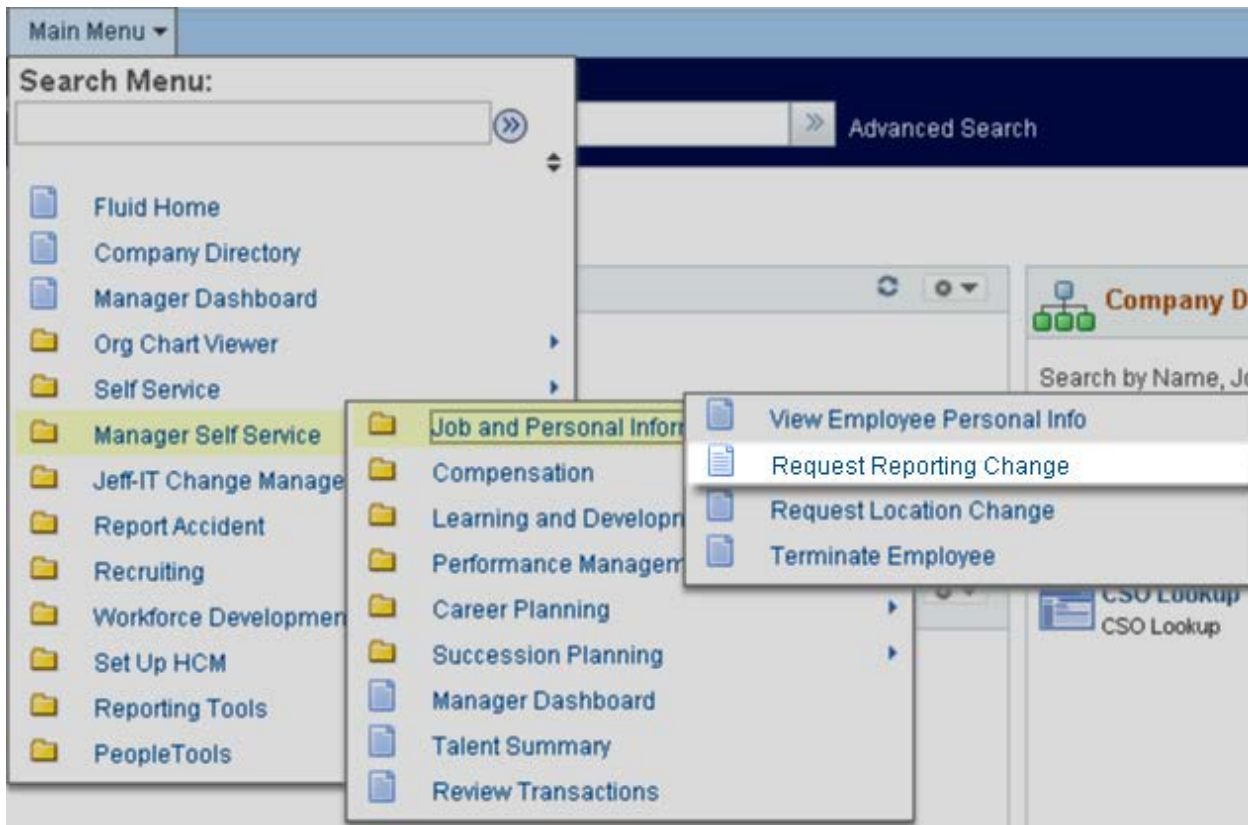
Login Access

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 04/09/2015 Refresh Employees

Find Employee

James Fubbs'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

Continue

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 .

Request Reporting Change

Instructions

Selected Employees

Name	Job Title	Empl ID	Supervisor
	HCM Business Analyst I		

Reporting Change Details

*Reporting Change Date

04/10/2015

New Information

Current Information

New Supervisor ID


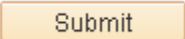
To search for the new supervisor ID, click on the search icon.

Comments

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  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

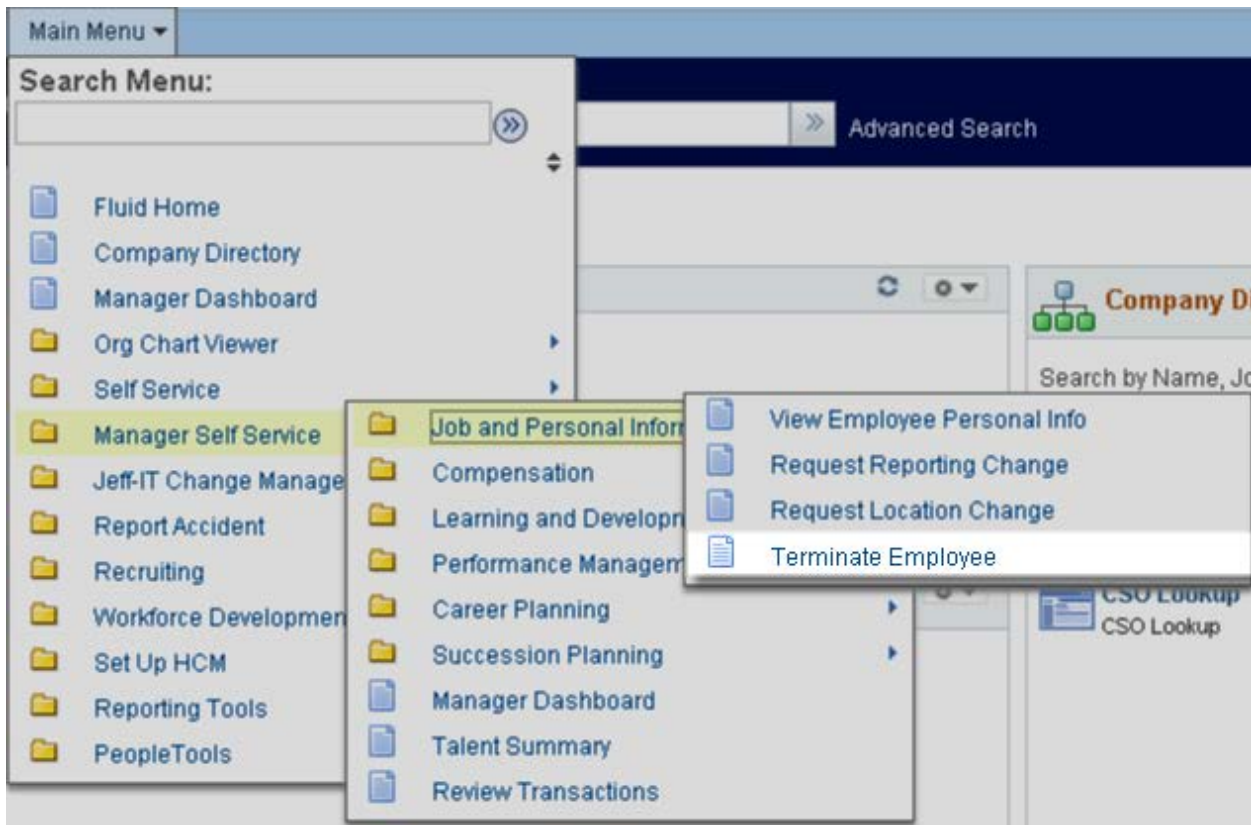
Transaction Number 56

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

EMPLID	Name	Supervisor ID	Supervisor Name
000000000	Employee 2	New Supervisor ID	<div><div>New Supervisor Name</div><div>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.</div><div>CAUTION: Intended recipients should NOT use email communication for emergent or urgent health care matters.</div></div>

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.

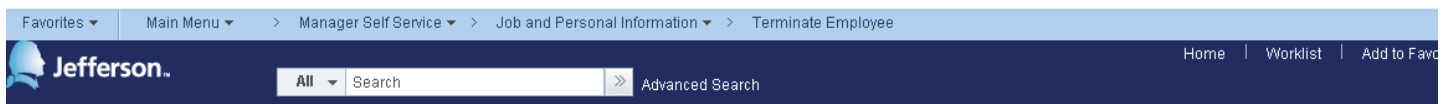
As Of Date 04/09/2015 31

Refresh Employees

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.



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 04/09/2015 31

Refresh Employees

Find Employee

James Fitzhugh's employees										Personalize	First	1 of 1	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.

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.

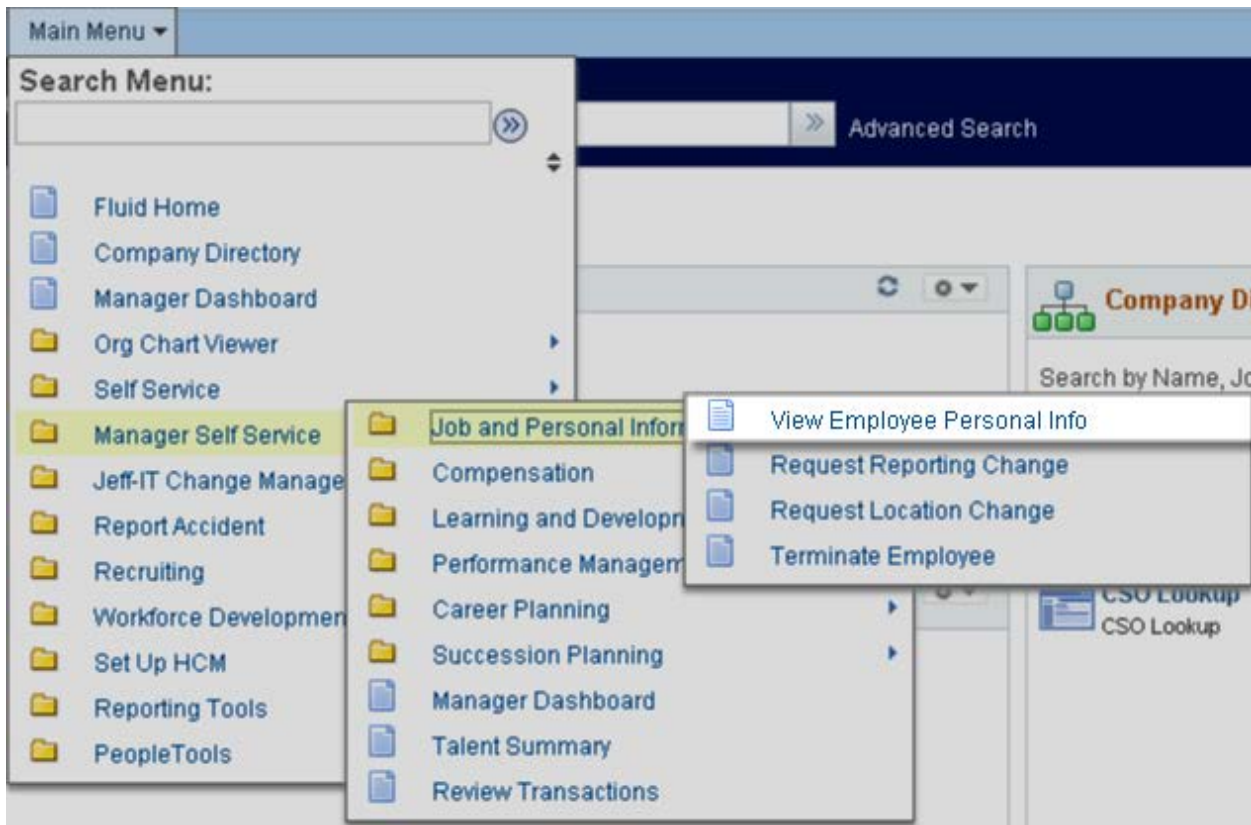
Termination Reasons

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.



Employee Information

.....
 HCM Business Analyst I

[Actions](#)

Personal Information

Empl ID	First Start Date	0000/0000
Job Code	HCM Business Analyst I	003932	Department H.R.I.S. 03082025
Company	Thomas Jefferson University	TJU	Location MDH Radiation Oncology Bldg 011
Business Unit	TJ - Corporate	TJCOR	Regular/Temporary Regular
			Full/Part Time Full-Time

Additional Information

[Home and Mailing Addresses](#)

[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

[Favorites](#) ▾ | [Main Menu](#) ▾ | > [Manager Self Service](#) ▾ | > [Job and Personal Information](#) ▾ | > [View Employee Personal Info](#)

 [Advanced 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

 **Jefferson.**

All ▾

Search

>>

Advanced Search

[Employee Information](#)

Email Addresses

Actions ▾

Email Addresses		
*Email Type	Email Address	Preferred
Business	med123@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

[Favorites ▾](#) [Main Menu ▾](#) > [Manager Self Service ▾](#) > [Job and Personal Information ▾](#) > [View Employee Personal Info](#)



All ▾

Search

>> Advanced Search

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)	215/953-7474		<input type="checkbox"/>
Personal Cell - (999/999-9999)	816/287-2824		<input type="checkbox"/>
Home Phone - (999/999-9999)	816/287-2824		<input checked="" type="checkbox"/>

JeffAlert Settings					
	Phone Type	Telephone	Extension	Carrier Code	Use for JeffAlert
1	Personal Cell - (999/999-9999)	816/287-2824		AT&T	<input checked="" type="checkbox"/>
2	Home Phone - (999/999-9999)	816/287-2824			<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](#)



All ▾

Search

>>

Advanced Search

Employee Information

Birthday

Actions ▾

Birthday June 28

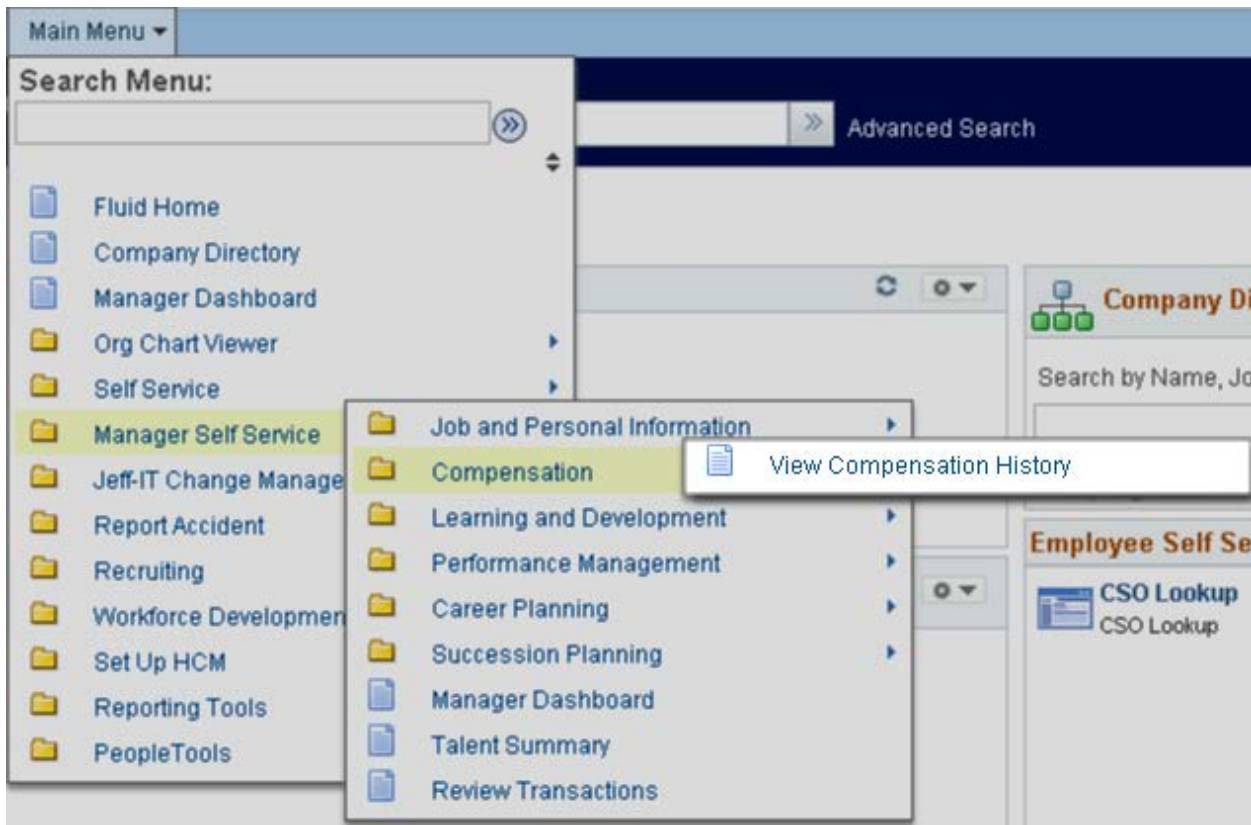
[Return to Employee Information](#)

[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](#)

Jason Fishback's employees						Personalize	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](#)



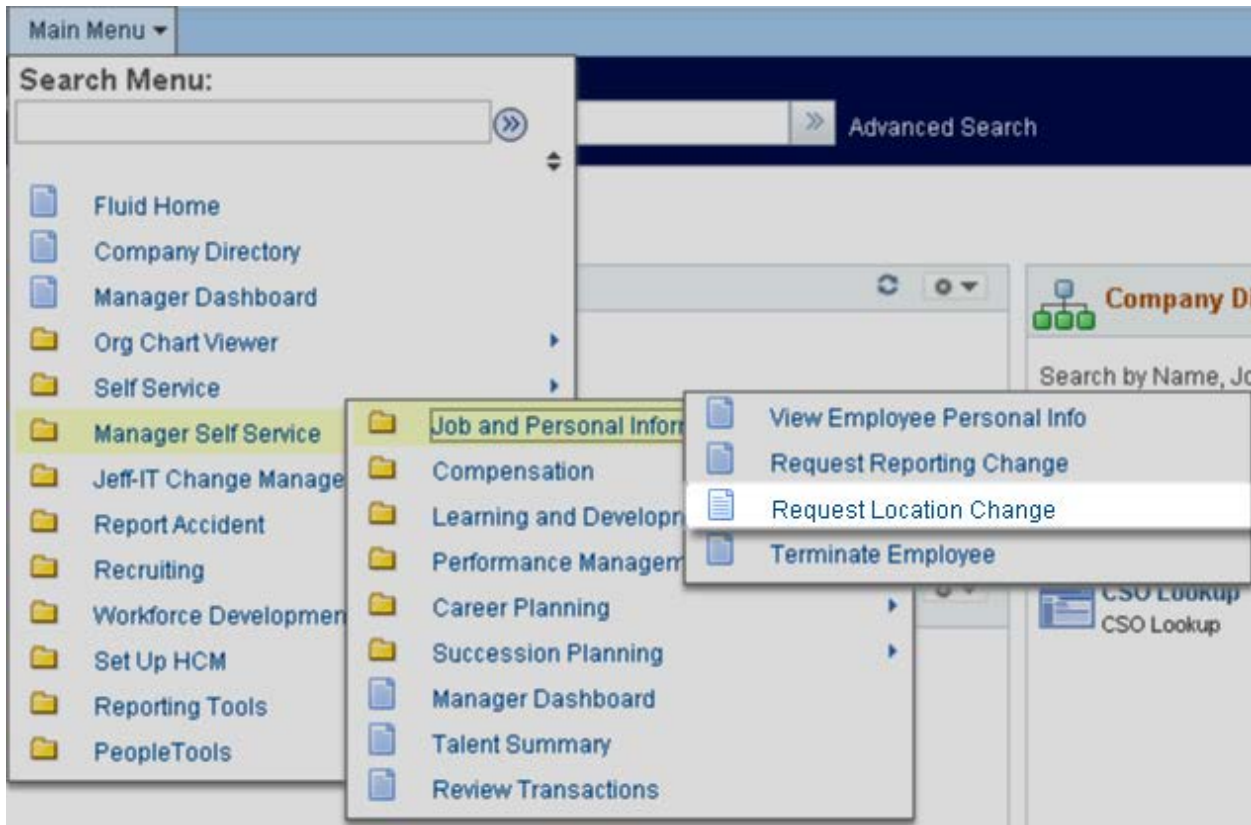
Compensation History							Personalize View All	First	1-7 of 7	Last
Date of Change	Amount	Change	Type	Source	Currency	Job Title				
08/21/2013	64,263.000	3,098.040000	Promotion	Base Salary	USD	PeopleSoft Business Analyst I				
08/24/2013	60,263.040	1,181.440000	Pay Rate Change	Base Salary	USD	Informatics Coord				
08/25/2012	58,082.400	1,720.160000	Pay Rate Change	Base Salary	USD	Informatics Coord				
03/24/2012	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	1,060.000000	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 [Refresh Employees](#)

[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](#)

[Continue](#)

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](#).

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 [Refresh](#)

New Information

*Location [Search](#)

Floor

Room

Current Information

MDH Radiation Oncology Bldg

[Submit](#)

* Required Field

[Return to Select Employees](#)

On the "Change Location" page, you can click on the [Search](#) to view and select a location. Additionally, please enter the Floor and Room number if applicable and then click [Submit](#). 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.