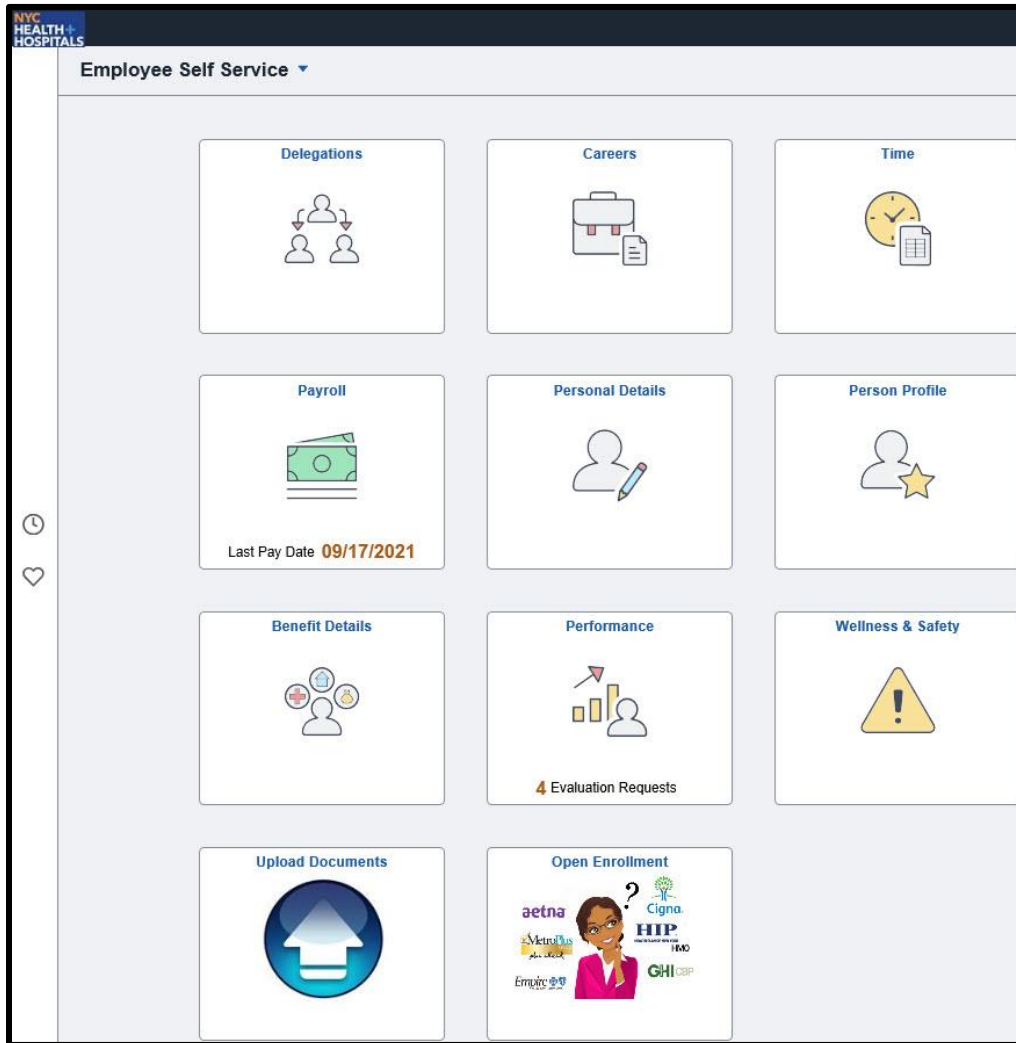
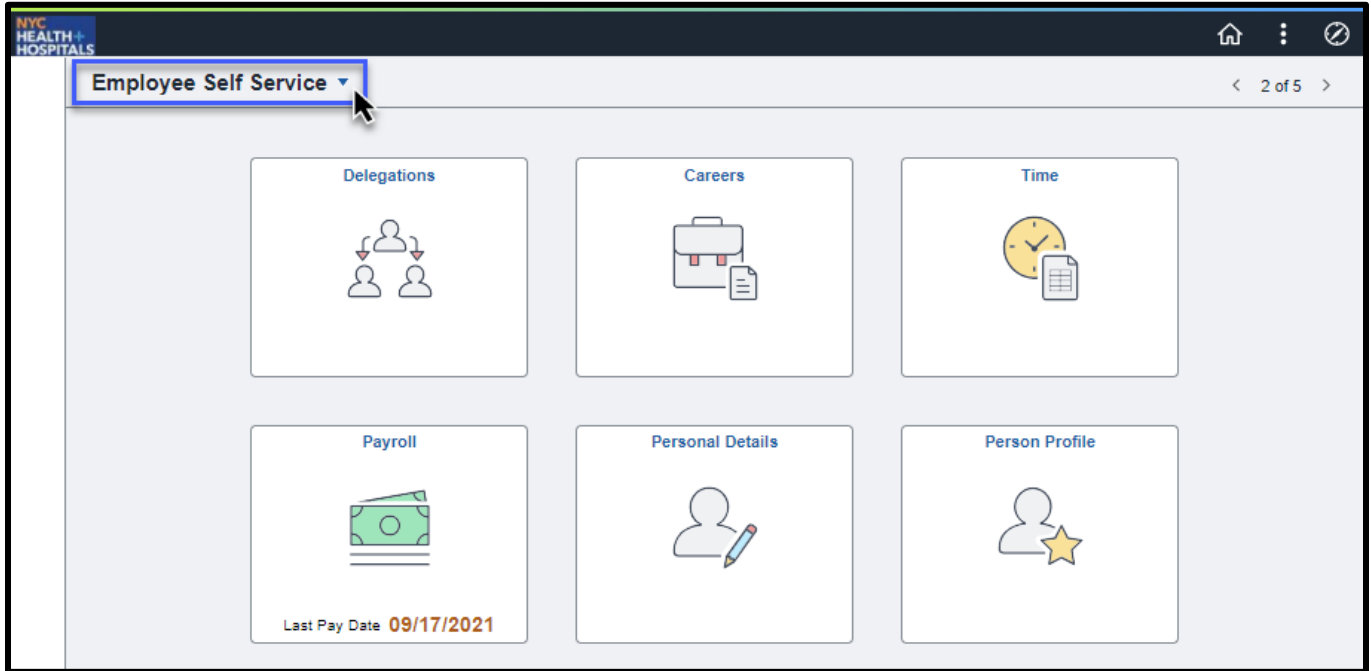


MSS Transactions

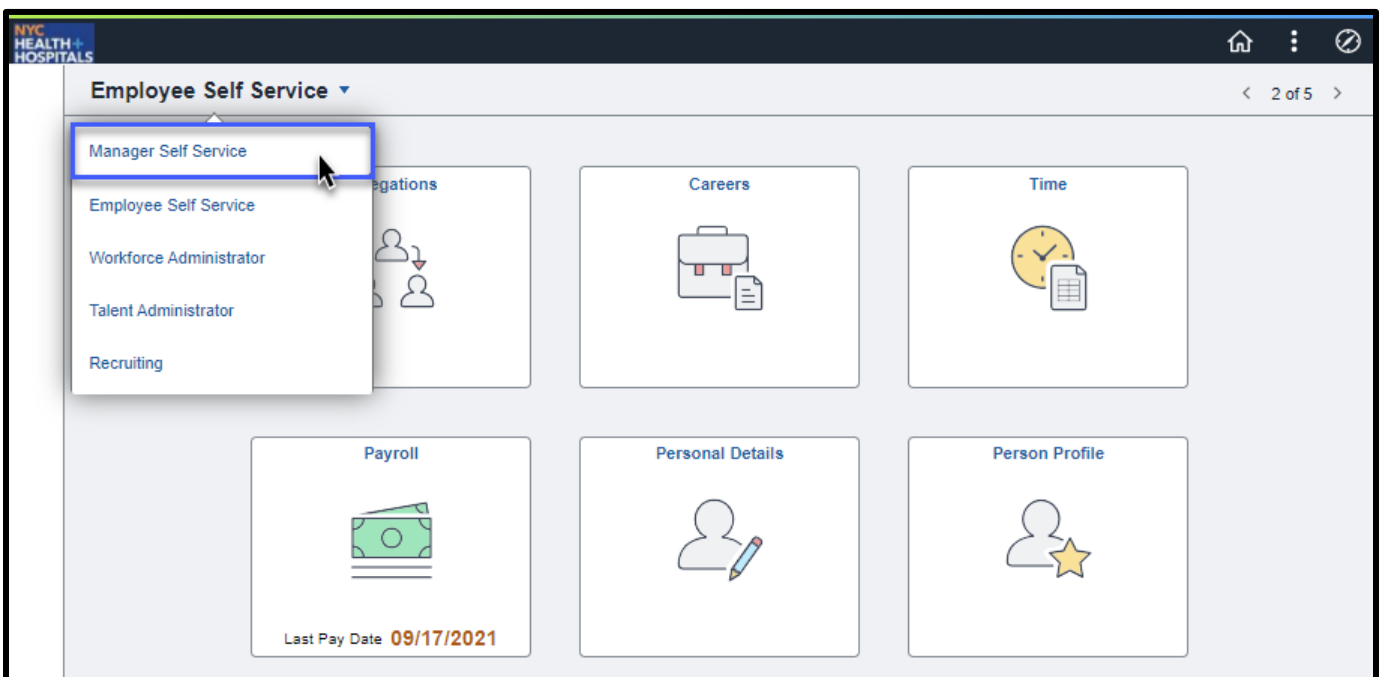
1. When logging into **PeopleSoft**, the **Employee Self Service** homepage should display as shown.



2. Click on **Employee Self Service** at the top of the homepage to view the dropdown.

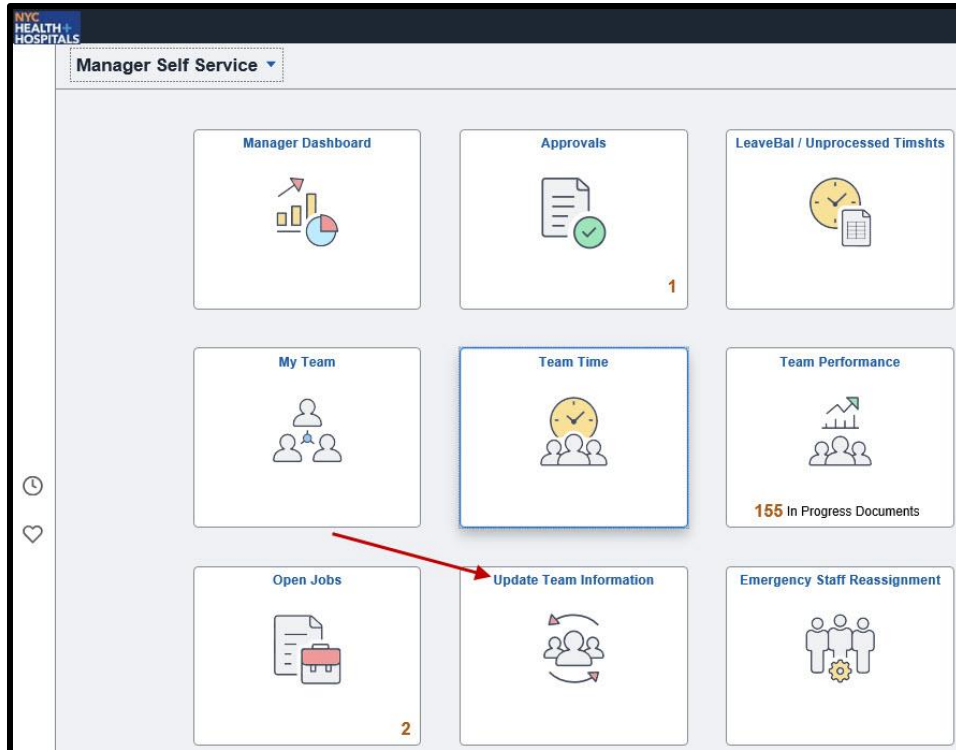


3. Select **Manager Self Service** from the dropdown menu.



How to Do A Location Change

1. Go to **Update Team Information** as shown below.



2. Go to **Request Location Change**



3. Click on your **Direct** or **Indirect Reports**

Request Location Change

Find Team Member

Requestors can only process transactions for their direct and indirect reports

Team Members

	Job Title Assistant Coordinating Manager	Status Active	Position D97963	Type Employee	Click here to update reports	
	Job Title Accountable Care Manager	Status Active	Position 00067458	Type Employee		
	Job Title Accountable Care Manager	Status Active	Position Q13543	Type Employee		

4. Enter **Transaction Date**. After, select the magnifying glass next to the **Location** box.

Request Location Change

ALICIA ROSA
Assistant Coordinating Manager

1 Job Detail 2 Review & Submit

Work and Job Information

*Transaction Date 11/12/2021

Instructions: Please click on "Reports To" field and on the next page "Search Criteria" in order to update the Manager.

New Information		Current Information	
Business Unit	JACOBI JAC01	JACOBI	JAC01
Department	CARE MANAGEMENT 1210290900	CARE MANAGEMENT	1210290900
*Location	JACOBI BUILDING 1 8 FL JHB1080000	JACOBI BUILDING 1 8 FL	JHB1080000

5. Use the Search Criteria page to find the location and then select it.

Note: Search Criteria provides ability to see Locations across the system – return values should be used to ensure correct location is being selected.

Lookup

Search for: Location

Search Criteria Show Operators

* Set ID SHARE

Location Code (begins with)

Description (begins with)

Salary Set ID (begins with)

Salary Administration Plan (begins with)

Geog Location Code (begins with)

Search Results Only the first 300 results can be displayed 300 rows

Location Code	Description	Salary Set ID	Salary Administration Plan	Geog Location Code
2	Correctional Health			
4	East New York			

6. Click **Next** on the Request page.

Request Location Change

1 ————— 2

Job Detail Review & Submit

7. Enter **Comments** if applicable. Click the **Submit** button when done.

Request Location Change

Assistant Coordinating Manager

1 Job Detail 2 Review & Submit

← Previous Submit

Review and Submit

Transaction Date 11/12/2021

New Information		Current Information	
Business Unit	JACOBI JAC01	JACOBI	JAC01
Department	CARE MANAGEMENT 1210290900	CARE MANAGEMENT	1210290900
Location	JACOBI BUILDING 4 1 FL JHB4010000	JACOBI BUILDING 1 8 FL	JHB1080000

Comments

8. The next page indicates who is next to approve the transaction.

Request Location Change

✓ Your transaction request for [redacted] has been successfully submitted for approval.

Assistant Coordinating Manager

Location Change Approval Chain

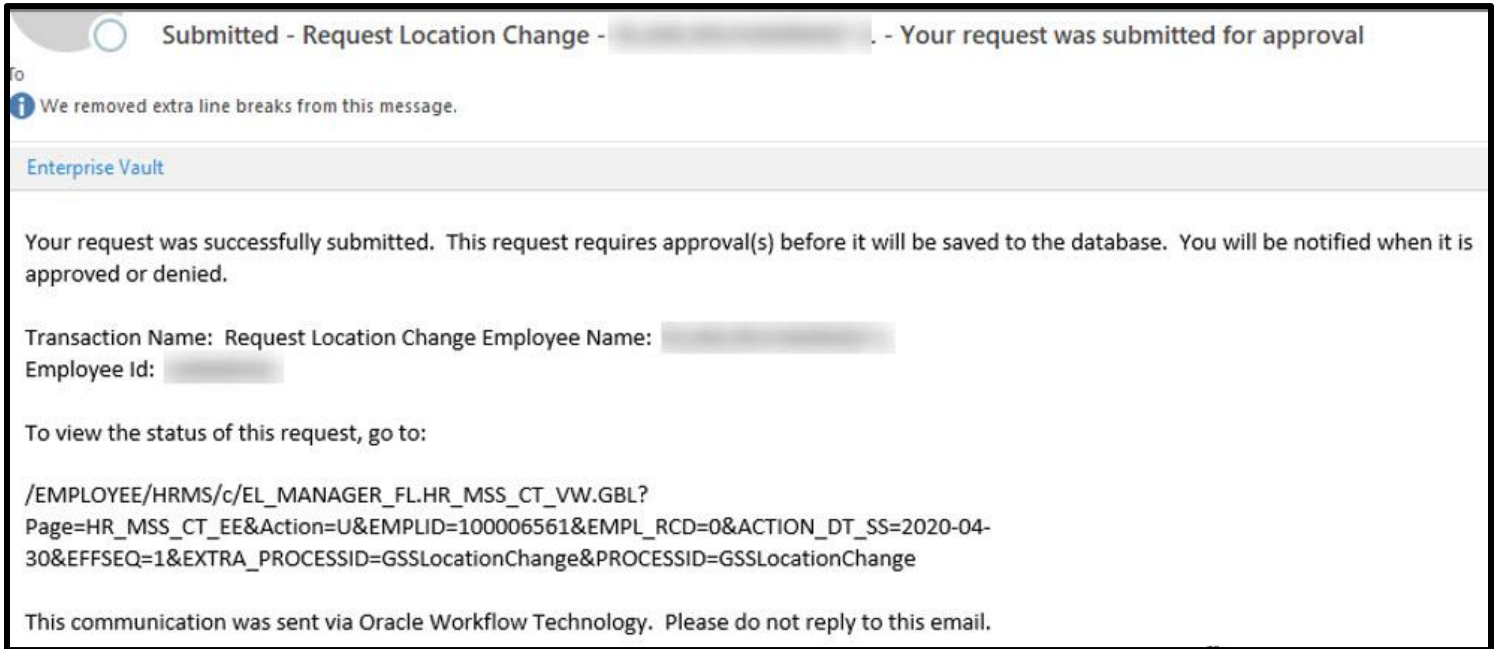
▼ : Pending

Location Change Approval Chain

Pending

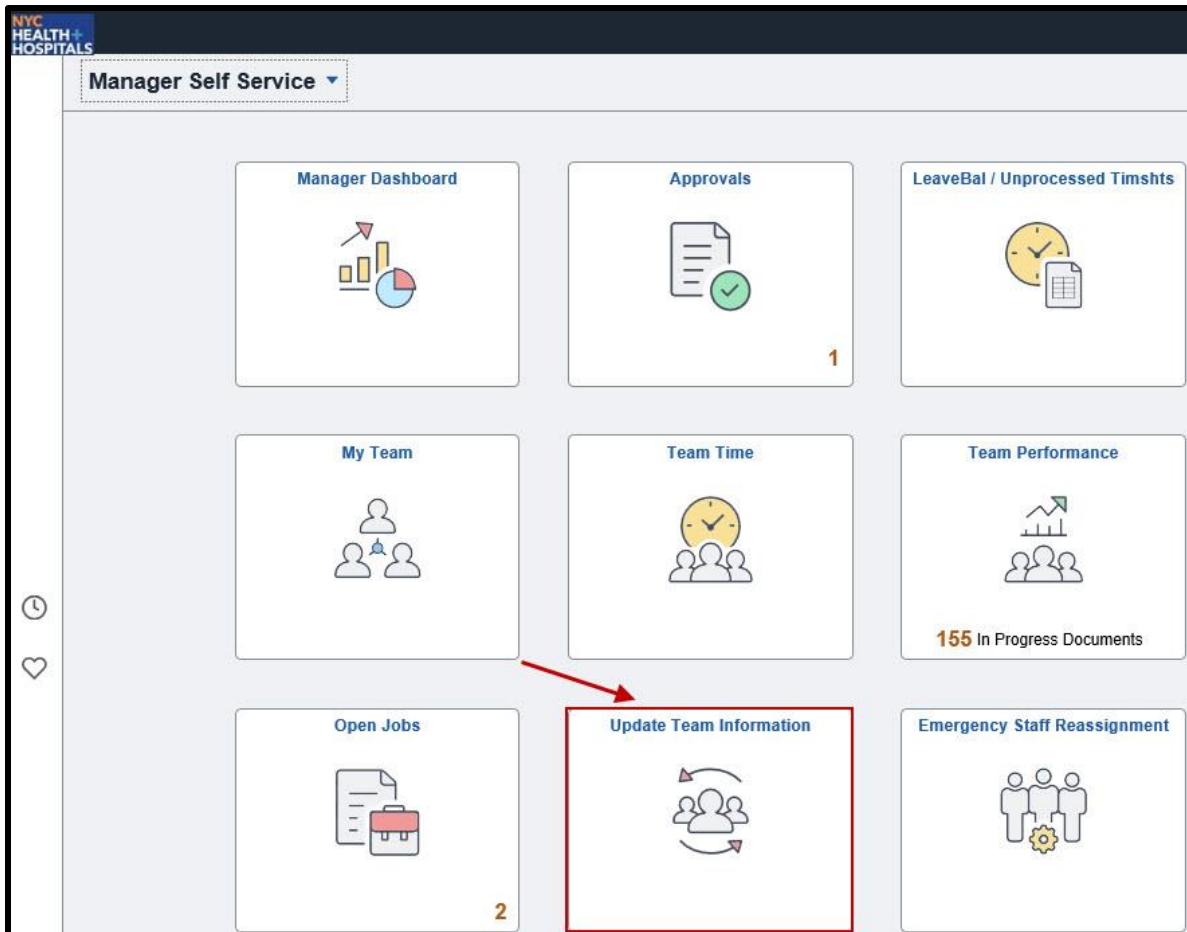
GSSByPosnSupervisor

9. An automated email is sent to the Requestor confirming successful submission of the transaction.

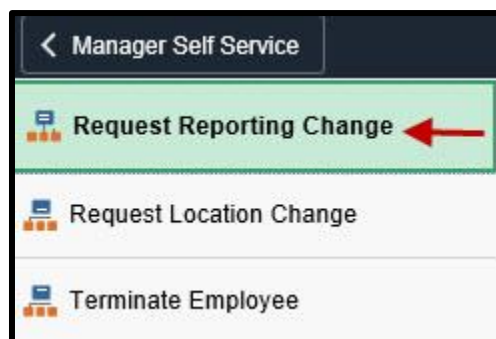


How To Do a Reports To Change

1. When in Manager Self Service go to **Update Team Information**.



2. Click on **Request Reporting Change** in the dropdown menu.



3. Click on your **Direct** or **Indirect Report**.

Request Reporting Change

Requestors can only process transactions for their direct and indirect reports

34 ro

Click here to update reports

Team Members
<p>000061424 - 0 ALICIA ROSA</p> <p>Job Title: Assistant Coordinating Manager Status: Active Position: D97963 Type: Employee</p>
<p>000032323 - 0 CAROLINE BATINGANA</p> <p>Job Title: Accountable Care Manager Status: Active Position: 00067458 Type: Employee</p>
<p>000030004 - 0 CHONA CAVADA</p> <p>Job Title: Accountable Care Manager Status: Active Position: Q13543 Type: Employee</p>

4. Enter the **Transaction Date** and click on the magnifying glass next to the **Reports To** field to Select the new manager.

Request Reporting Change

Accountable Care Manager

Job Detail

Review & Submit

Work and Job Information

*Transaction Date: 11/12/2021

Instructions: Please click on "Reports To" field and on the next page "Search Criteria" in order to update the Manager.

New Information			Current Information	
Position Title	Accountable Care Manager	00067458	Accountable Care Manager	00067458
Job Title	Accountable Care Manager	HH0685	Accountable Care Manager	HH0685
Reports To	Associate Director Lv 2	00057183	Associate Director Lv 2	00057183
Manager Name				

5. After entering the details for the Manager click the **Name**.

The screenshot shows a 'Lookup' window with a 'Cancel' button in the top left. The search criteria are as follows:

- Position Number (begins with) []
- Description (begins with) []
- Position Status [v]
- Empl ID (begins with) [] [Q]
- Name (begins with) []
- Business Unit (begins with) [] [Q]
- Department (begins with) [] [Q]
- Job Code (begins with) [] [Q]
- Reports To Position Number (begins with) []

Buttons for 'Search' and 'Clear' are at the bottom. A 'Show Operators' link is in the top right.

6. Click **Next** as shown.

The screenshot shows the 'Request Reporting Change' window. At the top, it says 'Accountable Care Manager'. A progress bar shows two steps: '1 Job Detail' (active) and '2 Review & Submit'. A red arrow points to a 'Next >' button on the right. Below the progress bar is the 'Work and Job Information' section.

*Transaction Date: 11/12/2021 [calendar icon]

Instructions: Please click on "Reports To" field and on the next page "Search Criteria" in order to update the Manager.

New Information			Current Information		
Position Title	Accountable Care Manager	00067458	Accountable Care Manager		00067458
Job Title	Accountable Care Manager	HH0685	Accountable Care Manager		HH0685
Reports To	Personnel Prog Dev Spec [x] [Q]	00051540	Associate Director Lv 2		00057183
Manager Name					

7. Click **Submit**.

The screenshot shows a web application window titled "Terminate Employee". At the top, there is a progress bar with two steps: "1 Job Detail" and "2 Review & Submit". The "Review & Submit" step is active. Below the progress bar, there are two buttons: "< Previous" and "Submit". A red arrow points to the "Submit" button. The main content area is titled "Review and Submit" and contains the following information:

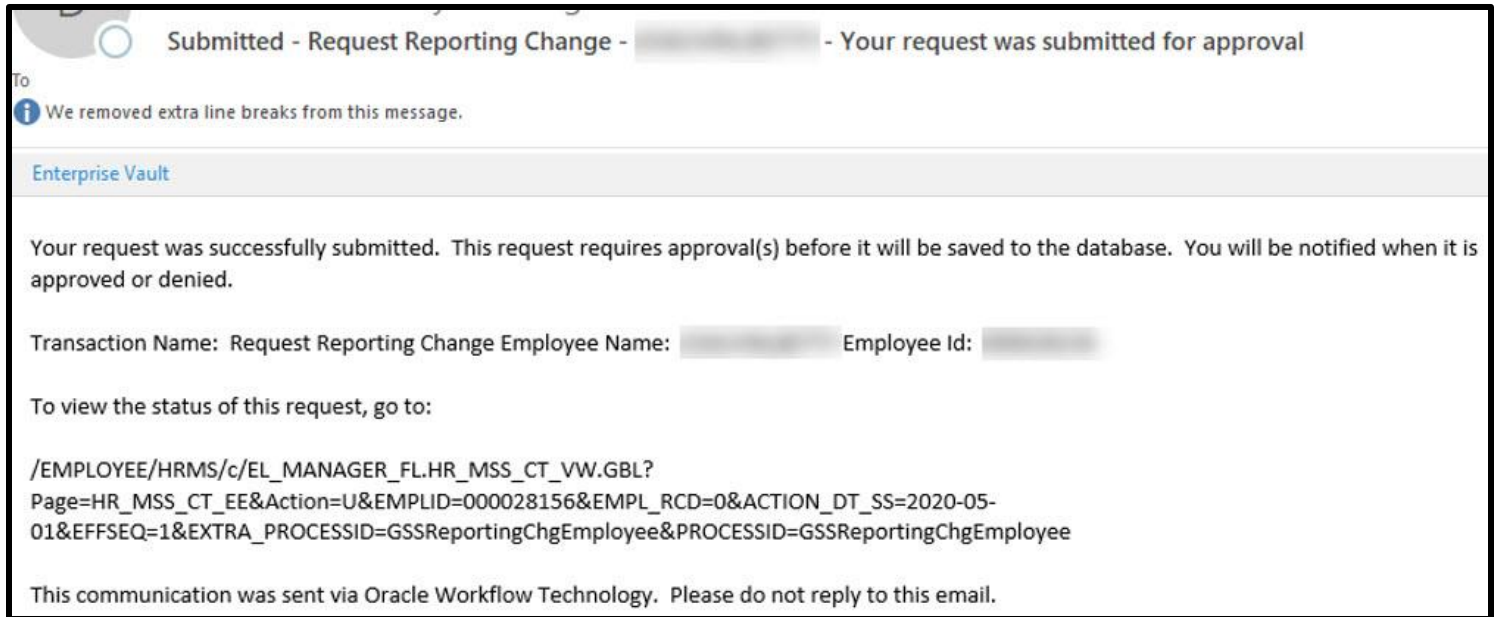
Transaction Date	11/06/2021	
Reason	Resignation	
Current Information		
Position Title	Accountable Care Manager	Q13543
Job Title	Accountable Care Manager	HH0685
Reports To	Associate Director Lv 2	00057183
Manager Name		

Below the information is a "Comments" section with a text input field and a "Send" icon.

8. The next page indicates who is next to approve the transaction

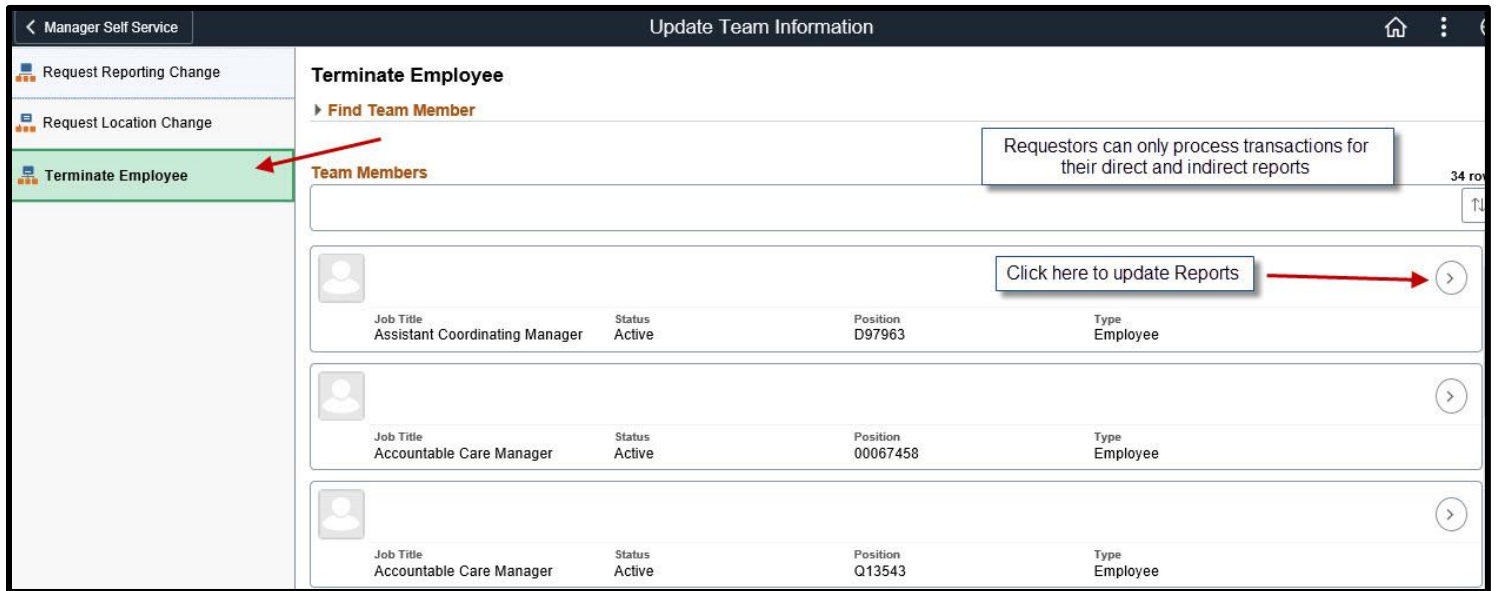
The screenshot shows a web application window titled "Request Reporting Change". At the top, there is a navigation bar with a back arrow and "Update Team Information". Below the navigation bar, there is a green success message: "✓ Your transaction request for [redacted] has been successfully submitted for approval." Below the message, there is a user profile for "Accountable Care Manager". The main content area is titled "Reporting Chg Approval Chain" and shows a dropdown menu with "Pending" selected. Below the dropdown, there is a "Reporting Chg Approval Chain" section with a "Pending" status and a clock icon next to the name "GSSByPosnSupervisor".

9. An automated email is sent to the Requestor confirming successful submission of the transaction.

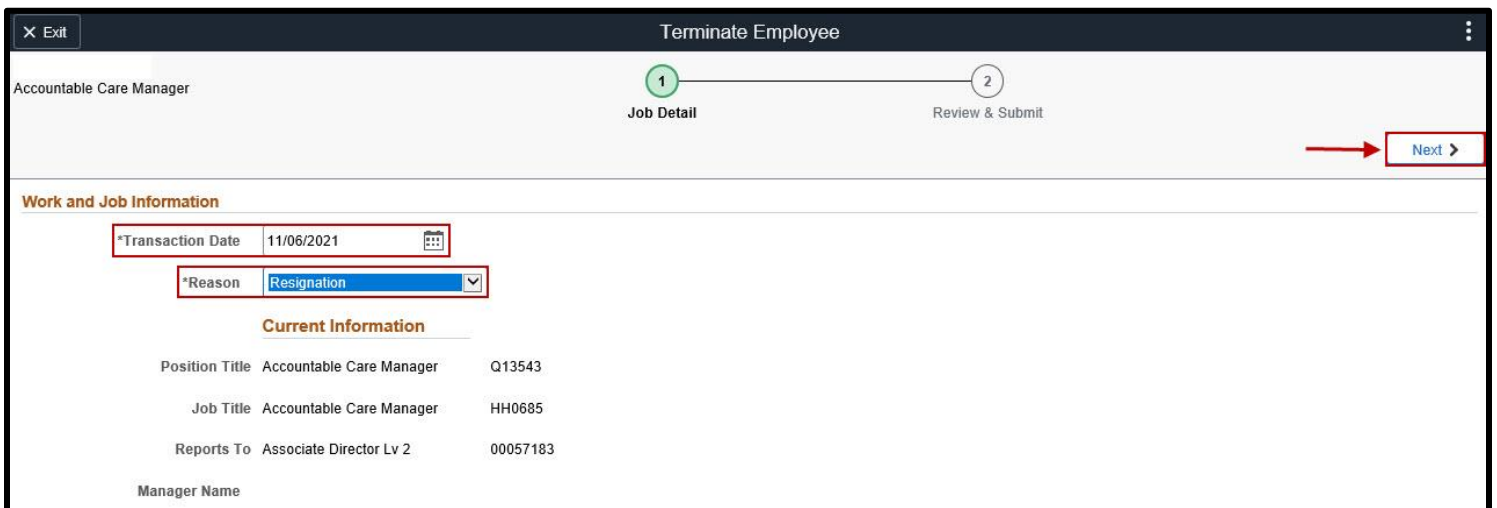


How To Terminate an Employee

1. While logged into **Manager Self Service**, go to **Terminate Employee** in the dropdown menu. Next, Click on your **Direct** or **Indirect Report**.



2. On the next page enter **Transaction Date**, click the drop down box for the list of **Reasons** to select the reason for the **Termination**, and then click **Next**.



Note: Here is what the drop down for the Reason of the termination list looks like:

- Civil Service Bumping
- Death
- Disability Retirement
- Eliminate Grant funded postn
- End Secondary Job
- End Temporary Employment
- Failed Background
- Failure to Meet Credentials
- Failure to Pass Probation
- Failure to Return from Leave
- Incompetence
- Involuntary Resignation
- Layoff/Budget Cuts
- No Show
- Normal Retirement
- Regulation 1
- Reorg/Position Discontd
- Resignation
- Resignation in Lieu of Term
- Violtn Work Rules/Misconduct
- Visa Expiration

3. Enter **Comments** if applicable, and then click **Submit**.

Accountable Care Manager

1 Job Detail 2 Review & Submit

< Previous Submit

Review and Submit

Transaction Date 11/06/2021
Reason Resignation

Current Information

Position Title Accountable Care Manager Q13543
Job Title Accountable Care Manager HH0685
Reports To Associate Director Lv 2 00057183
Manager Name

Comments

4. This page indicates who is next to approve the transaction.

5. An automated email is sent to the Requestor confirming successful submission of the transaction.

How To Approve Transactions

1. Automated emails are sent to Reviewers requesting their approval. Reviewers will click the link in the email to approve transactions in PeopleSoft.

A request is awaiting your approval.

Transaction Name: [REDACTED]

To approve or deny this request, go to:

/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_APPR.GBL?Page=HR_MSS_CT_APPR&Action=U&EMPLID=000028156&EMPL_RCD=0&ACTION_DT_SS=2020-05-01&EFFSEQ=1&EXTRA_PROCESSID=GSSReportingChgEmployee&PROCESSID=GSSReportingChgEmployee

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

2. A Reviewer will log into **Manager Self Service** and will see notifications to the right of their screen.

The screenshot displays the 'Employee Self Service' interface. The main area contains a grid of service tiles including Delegations, Careers, Time, Payroll (with 'Last Pay Date 09/17/2021'), Personal Details, Person Profile, Benefit Details, Performance (with '2 Evaluation Requests'), Wellness & Safety, Upload Documents, and Open Enrollment. On the right side, a 'Notifications' panel is visible, showing a list of pending actions. A red arrow points to the notification: 'Termination of awaiting your approval' dated 'Fri at 2:42 PM'.

3. Reviewer will click on **Approve** or **Deny**.

Employee Self Service | Terminate Employee

Accountable Care Manager

In Process

Summary

Transaction Date 11/06/21 Reason Resignation

Requester

Unchanged Job Information

Position Number Accountable Care Manager - Q13543

Job Title Accountable Care Manager - HH0685

Reports To Manager Associate Director Lv 2 - 00057183

Requester Comments

None

Approver Comments

Approval Chain

Approve Deny

4. A message box will open up for **Approval** or **Denial**. Enter **Comments** and click on **Submit**.

Employee Self Service | Terminate Employee

CHONA CAVADA

Accountable Care Manager

In Process

Summary

Transaction Date 11/06/21 Reason Resignation

Requester TERRY ANN FABRIS

Unchanged Job Information

Position Number Accountable Care Manager - Q13543

Job Title Accountable Care Manager - HH0685

Reports To Manager Associate Director Lv 2 - 00057183

Requester Comments

None

Approver Comments

Approval Chain

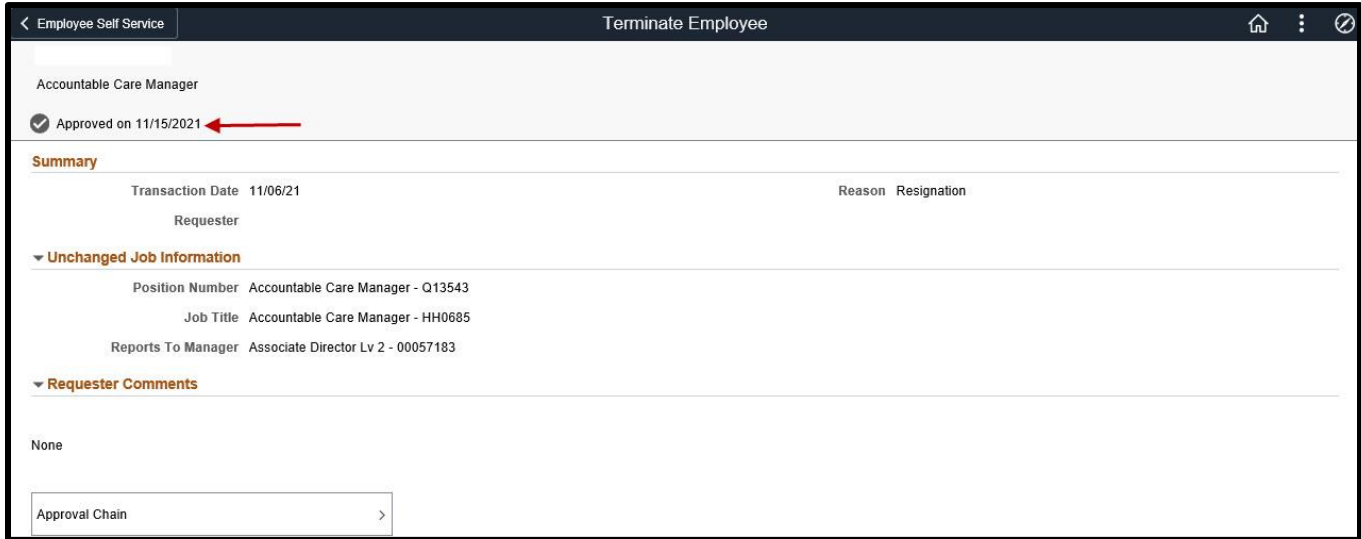
Approve Deny

Cancel Approve Submit

You are about to approve this request.

Approver Comments

5. The next page shows an Approval by the Reviewer.



6. Once Approved an automated email is sent to the Requestor and HR. If the transaction is denied, and automated email is received only by the Requestor.

