UNIVERSITY OF South Carolina

Manager Self Service Job Aids

This document contains Job Aids for various actions in Manager Self Service. You may click on the sections below to jump to their location in the document.

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To access Manager Self Service in HCM PeopleSoft, navigate to https://hcm.ps.sc.edu. Click the drop down menu from the Employe Self Service title, then select Manager Self Service.

NOTE: PeopleSoft HCM utilizes multiple layers of security to properly limit access to data. As part of this security structure, limits are placed on content within the system. These limits are directly tied to your role at USC. Throughout these job aids, you may see menus and pages that you will not be able to access in the database. Your content will be tailored to reflect your role at USC. If your role changes in the future, your access to pages and people will be updated in accordance with the change.

Manager Self Service

Manager Self Service Basics

1) To access the Manager Self Service Homepage, begin at the Employee Self Service landing page. Click the drop-down menu from the **Employe Self Service** title, then select **Manager Self Service**.

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2) You will land on the **Manager Self Service** Homepage. There are suggested tiles that may be useful to you in your role as a supervisor. There are 4 tiles related to your Team on the **Manager Self Service** Homepage, under **My Team's Information**.

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∨ My Te	eam's Information				
	My Team	Team Calendar	Time and Absence Workcenter	Manager Dashboard	Remote Worker
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∽ My Da	ashboards				
	Remote Worker Dashboard				

NOTE: If applicable, the Remote Worker and Remote Worker Dashboard tiles will appear on your Manager Self Service homepage. Not all areas opt in to their use.

My Team: You will see a list of your direct reports on this tile. From here, you can view important information regarding their job and personal information.

Team Calendar: This tile displays the scheduled hours for you and your team. You can view the schedules in a weekly or bi-weekly view.

Time and Absence Workcenter: This tile allows you to submit and approve requests for your employees related to their Time and Absences. Refer to the **Payroll website** for additional information/instructions.

Manager Dashboard: This tile gives you a high-level overview of your direct reports, allowing you to view job and compensation information for your staff, and take actions related to their Time and Absences.

Viewing Employee Data via the My Team Tile

1) Begin at the Employee Self Service landing page. Click the drop-down menu from the **Employe** Self Service title, then select Manager Self Service.

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My Homepage		
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Employee Self Service		
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Time and Absence	e Employee Calendar	Payroll

2) Next, click the My Team tile.



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- 3) Within the **My Team** tile, you will see all employees who report directly to you (your Direct Reports). They are listed in alphabetical order by first name, but you may change the sort order by clicking on the header for any displayed column. Most of the information on this page is read only. The drop-down menu and links on this page allow you to:
 - Send an email directly to the employee via USC email.
 - View Personal Information about the employee.

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Name / Title	Directs / Total	Department / Location	Email / Phone		Today'	s Stat	us
		ARTS	sch. REPER gerral and adu				
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4) To send an email to an employee via the My Team tile, locate your employee within the list of your Direct Reports. Once you have located your desired employee, click the email hyperlink to the right of their name under the Email/Phone column. The email application used on your computer will open in a new window. From there, you can add others to the email or include attachments before sending your employee an email.

My Team				:
Summary Leave Balances				
				$\uparrow \downarrow$
Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
		ARTS	gamecockfan@mailbox.sc.edu	
Ceramic Assistant		Center For The Arts		

- 6) After you have finished, you can close your email window and return to the My Team tile.
- 7) The button to the right of each employee's name represents the Actions menu. This menu serves as a jumping off point to access additional pages in PeopleSoft containing information about the employee.

My Team			• •
Summary Leave Bala	Actions X		
	Time Management >		
Name / Title	Job and Personal Information >	tment / Location Email / Phone	Today's Status
Ceramic Assistant	View in Talent Summary	r For The Arts	

8) To view Time Management functions for an employee, click the Actions menu and select Time Management. From here, you will be to request an absence on behalf of your employee, view current requests, and also view their Absence Balances.

My Team					6 9 9
Summary Leave Bala	Actions	×			
	Time Management	>			↑J
Name / Title	Job and Personal Inforr	nation > tm	ent / Location	Email / Phone	Today's Status
Ceramic Assistant	View in Talent Summary	/ Center Fo	or The Arts	al All MEREL Barral and who	

Bala	\leftarrow Time Management \times	
	Request Absence	
	View Requests	ir
⊡≺	Absence Balances	

9) Once you click into any of the Time Management options, you will be taken to the corresponding Absence tile. To return to the **My Team** tile, click on the arrow in the top left corner.

← © ♡ ®	
Manage Absences	
U Active STU Ceramic Assistant 925410-AR	тs
Create a new Request	
*Start Date	04/28/2025
*Absence Name	Select Absence Name

<u>NOTE</u>: You may also view all Leave Balances for your direct reports using the Leave Balance view under the **My Team** tile. Leave balances will be displayed to the right of each report's name.

My Team	
Summary Leave Balances	
Name / Title	Balances
Ceramic Assistant	No leave balances exist

10) To view employee Job and Personal info, click the Actions menu and select Job and Personal Information. Next, click View Employee Personal Info.

My Team			• •
Summary Leave Bala	Actions ×		
	Time Management >		↑↓
Name / Title	Job and Personal Information >	tment / Location Email / Phone	Today's Status
Ceramic Assistant	View in Talent Summary	For The Arts	

Bala	\leftarrow Job and Personal Information	×
	View Employee Personal Info	
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11) The View Employee Personal Info page displays additional personal and work-related information about your employee. Click on the links at the bottom of the page to see the employee's birth month/day and/or their emergency contacts.

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8	Undergrad Actions -	uate Work Study				
Personal I	Information					
	Empl ID	1988-0117		First Start Date	01/21/2025	
	Position			Department	ARTS	925410
	Job Code	Undergraduate Work Study	SFWR	Location	Center For The Arts	807
	Company	University of South Carolina	USC	Regular/Temporary	Temporary	
	Business Unit	USC Beaufort	SCBFT	Full/Part Time	Part-Time	
Additiona	I Information					
				[Birthday	
	[Emergency Contacts				

12) To return to the **My Team** tile or the **View Employee Personal Info** page, click the corresponding page in the breadcrumbs in the Universal Navigation Header.

Favorites 🔻	Main Menu 🔻	> My Team	> View Employee Personal Info

13) To view an employee's Talent Summary, click the Related Actions Menu next to the employee. Click View in Talent Summary. This is an alternate page that displays information similar to what is displayed on the View Employee Personal Info and My Team tile pages. To return to the Manager Self Service home page, click the Return to Manager Dashboard link at the bottom left.

My Team					
Summary	Leave Bala	Actions ×			
		Time Management	>		↑ ↓
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	Job C	Code SFWR	Org Relationship Employee	9	
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	Loca	ation Center For The Arts	Full/Part Time Part-Time	5	
	Employe	maii ee ID			
	_				
Peturn To Manager Daebhos	ard				

14) Congratulations! You successfully learned how to view information about your direct reports via the My Team Tile on the Manager Self Service Fluid Home Page.

Viewing Your Team Calendar

1) Begin at the Employee Self Service landing page. Click the drop-down menu from the **Employe Self Service** title, then select **Manager Self Service**.

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Employee Self Service]							
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Time and Abse	ence	Employee Calend	lar	Pa	yroll				

2) Click the Team Calendar tile.

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3) You will arrive at the **Team Calendar** page. This tile displays the scheduled hours for you and your team. You can view the schedules in a weekly or bi-weekly view. The 'i' button in the top right will display a legend of icons used on this page. The gear icon in the top right can be used to adjust the display options for your calendar.

Tean	Team Calendar								
Team	Starred	Filters	Today			Week Bi	Weekly		(
Search	Name or Job Tittle	Q	21 April Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday	26 Saturday	27 Sunday
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Employees can be 'starred' so that managers can access the schedules for a specific subset of their direct reports. To star an employee, simply click the star to the left of the name. The star will become blue when selected. Click the **Starred** tab to view only those direct reports who have been starred.

Team	Calendar		
Team	Starred	Filters	Today
Search I	Name or Job Tittle	Q	28 April Monday
*	DS Undergraduate Work Study		0 Hours
*	DI Undergraduate Work Study		0 Hours

You can filter your search by Name, Position Number, Payroll Status, Job Code, Department ID, and Location Code.

Cancel	Filters	Done
First Name		
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Use the calendar icon in the top left corner to jump to a specific day/week.

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Filters				1	2	3	4	5	
Q	28 Apr	6	7	8	9	10	11	12	

4) Congratulations! You have successfully viewed your Team Calendar using the Manager Self Service homepage.

Viewing Job and Compensation Data via the Manager Dashboard

1) Begin at the Employee Self Service landing page. Click the drop-down menu from the **Employe** Self Service title, then select Manager Self Service.

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Time and Absence	e	Employee Calendar	Payr	oll			

2) Click the Manager Dashboard tile.

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∨ My Te	eam's Information						
	My Team	Team Calendar	Time and Absence Workcenter				
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	Manager Dashboard						

3) The information on this page is read only and is split between two tabs. The drop-down menu and links on these pages allow you to view job and compensation information about your direct reports. The Summary tab contains the list of direct reports. The Actions menu located to the right of the employee's name serves as a jumping off point to access additional pages in PeopleSoft containing information about the employee and their absences.

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Summary	Job Details	Com	pensation		Personaliz	ze F	ind View All 🕗 📑	1-3 of 3			
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- **NOTE:** For display purposes, only the first 10 direct reports are displayed. Use the **Find**, **View All**, '**Zoom**', '**Download to Excel**', or directional arrow options in the header to view additional employees. Clicking **Personalize** will allow you to reorder the columns to your liking.
- 4) To view Time Management functions for an employee, click the Actions menu and select Time Management. From here, you will be to request an absence on behalf of your employee, view current requests, and view their Absence History.

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Summary	Job Details	Compe	ensation 🚥	Personaliz	e Fir	d View All 🔄		1-3 of 3			
Name						_ - A	ctions	3			
San San					-		Time I Job ar View i	Management nd Personal In in Talent Sumi	formatio mary)n ⊧	Request Absence View Absence Balances View Absence History

4) To view employee Job and Personal info, click the Actions menu and select Job and Personal Information. Next, click View Employee Personal Info.

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Manager Dashboard
Direct Line Reports C •
Personalize Find View All 2 1 3 of 3 Summary Job Details Compensation
Name
Time Management
Job and Personal Information View Employee Personal Info View in Talent Summary

5) The View Employee Personal Info page displays additional personal and work-related information about your employee. Click on the links at the bottom of the page to see the employee's birth month/day and/or their emergency contacts. To return to the Manager Dashboard, click the **Return to Manager Dashboard** link in the bottom left.

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Personal Information							
Empl ID	100010107			First Start Date	01/21/2025		
Position				Department	ARTS		925410
Job Code	Undergraduate Work Stu	ıdy	SFWR	Location	Center For The Arts		807
Company	University of South Caro	lina	USC	Regular/Temporary	Temporary		
Business Unit	USC Beaufort		SCBFT	Full/Part Time	Part-Time		
Additional Information							
					Birthday		
	Emergency Contacts						
Return to Manager Dashboard							

6) To view an employee's Talent Summary, click the Actions menu next to the employee. Click View in Talent Summary. This is alternate page that displays information similar to what is displayed on the View Employee Personal Info and My Team tile pages. To return to the Manager Self Service home page, click the Return to Manager Dashboard link at the bottom left.

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Name			_		- Actions			_
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SOUTH CAROLINA			All 💌 Search	Advanced Search
Talent Summary				
- Actions	Job Title Undergraduate Work Study	HR Status Active		
	Job Code SFWR	Org Relationship Employee		
	Work Phone	Years in Current Job 0.3		
	Location Center For The Arts	Full/Part Time Part-Time		
	Email			
	Employee ID			
Return To Manager Dashboard				
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NOTE: You can also access the **Talent Summary** for your employees by clicking on their name directly from the Manager Dashboard.

(Continued on next page)

7) To view details about your direct reports' positions, click the **Job Details** tab. The **Job Details** tab contains basic information about your direct reports, including the Job Code, the Years in Job, and the Job Title.

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Manager Da	shboard							
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Territory Income			SFWR	0.6	Undergraduate Work St	udy		
Name Incide			SFWR	0.6	Undergraduate Work St	udy		

8) To view compensation information for your direct reports, click the **Compensation** tab. The Compensation tab displays basic information about the compensation of your direct reports, including their annualized salary (and currency type), as well as the market range of the corresponding job code (minimum, midpoint, and maximum).

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9) You can combine all tabs into a single page by using the chart icon on the far right. To return to the tabbed view, click the same icon again.

Favorites 🔻 Main Menu 🔻	Manager Self Se	ervice 🔻	> Manager (Dashboard			
SOUTH CAROLINA			All 🔻 s	earch		>	Advanced Search
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Summary Job Details Con	npensation	Personal	ize Find Vie	w All 💷 🚦	1-3 of 3		
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	4,160.000	USD	15,080.000	32,540.000	50,000.000		
	5,200.000	050	15,060.000	32,540.000	50,000.000		

10) Congratulations! You have successfully used the Manager Dashboard to view Job and Compensation Data.