

Manager Self Service (MSS) Reports To Changes

March 12, 2019



Fast & Easy Way to Update “Reports To”

REQUESTOR

- Look Up Employee
- Find New Manager
- Click Submit

REVIEWER

- Click link provided in email
- Approve/Deny
- Click Submit

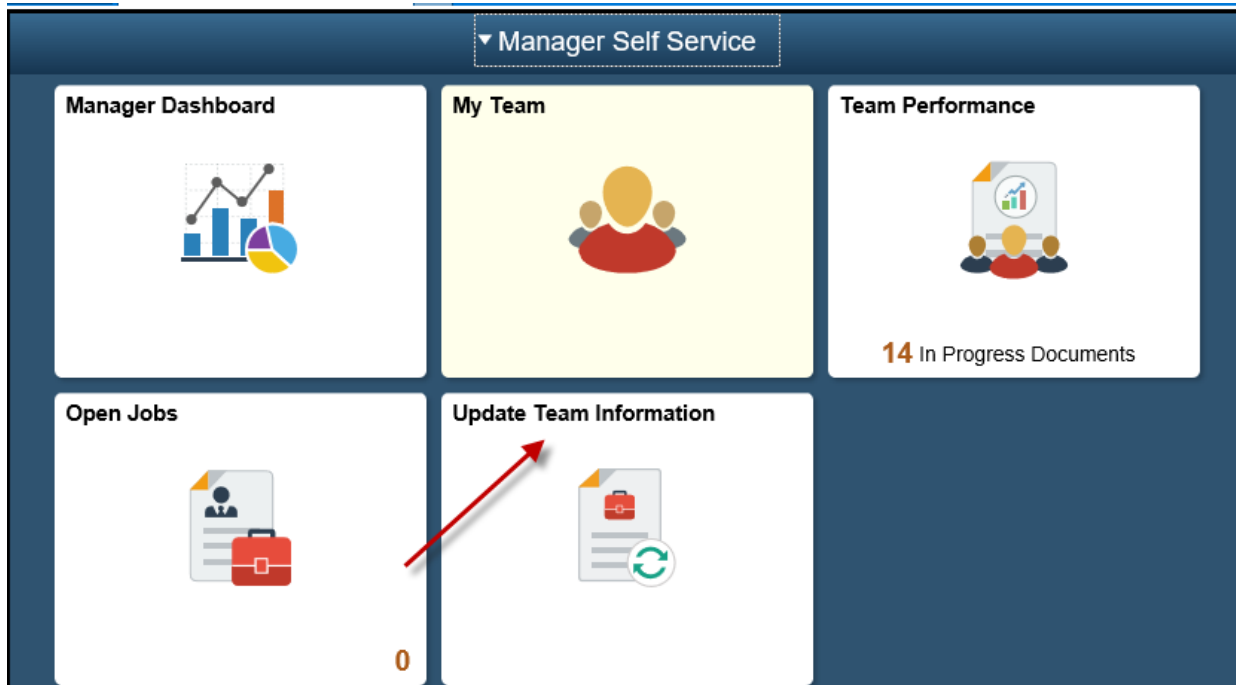
Manager Self Service

Key things to know before you get started

- Requestor may only change an employee's reporting relationship to a Manager with existing direct reports
- Requestors are able to see other managers across the system
- Approval from "Reviewer" (Requestor's Supervisor – who must have completed MSS web based training) and HR are required
- Requestors are able to search by Position Number, Title, Employee ID, Name, Business Unit, Department
- Automated email notifications are sent at different stages of the process to:
 - Requestor
 - Reviewer
 - Human Resources (generic email address)
 - Employee
 - New Manager

Manager Self Service

Allows Requestors to update “Reports To” in PeopleSoft.



Click on "Update Team Information"

Manager Self Service








Requestor is able to update direct or indirect Reports to information

Manager Self Service Update Team Information

Request Reporting Change

▶ Search Options

Select Employee

Name / Title / ID - Record	Directs / Total	Status / Type
 Assistant Director (CO) - L1 000061006 - 0		Active Employee >
 Dir. Operations (EDP) 100003402 - 0		 6/8 Active Employee >
 Assistant Director (CO) - L1 100000277 - 0	 6/9	Active Employee >

Manager will select the employee

Manager Self Service

Click on the "Reports To" field to select Manager

✕ Exit
Request Reporting Change
Next >

Assistant Director (CO) - L1

1
 Job Detail

2
 Review & Submit

Work and Job Information

*Transaction Date

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

	New Information		Current Information
Position Title	Assistant Director (CO) - L1 00000495		Assistant Director (CO) - L1 00000495
Job Title	Assistant Director (CO) - L1 HH0927		Assistant Director (CO) - L1 HH0927
Reports To	<input style="width: 100px;" type="text" value="Sr Director"/> 00000001		Sr Director 00000001
Manager Name	<input type="text" value="MICHAEL RIVERA BELLETTI"/>		<input type="text" value="MICHAEL RIVERA BELLETTI"/>

● Changes Made
* Required Field

Manager Self Service

Search Criteria provides ability to see Managers across the system – return values should be used to ensure correct person is being selected. After Manager is identified click the “Name” of the employee selected.

▼ Search Criteria
Show Operators

Position Number (begins with)

Description (begins with)

Position Status

Empl ID (begins with)

Name (begins with)

Business Unit (begins with)

Department (begins with)

Job Code (begins with)

Reports To Position Number (begins with)

Manager can search using any field available.

▼ Search Results
Only the first 300 results can be displayed.

300 rows

Position Number	Description	Position Status	Empl ID	Name	Business Unit	Descr	Department	Job Code	Reports To Position Number
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Manager Self Service

Requestor has ability to add comments

After the appropriate “Reports To” is identified, click on Submit

✕ Exit
Request Reporting Change
← Previous
Submit

Assistant Director (CO) - L1

1
Job Detail

2
Review & Submit

Review and Submit

Transaction Date 03/12/2019

New Information

Position Title Assistant Director (CO) - L1 00031719

Job Title Assistant Director (CO) - L1 HH0927

Reports To ● Ast Vice President 00000082

Manager Name ● BARBARA J. LICHTMAN

Current Information

Assistant Director (CO) - L1 00031719

Assistant Director (CO) - L1 HH0927

Sr Director 00000001

REGINA W. STEIN-BELLETTI

Comments

- Changes Made
- * Required Field


Manager Self Service


A message with *status* of the transaction will appear on top of page

The screenshot displays the 'Request Reporting Change' page within the 'Guided Self Service' system. At the top, a green banner contains a success message: 'Your transaction request for ALBERTO MANCINI has been successfully submitted for approval.' Below this, the user's profile is shown as 'Assistant Director (CO) - L1'. The main section, titled 'Reporting Chg Approval Chain', features a dropdown menu currently set to 'Pending'. Below the dropdown, a detailed view of the approval chain is visible, showing a single entry for 'Pending' with a clock icon and the name 'GSSByPosnSupervisor'.

Manager Self Service

Automated email is sent to the Requestor confirming successful submission

 Submitted - Request Reporting Change - [REDACTED] - Your request was submitted for approval

 We removed extra line breaks from this message.

[Enterprise Vault](#)

Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

Transaction Name: Request Reporting Change Employee Name: [REDACTED] Employee Id: 000061006

To view the status of this request, go to:

https://hrms.nychhc.org/psp/hrprd/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_VW.GBL?Page=HR_MSS_CT_EE&Action=U&EMPLID=000061006&EMPL_RCD=0&ACTION_DT_SS=2019-03-12&EFFSEQ=1&EXTRA_PROCESSID=GSSReportingChgEmployee&PROCESSID=GSSReportingChgEmployee

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

Manager Self Service

Automated email is sent to Reviewer requesting approval

-----Original Message-----

From: [REDACTED]

Sent: Tuesday, March 12, 2019 9:19 AM

To: [REDACTED]

Subject: Invitation - Request Reporting Change - [REDACTED] - A request is awaiting your approval

A request is awaiting your approval.

Transaction Name: Request Reporting Change Employee Name: [REDACTED] Employee Id: [REDACTED]

To approve or deny this request, go to:

https://hrms.nychhc.org/psp/hrprd/EMPLOYEE/HRMS/c/EL_MANAGER_FL.HR_MSS_CT_APPR.GBL?Page=HR_MSS_CT_APPR&Action=U&EMPLID=100028810&EMPL_RCD=0&ACTION_DT_SS=2019-03-12&EFFSEQ=1&EXTRA_PROCESSID=GSSReportingChgEmployee&PROCESSID=GSSReportingChgEmployee

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



Reviewer will click on hyperlink above to Approve/Deny request

Manager Self Service

Reviewer will click on Approve/Deny link

[← Manager Self Service](#) Review Transactions

Review Transactions

TRANSACTION LIST

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status ▼

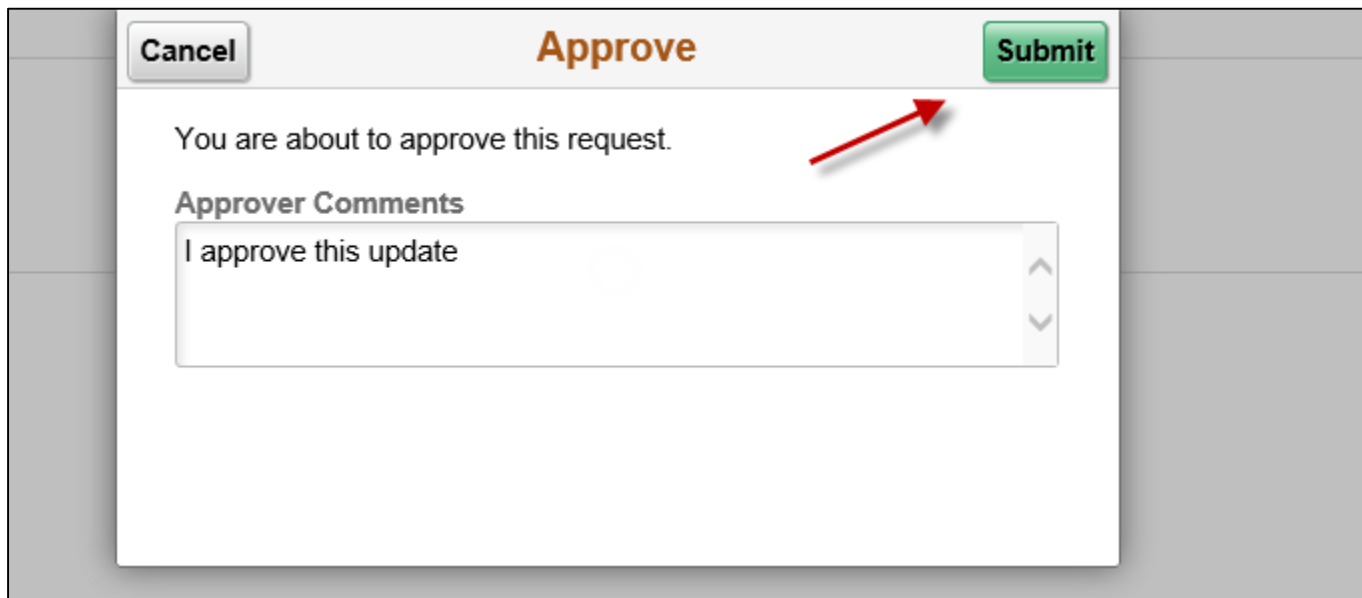
Approval Process 🔍

Approval Transactions					Find	First	1 of 1	Last
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status				
Reporting Change Approval	[REDACTED]		3/11/2019 - 1:13 PM	Pending	Approve/Deny			
Transaction Details								
Transaction Date	Effective Sequence	Empl ID	Employment Record Number					
2019-03-11	2	000004274	0					



Manager Self Service

Reviewer clicks on Submit



The image shows a software dialog box titled "Approve". At the top left is a "Cancel" button, at the top right is a green "Submit" button, and in the center is the word "Approve" in a large, bold, brown font. Below the title bar, the text "You are about to approve this request." is displayed. Underneath is a section labeled "Approver Comments" with a text input field containing the text "I approve this update". A red arrow points from the text area towards the "Submit" button.

Manager Self Service

- Upon Approval automated email is received by submitting Requestor, employee and HR mailbox

-----Original Message-----

From: [REDACTED]
Sent: Tuesday, March 12, 2019 11:34 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: ATTENTION – Reports-to Change Transaction: 100041744, [REDACTED]

Good day:

A reports to change in PeopleSoft/ manager Self Service (MSS) has been made for <Employee Name>, eff <date of event>.

Employees Employee ID: XXXXXXXXXXXXXXXXXXXX Employee's Name: XXXXXXXXXXXXXXXXXXXX Employee's Position Number: XXXXXXXXXXXXXXXXXXXX

New Manager Employee ID: XXXXXXXXXXXXXXXXXXXX New Manager's Name: XXXXXXXXXXXXXXXXXXXX New Manager's Position Number: XXXXXXXXXXXXXXXXXXXX

RESPONSIBILITIES:

Managers: Please visit the Manager Self Service tab at the top of PeopleSoft. Click the "My Team" icon and make any changes in your reports to structure, if it's incorrect.

HR/Facility Performance Managers: Please transfer the current evaluations for the affected employee to route to the new manager listed.

If you have any questions regarding this action, please contact your local Human Resources Department.

If transaction is denied, automated email is received by Requestor.

Manager Self Service

HR & Non-Employee Administrators can monitor and manage Reports To requests by logging into PeopleSoft and navigating to Guided Self Service Requests:

Nav Bar > Workforce Administration > Self Service Transactions > Guided Self Service Requests

Guided Self Service Requests


Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Transaction Date = 

Effective Sequence =


Name begins with


Last Name begins with

Second Last Name begins with


Alternate Character Name begins with

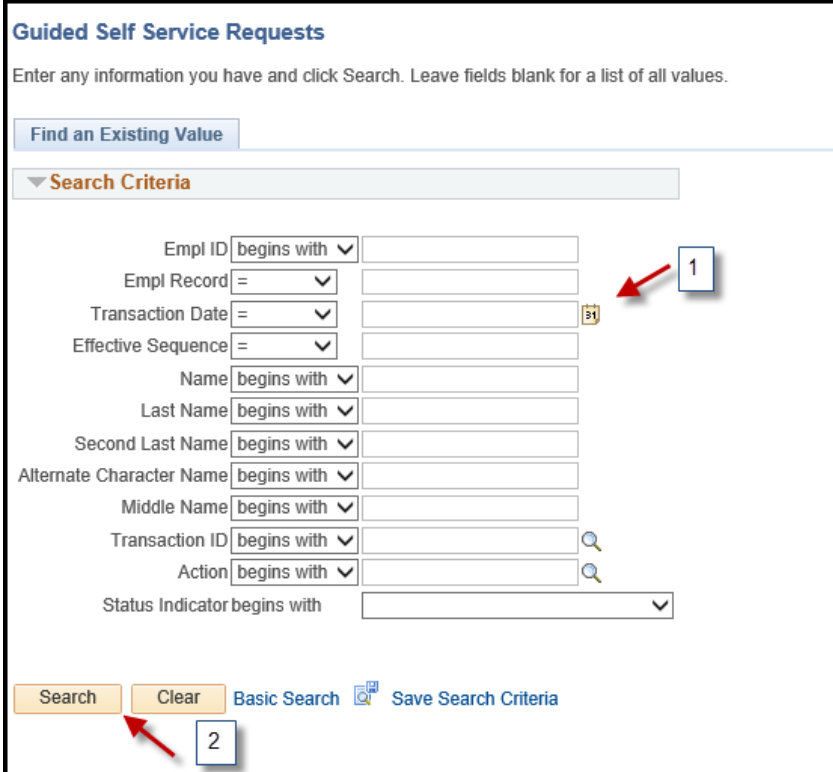
Middle Name begins with

Transaction ID begins with 

Action begins with 

Status Indicator begins with

Search **Clear** **Basic Search**  **Save Search Criteria**



1. HR Employment & Non-Employee Administrator will enter date and
2. Click on Search for transactions

Manager Self Service

Employee Self Service
Request Reporting Change

Request Reporting Change

Administrator action is required for this transaction. Select one of the options under Administrator Actions and then select Save.

Transaction Details

Transaction Date 03/11/2019
 Workflow Status Administrator is Processing
 Effective Sequence 2
 Requestor [REDACTED]

🔒 This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

After Approval		Before Approval	
Position Title	Coordinating Mgr - L B P99339	Coordinating Mgr - L B	P99339
Job Title	Coordinating Mgr - L B HH1210	Coordinating Mgr - L B	HH1210
Reports To	00000001	Dir of Patient Relations Lv 2	P03958
Manager Name	[REDACTED] 100012848	[REDACTED]	000068727

Reporting Chg Approval Chain

View/Hide Comments

Approved

Reporting Chg Approval Chain

Approved

✔
GSSByPosnSupervisor
03/11/19 - 1:19 PM

Comments

[REDACTED] at 03/11/19 - 1:19 PM
 I approve this update

[REDACTED] at 03/11/19 - 1:13 PM
 testing comment box

HR & Non-Employee Admins* are able to view “Before Approval” & “After Approval” statuses; “Reporting Change Approval Chain” status; and any comments added by Requestor or Reviewer.

****All Non-Employee transactions will be handled by Central Office HR. No local HR action required.***

Top view of page

Manager Self Service

HR can view update in Job Data:

Nav Bar > Workforce Administration > Job Information > Job Data

< Guided Self Service Requests
Job Data

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee Empl ID 000004274

Empl Record 0

Work Location Details ?
Find
First
1 of 1
Last

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

*Action

Reason

*Job Indicator

Current

Position Number

Coordinating Mgr - L B

Position Management Record

Position Entry Date 01/28/2011

Regulatory Region USA United States

Company HHC NYC Health & Hospitals

Business Unit

Department

Department Entry Date 06/16/2017

Location

Establishment ID

Health & Hospitals Corporation

Date Created 03/11/2019

Last Start Date 07/09/2001

Expected Job End Date

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

END PROCESS

