Table of Contents:

| Manager Self Service Overview | . 2 |
|--|---------|
| Quick Start Instructions | -5 |
| Detailed Instructions (with screenshots) | .6 - 23 |

Manager Self Service Overview

As an MCG manager, you will automatically be provided with a Novell user id and password (this may also be referred to as your MCGNET ID and password). This Novell login and password will also be used for you to log in to the PeopleSoft web application to create and approve personnel data on line. PeopleSoft is a standard web-based application and if you regularly use the internet and other web-based applications, the navigation should seem familiar to you.

These instructions cover the PeopleSoft Manager-Service Application. As the originator and approver, you will be able to view, create and approve personnel transactions.

Special Note: The majority of changes will need an approver, except for the Status Changes – Retire Employee and Terminate Employee.

The ePAR module includes your Job and Personal Information pages. By accessing these pages in the application, you will be able to review and update an employee's job status within the organization, manager employee promotions, review an employee's personal information, and request, review and approve salary changes for an individual or group of employees where a budget has not been allocated.

QuickStart Instructions

(for the experienced internet user who needs basic navigation instructions only)

To access PeopleSoft, go to the MCG homepage at www.mcg.edu and click on the MyMCG link at the top of the page and then click on the SoftServ link icon located in the MyApps section.

Once you are at this login screen, you may want to consider saving this as a favorite so that you can simply click on the link each time you want to access Manager Self Service.

At the PeopleSoft login screen, enter your Novell user id and password. Click the "Sign In" radio button and this will bring you to the main PeopleSoft Menu. On the left side of the screen, you will see a blue box with Menu as the heading. Click on "Manager Self Service". The yellow arrow indicates that there are options within that link. Click on the yellow arrow to display all options available to you.

Two options will be available to you: Job and Personal Information Manager Home

Click on Job and Personal Information and a listing of options will display. Options are:

Status Changes Promotions Employee Personal Information Salary Changes

1. The first option is Status Changes. This option provides you the option to review and update an employee's job status within the organization. This page includes links to **Retire Employee** and **Terminate Employee**.

*Only those with access as the Originator and Originator / Approver will have access to Status Changes.

Click on **Retire Employee**

Enter the date the retirement will take place and click Go.

The Retirement Date is the first day the employee is no longer employed at MCG.

Select an employee's name to initiate a retirement or click the chart icon to find an indirect report.

Indicate the reason for retirement, then click submit.

A screen will appear with your changes.

* If the employee you selected to retire, is not eligible for retirement an e-mail will be sent to you indicating that the transaction was denied.

You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal** Information Home.

Click on Job and Personal Information Home.

The second item under Status Changes is Terminate Employee. Click on Terminate Employee.

Enter the date the termination will take place and click Go.

The Termination Date is the first day the employee is no longer employed at the company. Select an employee's name to initiate a termination or click the chart icon to find an indirect report. On the following screen select the Reason for Termination from the drop down box. Click submit, and then OK to view your changes.

This transaction goes directly to the personnel administrator. For processing

You can select to return to **Return to Select Employee**, Manager Home or Job and Personal Information Home.

Click on Job and Personal Information Home.

The second option under Job and Personal Information Home is Promotions. This option provides you with the ability to manage employee promotions. The Promotions transactions does require approval. Three items appear under Promotions:

Promote Employee- Originator

*Approve Promotion - Approver View Promotion Status- Originator and Approver

*As the originator you will not have access to Promote Employee

Click on Promote Employee.

Promotions are for one pay grade to a higher pay grade within your department.

Enter the date the promotion will take place and click Go. Select an employee to initiate a promotion by clicking on the employee name, clicking on Search for Employee, or clicking on the chart icon to find an indirect report.

On the next screen you can view the promotion details. Indicate the reason for the promotion from the drop down box. Under "New Info" type the new position title (click on the search button to the right of the box to view a list of positions). Select the position for your department. Under the comment section, write your comments on why this individual should be promoted.

If you are routing this transaction to be approved, click on Approve. Type in the *approver's ID (MMOUSE for Mickey Mouse), and their Role Name (title). Click Submit then OK to view your request.

* If you are unsure who your approver is, contact your immediate supervisor or the HR Processing Manager at 721-0961.

You can select to return to **Return to Select Employee**, **Manager Home**, **Job and Personal Information Home or Request Salary Changes**.

Click on **Request Salary Changes.** Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue. Enter the desired salary change information and click Calculate New Total for each person. You can change the percent, amount or new amount. You can type your comments in the comment box. If you routing this transaction to be approved, click on Approve. Type in your ID (MMOUSE for Mickey Mouse), and your Role Name (title). Click Submit then OK to view your request.

You can select to return to Return to Select Employee, Manager Home or Job and Personal Information Home.

Click on Job and Personal Information Home.

The next item listed under Promotions is View Promotion Status.

Click on **View Promotion Status**. Both the approver and the manager originating the promotion transaction can view the list that contains promotion requests. Click on an employee to view details. The promotion status details will display the status of the promotion and which administrator is in the process of approving, denying, or rerouting the transaction.

If any of the information is incorrect or you have accidentally routed your transaction to the wrong place, contact HR Processing immediately at 721-0961.

You can select to return to Manager Home or Job and Personal Information Home. Click on Job and Personal Information Home.

3) The third option under Job and Personal Information Home is **Employee Personal Information**. Managers will be able to review an employee's personal information such as name, address and other relevant data. Click on **Employee Personal Information**.

As a manager you have the option to select an employee that you supervise and display her/his information by clicking on the employee name. To find a specific employee click on search for an employee in your organization. To drill down into the direct reports of one of your employees click the org chart icon.

You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal** Information Home.

Click on Job and Personal Information Home.

4) The fourth option under the Job and Personal Information Home is **Salary Changes**. This option will allow you to request, review and approve salary changes for an individual or group of employees where a budget has not been allocated.

Three items appear under Salary Changes:

Request Salary Change Approve Salary Change View Salary Change Status

*As the originator you will not have access to Approve Salary Change

Click on Request Salary Change.

Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.

The employees you selected are displayed on the screen.

Enter the desired salary change information and click Calculate New Total for each person. You can change the percent, amount or new amount. You can type your comments in the comment box. If you routing this transaction to be approved, click on Approve. Type in their ID (MMOUSE for Mickey Mouse), and your Role Name (title). Click Submit once all salary changes have been made then OK to view your request.

You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal** Information Home.

Click on Job and Personal Information Home.

You can select to return to **Return to Approval / Status List, Manager Home or Job and Personal Information Home.**

Click on View Salary Change Status

Both the approver and the manager originating the salary change transaction can view the list that contains promotion requests. Click on the salary change hyperlink to view details. The salary change details will display the status of the salary request and which administrator is in the process of approving, denying, or rerouting the transaction.

If any of the information is incorrect or you have accidentally routed your transaction to the wrong place, contact HR Processing immediately at 721-0961.

You can select to return to Manager Home or Job and Personal Information Home.

Detailed Instructions

(for the experienced and less experienced internet user who is more comfortable using detailed instructions.)

To access PeopleSoft, go to your Internet Browser and type in the following link:

Once you are at this login screen, you may want to consider saving this as a favorite so that you can simply click on the link each time you want to access Manager Self Service.

At the PeopleSoft login screen, enter your Novell user id and password.

Click the "Sign In" radio button and this will bring you to the Manager Self Service page shown below:

| 🧧 😁 💻 🕨 | | | 8 | 🛐 – 🗗 🗙 |
|---|--------------|-------------------------|--------------------|-----------------|
| PeopleSoft. | | | | <u>^</u> |
| Personalize Content II avout | | Home <u>VVorklist</u> | Add to Favorites | <u>Sign out</u> |
| r ersonalize <u>content</u> [<u>Layou</u> | | | | Help |
| Menu | 2 - x | | | |
| Menu Search: D My Favorites D Employee Self Service D Manager Self Service Workforce Administration D Benefits D Compensation D Organizational Development D Reporting Tools P PeopleTools - <u>Channe My Password My Personalizations - My Dictionary </u> | | | powering by Pec | pleSoft |
| | | | | |
| | | | | |
| | | | | |
| | | | | - |

Click on Manager Self Service.



On the left side of the screen, you will see a blue box with Menu as the heading. Click on "Manager Self Service". The yellow arrow indicates that there are options within that link. Click on the yellow arrow to display all options available to you.



Click on **Job and Personal Information Home** link (the Manager Home will take you to the Job and Personal Information link).

The screen below will appear.



Options are:

Status Changes Promotions Employee Personal Information Salary Changes The first option is Status Changes. This option provides you the option to review and update an employee's job status within the organization. This page includes links to **Retire Employee** and **Terminate Employee**.

*Only those with access as the Originator and Originator / Approver will have access to Status Changes.

Click on **Retire Employee.** A screen will appear with your direct reports. Fictitious names have been created for this training manual.

| 🧧 😁 💻 🕨 | | | | | 8 🗐 - 🕫 × |
|---|--|--|---------------------------------------|--------------------|---|
| PeopleSoft. | | | | | |
| reopieson | | | <u>Hor</u> | ne <u>Workli</u> | <u>st Add to Favorites Sign out</u> |
| Menu 🗖 | | | | | |
| Search: | | | | | New Window Help |
| 90 | | | | | |
| ▶ My Favorites | Retire Employee | | | | |
| V Employee Self Service | Select Employe | е | | | |
| D Job and Personal | Enter the date the retirement | ومحام وباما الأبينات | nd alial: On | | |
| Information | The Retirement Date is the | rit will take place a first day the empli | na click Go. Ivee is no longer emt | noved at th | e company |
| Manager Home | Select an employee's nam | e to initiate a retire | ment or click the char | t icon to fin | d an indirect report. |
| Workforce Administration | Definence and Defen | | | | |
| Compensation | Reurement Date: | 04/24/2006 | B) 00 | | |
| ▶ Organizational | Direct Departe For Alaian | dra Konnodu | | The st | mark Market Name |
| Development | Direct Reports For Alejan | | | Find | First 🗈 1-5 of 5 💌 Last |
| Reporting Tools PeopleTools | <u>Name</u> | EmpliD | Job Title | | Department |
| - Change My Password | John Doe | 013162 | Manager | | MCG_DEPT |
| My Personalizations | Ongela Jones Deut Neumen | 013166 | Oncewingr | | MCG_DEPT |
| - <u>My Dictionary</u> | Paul Newman TalOhina Haminatan | 013163 | ActgPrish | | MCG_DEPT |
| | Taisnina Herrington | 013164 | UniceAsst | | MCG_DEPT |
| | <u>ruang Lu</u> | 013165 | RSChAlde | | MCG_DEPT |
| | Search for an employ Go To: <u>Manager Home</u> Job and Person | ree | 10 | | |

Enter the date the retirement will take place and click Go. The Retirement Date is the first day the employee is no longer employed at MCG.

Select an employee's name to initiate a retirement or click the chart icon to find an indirect report.

| 🧧 😁 💻 🕨 | | 😔 🌆 - 🖻 × |
|--|---|---|
| PeopleSoft. | | |
| 10000000 | | Home Worklist Add to Favorites Sign out |
| Menu 🗖 Search: | | New Window Help |
| My Equaritae | Retire Employee | |
| Employee Self Service | John Doe | |
| D Job and Personal Information <u>Manager Home</u> | The Retirement Date is the first da Click Submit once you have entered | y the employee is no longer employed at the company. The retirement information. |
| Workforce Administration Benefits | Employee ID: | 013162 |
| Compensation Organizational | Job Title: | Manager |
| Development Reporting Tools | Retirement Date: | 04/24/2006 |
| PeopleTools <u>Change My Password</u> | *Reason for Retirement: | Retirement With Pay |
| <u>My Personalizations</u> <u>My Dictionary</u> | * Required Field | |
| | Submit | |
| | Return to Select Employee | |
| | Go To: Manager Home | |
| | Job and Personal Informa | tion Home |
| | | |
| | | |
| | | |

Indicate the reason for retirement, then click submit and OK. A screen will appear with your changes.



* If the employee you selected to retire, is not eligible for retirement an e-mail will be sent to you indicating that the transaction was denied.

You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal** Information Home.

Click on Job and Personal Information Home.



The second item under Status Changes is Terminate Employee.

Click on Terminate Employee.

| 🧧 😁 💻 🕨 | | | | 8 🔢 - 🕫 × |
|--|------------------------------|------------------------|----------------------------|---|
| PeopleSoft | | | | |
| rcopicson | | | Home | <u>Worklist</u> Add to Favorites Sign out |
| Menu 🗖 | | | | |
| Search: | | | | New Window Help |
| | | | | |
| ▶ My Favorites | Terminate Employee | | | |
| Manager Self Service | Select Employe | e | | |
| D Job and Personal | Enter the date the terminati | ion will take place a | nd click Go | |
| Information | The Termination Date is th | e first day the empli | oyee is no longer emplo | oyed at the company. |
| Manager Home Markforce Administration | Select an employee's nam | e to initiate a termin | ation or click the chart i | con to find an indirect report. |
| Benefits | Termination Date: | 04/24/2006 | 前 Go | |
| ▶ Compensation | | | | |
| Organizational Development | Direct Reports For Alejan | dra Kennedy | | Find First 🗹 1-4 of 4 🕩 Last |
| ▶ Reporting Tools | <u>Name</u> | EmpliD | Job Title | Department |
| ▶ PeopleTools | Ongela Jones | 013166 | OfficeMngr | MCG_DEPT |
| - My Personalizations | Paul Newman | 013163 | ActgPrfsnl | MCG_DEPT |
| - My Dictionary | Ta'Shina Herrington | 013164 | OfficeAsst | MCG_DEPT |
| | Yuang Lu | 013165 | RschAide | MCG_DEPT |
| | | | | |
| | Search for an employ | /ee | | |
| | Co To: Managar Hama | | | |
| | Job and Person | al Information Hom | • | |
| | JOD and Person | armonnation Hom | <u>e</u> | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Enter the date the termination will take place and click Go.

The Termination Date is the first day the employee is no longer employed at the company. Select an employee's name to initiate a termination or click the chart icon to find an indirect report. Select the Reason for Termination from the drop down box.

| 🧧 😁 💻 🕨 | | í | 8 🗃 - 8 × |
|---|--|---|------------------------------|
| PeopleSoft. | | | |
| reopieson | | Home Worklist Add to Fa | avorites <u>Sign out</u> |
| Menu 🗖 | | | |
| Search: | | NewV | <u> Vindow</u> <u>Help</u> |
| ▶ My Favorites | Terminate Employee | | |
| ▷ Employee Self Service ✓ Manager Self Service | Paul Newman | | |
| Dob and Personal Information | The Termination Date is the first da Click Submit once you have entered | ay the employee is no longer employed at the compa- I the termination information. | ny. |
| Workforce Administration ▷ Benefits | Employee ID: | 013163 | |
| Compensation Organizational Development Reporting Tools | Job Title: | Accounting Professional | |
| | Termination Date: | 04/24/2006 | |
| PeopleTools <u>Change My Password</u> | *Reason for Termination: | Agreed Term of Annrent of CDD | |
| My Personalizations My Dictionary | * Required Field | Attendance Child/House Care | |
| | Submit | Closing Down of Establishment Death | |
| | Return to Select Employee | Discharge Dissatisfied w/Comp. Policies Dissatisfied w/Fellow Employee | |
| | Go To: Manager Home | Dissatisfied w/Promotion Opps | |
| | Job and Personal Informa | Dissatisfied w/lype of Work Dissatisfied w/Vork Conditions | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Click submit, and then OK to view your changes.



This transaction goes directly to the personnel administrator. For processing You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal Information Home**.

Click on Job and Personal Information Home.



The second option under Job and Personal Information Home is Promotions. This option provides you with the ability to manage employee promotions. The Promotions transactions does require approval. Three items appear under Promotions:

Promote Employee- Originator

*Approve Promotion - Approver

.

View Promotion Status- Originator and Approver

*As the originator you will not have access to Promote Employee

Click on Promote Employee.



Promotions are for one pay grade to a higher pay grade within your department.

Enter the date the promotion will take place and click Go. Select an employee to initiate a promotion by clicking on the employee name, clicking on Search for Employee, or clicking on the chart icon to find an indirect report.

Indicate the reason for the promotion from the drop down box.

| 🖻 🔿 💻 🕨 | | | | 😣 🔢 – 🗗 🗙 |
|---|---|---|---|-------------------------------------|
| PeopleSoft. | | | Home Wor | klist Add to Favorites Sign out |
| Menu = Search: | | | | New Window Help |
| My Favorites | Promote Emp | loyee | | |
| Employee Self Service | Promotion | Details | | |
| Manager Self Service Job and Personal Information | Paul Newman | | | |
| Manager Home Workforce Administration Denefits Compensation Dorgensation | Enter the promo You will have an Click Submit onc | tion details below for the chosen er opportunity to change this employee e you have entered the promotion int | n ployee. 's salary after you sul 'ormation. | bmit the transaction. |
| Development | Promotion Deta | nils | | |
| Reporting Tools PeopleTools | Promotion Date: | 04/24/2006 | | |
| <u>Change My Password</u> <u>My Personalizations</u> <u>My Dictionary</u> | *Reason for Pror | notion: Normal Career Progressio Outstanding Performance Salary Grade Advance | n | New Info |
| | Position: | Accounting Professional | 00007537 | E E |
| | *Business Unit: | MCG Business Unit | 12000 | MCG Business Unit |
| | *Department: | MCG Department | 60000000 | |
| | *Location: | Medical College of Georgia | 120 | |
| | *Job Code: | Accounting Professional | 430X00 | |
| | 4 | | | (avamnla: Lastnama Firstnama) |

Under "New Info" type the new position title (click on the search button to the right of the box to view a list of positions). Below is an example of search results for positions.

Select the position for your department.



Under the comment section, write your comments on why this individual should be promoted.

| 🧧 💛 💻 🕨 | | | | 8 🔢 - 8 × |
|---|-------------------------------------|---|------------|--|
| PeopleSoft. | | | Home M | /orklist _Add to Favorites _Sign out |
| Menu = Search: | Once outprist one | e you nave entereu the promotion in tile | normation. | × |
| My Favorites Employee Self Service Manager Self Service Job and Personal | Promotion Date: *Reason for Pror | 04/24/2006 | | |
| Information <u>Manager Home</u> Vorkforce Administration | | Current Info | | New Info |
| ▷ Benefits ▷ Compensation ▷ Organizational Development ▷ Reporting Tools ▷ PeopleTools | Position: | Accounting Professional | 00007537 | Administrative Assistant 2 |
| | *Department: | MCG Department | 60000000 | Facilities Management |
| <u>Change My Password</u> <u>My Personalizations</u> My Dictionary | *Location: | Medical College of Georgia | 120 | Medical College of Georgia |
| | *Job Code: | Accounting Professional | 430X00 | Administrative Assistant 2 |
| | | | | (example: Lastname, Firstname) |
| | Comment | | | |
| | Comment: | Excellent employee and great wo | rk ethics! | * |
| | Route To | | | × |

If you are routing this transaction to be approved, click on Approve. Type in the *approver's ID (MMOUSE for Mickey Mouse), and their Role Name (title) You can click on the search icon to view a list of approvers. * If you are unsure who your approver is, contact your immediate supervisor or the HR Processing Manager at 721-0961.



Click Submit.





You can select to return to **Return to Select Employee**, **Manager Home**, **Job** and **Personal Information Home or Request Salary Changes**.

Click on Request Salary Changes.

| 🧧 😁 💻 🕨 | | | | | 8 | 🗊 - 🗗 × |
|---|-------------|---------------------------|-------------------|-----------------------|---|---------------------|
| PeopleSoft. | | | | | | 1 |
| | | | | Home <u>V</u> | <u>forklist</u> <u>Add to Favorites</u> | <u>s Sign out</u> |
| Menu = | | | | | New Windo | w Help 🔺 |
| 60 | | | | | | |
| My Favorites | Salary C | hange | | | | |
| Employee Self Service Manager Self Service | Select | Employees | | | | |
| D Job and Personal | Begin you | Salary Change Request | by entering the d | ate on which the sala | ary change will take effe | ect and |
| Information Manager Home | clicking Go |). Then, select one or mo | ire employees for | whom you will be re | questing a change and | l click |
| Vorkforce Administration | Continue. | | | 0. | | |
| Compensation | Message | Not Found 04/ | 24/2006 🔟 📃 | Go | | |
| Organizational Development | Direct Re | ports For Alejandra Kenr | iedy | Find | First 🖪 1-4 of 4 | Last |
| Reporting Tools | Select | Name | EmpliD | Job Title | Department | |
| PeopleTools - Change My Password | | Ongela Jones | 013166 | OfficeMngr | MCG_DEPT | |
| - My Personalizations | | Paul Newman | 013163 | ActgPrfsnl | MCG_DEPT | |
| - My Dictionary | | Ta'Shina Herrington | 013164 | OfficeAsst | MCG_DEPT | |
| | | Yuang Lu | 013165 | RschAide | MCG_DEPT | |
| | | | | | | |
| | Sele | ct All Search | n for an employee | | | |
| | | | | | | |
| | Cont | inue | | | | |
| | | | | | | |
| | | | | | | |
| | Go To: | Manager Home | an Llomo | | | |
| | | Salary and Compensatio | | | | T |

Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.

| 🧧 😁 💻 🕨 | | | | 8 | 🏥 – 🗗 × |
|--|--|----------------------------------|---|---------------------------------|---------------------------|
| PeopleSoft. | | | | | |
| reopieconte | | | Home <u>VVc</u> | orklist <u>Add to Favorit</u> | <u>es Sign out</u> |
| Menu | Salary Chang | e estad ora diaplayed below | Feterthe desired colors | New Wind | . <u>ow</u> <u>Help</u> |
| Manager Self Service Job and Personal Information Manager Home Neddence Administration | Calculate New Total for Salary Change Date: | each person. Click Submit | enter the desired salar once all salary change | s have been entered | i. |
| ▶ Workforce Administration ▶ Benefits ▶ Compensation ▶ Organizational ▶ Development ▶ Bennefiting Tools | Paul Newman Employee ID: 013 | 1163 | | | |
| PeopleTools | Enter Salary Chang | e Amounts View Additiona | al Salary Info | | |
| <u>My Personalizations</u> <u>My Dictionary</u> | Component | Current Amount Change Percent | Change Amount | New Amount | |
| | Default NA Annual | 45000.000000 0.000 | 0.000000 | 45000.000000 US | 3D |
| | Compensation Frequ | ency: Annual | Calculate New To | otal 🔤 | |
| | Current Total: | \$45,000.000000 USD | New Total: | | |
| | Current Annual Rate: | \$45,000.000 USD | New Annual Rate: | | |
| | Comment: | | | <u> </u> | |

Enter the desired salary change information and click Calculate New Total for each person. You can change the percent, amount or new amount.

| 🧧 😁 💻 🕨 | | | | 8 | - & × |
|---|--|---|---|--|-----------------|
| PeopleSoft. | | | | | |
| Manu | | | <u>Home V</u> | <u>Vorklist</u> <u>Add to Favorites</u> | <u>Sign out</u> |
| Search: | | | | New Window | Help 🔺 |
| Image: Self Service ✓ Manager Self Service ✓ Job and Personal | Salary Chang The employees you se Calculate New Total fo | C lected are displayed below. I r each person. Click Submit | Enter the desired sal: once all salary chang | ary change information and jes have been entered. | 1 click |
| Information Manager Home Workforce Administration Benefits Compensation | Salary Change Date: Paul Newman | 04/24/2006 | | | d |
| Organizational Development | Employee ID: 013 | 3163 | | | |
| ▶ Reporting Tools ▶ PeopleTools | Foter Salary Chang | e Amounts V View Additions | al Salary Info | | |
| <u>Change My Password</u> <u>My Personalizations</u> | Component | Current Amount Change | Change Amount | New Amount | |
| - My Dictionary | Default NA Annual | 45000.000000 0.500 | 225.000000 | 45225.000000 USD | |
| | Compensation Frequ | ency: Annual | Calculate New | Total | |
| | Current Total: | \$45,000.000000 USD | New Total: | \$45,225.000000 USD | |
| | Current Annual Rate: | \$45,000.000 USD | New Annual Rate: | \$45,225.000 USD | |
| | Comment: | | | * * | |

You can type your comments in the comment box.

| ē 😁 💻 🕨 | | | | 8 🔳 - | - 8 |
|---|---|--|--------------------------------|---|-----------------|
| PeopleSoft. | | | <u>Home</u> <u>V</u> | <u>Vorklist Add to Favorites Si</u> | i <u>qn out</u> |
| Menu □ Search: My Favorites Employee Self Service | Paul Newman Employee ID: 013 | 163 | | | |
| D Job and Personal Information Manager Home | Component | e Amounts View Additiona Current Amount Change Percent | Change Amount | New Amount | |
| Workforce Administration Benefits | Default NA Annual | 45000.000000 0.500 | 225.000000 | 45225.000000 USD | |
| Compensation Organizational Development Reporting Tools | Compensation Freque | ency: Annual | Calculate New 1 | Total | |
| Change My Password My Personalizations | Current Total: Current Annual Bate: | \$45,000.000000 USD \$45,000.000 USD | New Total: New Annual Bate: | \$45,225.000000 USD \$45,225.000 USD | |
| - <u>My Dictionary</u> | Comment: Paul is a | doing a great job and should | l be up for a salary in | crease. | |
| | Route To | | | | |
| | ⊙ Approver ○ Administrator | User ID: Role Name: | | Q. | |

If you routing this transaction to be approved, click on Approve. Type in your ID (MMOUSE for Mickey Mouse), and your Role Name (title).

| 🧧 😁 💻 🕨 | | | | \$ | 🇃 - 🗗 × |
|--|-------------------------|-----------------------------|------------------------|-------------------------------|---------------------|
| PeopleSoft. | | | | | |
| respiceone | | | Home V | orklist <u>Add to Favor</u> | tes <u>Sign out</u> |
| Menu 💻 | | | | | |
| Search: | Default NA Annual | 45000.000000 0.500 | 225.000000 | 45225.000000 U | SD 🔺 |
| 9 | | | | | |
| My Favorites | Compensation Freque | ncy: Annual | | | |
| D Employee Self Service | | | Calculate New T | otal | |
| Wanager Sell Service Dulob and Personal | Current Totak | £45,000,000000,UOD | New Tetalı | \$4E 33E 000000 | |
| Information | Current rotal. | \$40,000.000000 OSD | New Total. | \$43,223.000000 | 030 |
| - <u>Manager Home</u> | Current Annual Rate: | \$45,000.000 USD | New Annual Rate: | \$45,225.000 | USD |
| Vorkforce Administration | | | | | |
| Compensation | Comment: Paul is d | oing a great job and should | be up for a salary inc | rease. 🔺 | |
| Organizational | | | | - | |
| Development | | | | | |
| Reporting Tools | | | | | _ |
| - Change My Password | | | | | |
| - My Personalizations | | | | | |
| - <u>My Dictionary</u> | | | | | |
| | Route To | | | | |
| | Approver | User ID: AKENNEDY | | Q | |
| | C Administrator | Role Name: Manager | | | |
| | | | | | |
| | Submit | | | | |
| | | | | | |
| | Return to Select Employ | ees | | | |
| | Go To: Manager Hon | ne | | | |
| | Joh and Pers | onal Information Home | | | |
| | <u>000 4101 610</u> | enal anomiation north | | | |
| | | | | | |
| | | | | | • |

Click Submit then OK to view your request.



You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal Information Home**.

Click on Job and Personal Information Home.

Click on **View Promotion Status**. Both the approver and the manager originating the promotion transaction can view the list that contains promotion requests. Click on an employee to view details

| Oner on an employ | | ucie | | | | |
|--|---|--------------------|--|--------------------|---|---|
| 🧧 😁 💻 🖌 | | | | | 谷 🛐 - 8 | × |
| PeopleSoft. | | | | <u>Home Work</u> | list <u>Add to Favorites</u> <u>Sign ou</u> t | t |
| Menu Image: Serice Image: Set/Service Image: Set/Set/Set/Set/Set/Set/Set/Set/Set/Set/ | Promotion St Promotior Paul Newman Promotion Deta | atus 1 Stal | us Details | | | |
| | Promotion Date: Reason for Pror Workflow Statu | : notion: s: | 04/24/2006 Outstanding Performance In Approval Process | | | |
| | Effective Seque | Currer | 1 It Info | | New Info | l |
| | Position: | Accou | nting Professional | 00007537 | Administrative Assistant 2 | |
| | *Business Unit: MCG E *Department: MCG I *Location: Medic *Job Code: Accou | | Jusiness Unit | 12000 | MCG Business Unit | |
| | | | Department | 60000000 | Facilities Management | |
| | | | al College of Georgia | 120 | Medical College of Georgia | 1 |
| | | | Accounting Professional 430 | | Administrative Assistant 2 | |
| | Reports To: | Manag | ger Training & Development | 00004959 | | |
| | 4 | | | | | |

The promotion status details will display the status of the promotion and which administrator is in the process of approving, denying, or rerouting the transaction.

If any of the information is incorrect or you have accidentally routed your transaction to the wrong place, contact HR Processing immediately at 721-0961.

You can select to return to Manager Home or Job and Personal Information Home.

The third option under Job and Personal Information Home is **Employee Personal Information**. Managers will be able to review an employee's personal information such as name, address and other relevant data. Click on **Employee Personal Information**.

| 🧧 😁 💻 🕨 | | | | | 😣 🏢 – 🗗 🗙 | |
|---|---|--------|------------|----------------------|-----------------------------|--|
| PeopleSoft. | | | Horr | ne <u>Worklist</u> | Add to Favorites Sign out | |
| Menu = Search: | | | | | New Window Help | |
| ▷ My Favorites ▷ Employee Self Service | Employee Information | n a | | | | |
| Manager Self Service Job and Personal Information Manager Home Workforce Administration Benefits Compensation | Select an employee to display her/his information by clicking on the employee name. To find a specific employee click on search for an employee in your organization. To drill down into the direct reports of one of your employees click the org chart icon. Message Not Found 04/24/2006 0 0 0 0 0 0 0 0 0 0 0 0 | | | | | |
| Organizational Development | Direct Reports For Alejandra Kennedy | | | <u>Find</u> F | irst 🖪 1-4 of 4 🕨 Last | |
| PeopleTools | Ongela Jones | 013166 | OfficeMngr | 1 | MCG_DEPT | |
| <u>Change My Password</u> My Personalizations | Paul Newman | 013163 | ActgPrfsnl | 1 | MCG_DEPT | |
| - My Dictionary | Ta'Shina Herrington | 013164 | OfficeAsst | 1 | MCG_DEPT | |
| | Yuang Lu | 013165 | RschAide | 1 | MCG_DEPT | |
| | Search for an employ Go To: <u>Manager Home</u> Job and Person: | ee | 10 | | | |

As a manager you have the option to select an employee that you supervise and display her/his information by clicking on the employee name. To find a specific employee click on search for an employee in your organization. To drill down into the direct reports of one of your employees click the org chart icon.



You can select to return to Return to Select Employee, Manager Home or Job and Personal Information Home.

Click on Job and Personal Information Home.

The fourth option under the Job and Personal Information Home is **Salary Changes**. This option will allow you to request, review and approve salary changes for an individual or group of employees where a budget has not been allocated.

Three items appear under Salary Changes:

Request Salary Change *Approve Salary Change* View Salary Change Status

*As the originator you will not have access to Approve Salary Change

Click on Request Salary Changes.



Begin your Salary Change Request by entering the date on which the salary change will take effect and clicking Go. Then, select one or more employees for whom you will be requesting a change and click Continue.



Enter the desired salary change information and click Calculate New Total for each person. You can change the percent, amount or new amount.



You can type your comments in the comment box.

| | \$ 🗃 - | | | | | | |
|--|---|--|--|--|--|--|--|
| eopleSoft. | Home Worklist Add to Favorites Si | | | | | | |
| u 🗖 | Paul Newman | | | | | | |
| E avaritas | Employee ID: 013163 | | | | | | |
| nployee Self Service | ▶ Job Information | | | | | | |
| ager Self Service and Personal | Enter Salary Change Amounts View Additional Salary Info | | | | | | |
| rmation lager Home | Component Current Amount Change Change Amount New Amount | | | | | | |
| force Administration | Default NA Annual 45000.000000 0.500 225.000000 45225.000000 USD | | | | | | |
| Compensation Organizational Development Reporting Tools | Compensation Frequency: Annual Calculate New Total | | | | | | |
| ools My Password | Current Total: \$45,000.000000 USD New Total: \$45,225.000000 USD | | | | | | |
| ations | Current Annual Rate: \$45,000.000 USD New Annual Rate: \$45,225.000 USD | | | | | | |
| | Comment: Paul is doing a great job and should be up for a salary increase. | | | | | | |
| | ·] | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Route To | | | | | | |

If you routing this transaction to be approved, click on Approve. Type in your ID (MMOUSE for Mickey Mouse), and your Role Name (title).



Click Submit then OK to view your request.



Click Submit then OK to view your request.



You can select to return to **Return to Select Employee**, **Manager Home or Job and Personal Information Home**.

Click on Job and Personal Information Home.

Click on View Salary Changes. You will be able to view all the status of all the salary changes and requests.

| 🧧 😁 💻 🕨 | | | | | 8 🎛 | - 8 |
|--|------------------------------|--------------------------------------|----------------------------|------------------------|--|-----------------|
| PeopleSoft. | | | | Home <u>V</u> | <u> Norklist</u> <u>Add to Favorites</u> | <u>Sign out</u> |
| Menu ■ Search: My Favorites Employee Self Service | <u>Salary Cl</u> Submitte | nange 7 I d By: Kennedy,Al | ejandra S | Submitted Date: 04 | /24/2006 | d 2 |
| ✓ Manager Self Service ▷ Job and Personal Information | EmpliD | Name | Description | Last Process Action | Last Processed By | 012 |
| Manager Home Workforce Administration | 013163 | Newman,Paul B | Accounting Professional | Approve | Kennedy,Alejandra S | |
| ▶ Benefits ▶ Compensation | 013163 | Newman,Paul B | Accounting Professional | Approve | Kennedy,Alejandra S | |
| Development D Reporting Tools D PeopleTools - <u>Change My Password</u> | <u>Salary Cl</u> Submitte | nange 7 :d By: Kennedy,Al | ejandra S | Submitted Date: 04 | /24/2006 | |
| My Personalizations My Dictionary | | | | | <u>Find</u> 🛗 1-2 | of 2 |
| | EmpliD | Name | Description | Last Process Action | Last Processed By | |
| | 013163 | Newman,Paul B | Accounting Professional | Approve | Kennedy,Alejandra S | |
| | 013163 | Newman,Paul B | Accounting Professional | Approve | Kennedy,Alejandra S | |
| | | | | | | |
| | 4 | | | | | • |