

Manager Self Service – Quick Reference Guide

Task	Actions
Approve or Reject a Time Card	<ul style="list-style-type: none"> From (bell) icon or email Notification, review the time entry information Click on Approve or Reject
Approve or Reject Absences	<ul style="list-style-type: none"> From (bell) icon or email Notification, review the absence entry information Click on Approve or Reject
Enter Absence on Behalf of Employee	<ul style="list-style-type: none"> From Home Screen, click on My Team tab, under Quick Actions, click Show More (bottom) Under Absences category, choose Add Absence Find the employee and click on their name Select the “Absence Type” from the drop-down Select a single day or multiple days Optional, add comments Click Submit
Manage Documents for your Employees	<ul style="list-style-type: none"> From Home Screen, click on My Team tab, under Quick Actions, click Document Records Select the employee you want to work with From the Actions drop-down select Document Records Click the + Add button and then follow the prompts
Employee Terminations	<ul style="list-style-type: none"> From Home Screen, click on the My Team tab, under Quick Actions, click Termination Select the employee you want to work with Complete the three sections (pressing the “Continue” button to get to the next section). Be sure to fill in all the required fields (marked with an asterix (*)). When all sections have been completed click the “Submit” button at the top of the page.
Change Employee Assignments	<ul style="list-style-type: none"> From Home Screen, click on the My Team tab and then on the My Team Icon. Select the Actions (...) for the employee you want to work with and from the Actions drop-down select Change Assignment. Complete the three sections (pressing the “Continue” button to get to the next section). Be sure to fill in all the required fields (marked with an asterix (*)). When all sections have been completed click the “Submit” button at the top of the page.
Change Employee Working Hours	<ul style="list-style-type: none"> From Home Screen, click on My Team icon Find the employee and click on the action icon (3 dots on the far right). Select Change Working Hours Enter the Effective Date and the Reason Enter the new working hours and submit
Additional Compensation Request & Salary Changes	<ul style="list-style-type: none"> From Home Screen, click on the My Team tab and then on the My Team Icon. Click on Compensation (left bar area) Select the Actions (...) for the employee you want to work with and from the Actions drop-down select either Administer Compensation or Change Salary. Complete the three sections (pressing the “Continue” button to get to the next section). Be sure to fill in all the required fields (marked with an asterix (*)). When all sections have been completed click the “Submit” button at the top of the page.
Onboarding	<ul style="list-style-type: none"> From the Home Screen, click on My Team, select the Onboarding icon. When you select an employee you will see the status of all of their tasks. Any tasks that are assigned to you will appear in the Notification Icon From notification icon click on the link to open

Manager Self Service - What will you have access to?			
Task	Champlain	Saint Michael's	Middlebury
Employment Information	Yes	Yes	Yes
Manage Absence Records	Yes	Yes	Yes
Termination	Yes	Yes	Yes
Manage Document Records	Yes	Yes	Yes
Additional Assignment Info	Yes	Yes	No
Change Assignment	Yes	Yes	No
Change Salary	Yes	Yes	No
Change Working Hours	Yes	Yes	No
Create Job Requisition	No	Yes	No
Manage Compensation (one time - short term)	Yes	Yes	No