

MANAGER SERVICES TRAINING MANUAL

Benefits of Manager Services

- Easy accessibility (from home or work or any location with Internet)
- 24-hour access

Getting Started

To sign in to Manager Services, navigate to <https://paws.gru.edu/Pages/default.aspx> and click on “Manager Services” button on the Apps toolbar.

The screenshot displays the PAWS (Portal and Web Services) interface for GRU and GRHealth. The top navigation bar includes 'Departments', 'Leadership', 'Apps & Tools', 'Events', 'News', and 'GRMC Policies/Plans'. Below this is a 'Need Help?' section with a 'Quick Access' button and a row of application icons including Citrix, IT Help, Manager Services, HR Employee Self Service, SOFT-SER, TimeNet, LMS, Office 365, Lexi Comp, and one45. The main content area is divided into several sections: 'I Would Like To:' with dropdown menus, 'I Would Like To Use:' with a dropdown menu, 'People Finder' with search fields for First Name and Last Name, 'ITS Alerts' showing 'All Systems Online', 'Georgia Regents Employee Pharmacy Weekly Specials' with details about availability and contact information, and 'Upcoming Events' listing events like 'Students Caught in the Act' and 'Panhellenic Bake Sale'.

Log in using your user name and password. The Customer ID for Manager Services is - 2484.

Manager Services

Customer ID: 2484

User Name:

Password:

(case-sensitive)

Welcome to Manager Services. Enter your User Name and Password and click on the Login button.

If you have forgotten your password, enter your User Name and click on the Recover My Password button.



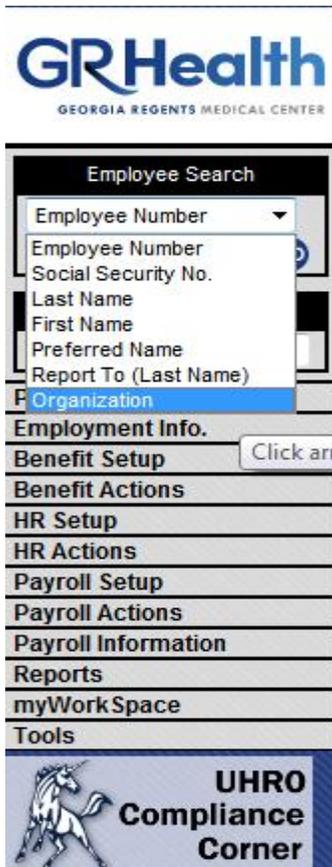
If you forget your password, enter your User Name and click on the **Recover My Password** button. If you have set up a recovery question and answer, your recovery question will be displayed. If you enter the correct answer, a new password will be generated and e-mailed to you.

Once you have signed in, you will see a page similar to the following.

The left side of the page lists the Manager Services options and the Employee Search feature. The functions that you see in the Manager Services menu **depend upon your security access**.

The screenshot shows the GRHealth Manager Services dashboard. At the top, a navigation bar includes links for Customer: GR Medical Center (2484), User: dfields, Reports, WebReportHR, My Employees, My Account, Home, About, Help, and Log Off. The main header features the GRHealth logo and the text 'GEORGIA REGENTS MEDICAL CENTER'. Below this is a 'Welcome to Manager Services' banner. The left sidebar contains an 'Employee Search' section with a dropdown for 'Employee Number' and a 'GO' button, followed by a 'Menu Search' field. Below the search section is a list of navigation options: Personal Information, Employment Info., Benefit Setup, Benefit Actions, HR Setup, HR Actions, Payroll Setup, Payroll Actions, Payroll Information, Reports, myWorkSpace, and Tools. At the bottom left of the sidebar is the 'UHRO Compliance Corner' logo. The main content area displays the text: 'Use the Employee Search area on the left to find an employee to work with. Then select a function from the Navigation bar to access that employee's information.'

You have the ability to search by Employee number, Social Security number, Last Name, First Name, Preferred Name, Report To (Last Name) and Organization.



The first menu option is **Personal Information**. This gives you the ability to view employee address, demographics, e-mail addresses, emergency contacts, injuries, medical visits, and previous names.

Personal Information
Address
Demographics
E-Mail Addresses
Emergency Contacts
Injuries
Medical Visits
Previous Names
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools

The next menu option is **Employment Information**. This gives you the ability to view employee certifications, education, employee biography, employee files, expired certifications, paid time off, previous employment, property, salary history, skills, and work profile.

Personal Information
Employment Info.
Certifications
Education
Employee Biography
Employee Files
Expired Certification Search
I-9
Paid Time Off
Previous Employment
Property
Salary History
Skills
Work Profile
HR Setup
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools

The next menu option is **HR Setup**. This gives you the ability to view job titles.

Personal Information
Employment Info.
HR Setup
Job Titles
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools

The next menu option is **Payroll Actions**. This gives you the ability to view the payroll status of the employee.

Personal Information
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Status
Payroll Information
Payroll Processing
Reports
myWorkSpace
Tools

The next menu option is **Payroll Information**. This gives you the ability to view the paycheck calculator and paycheck info of the employee

Personal Information
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Information
Paycheck Calculator
Paycheck Info.
Payroll Processing
Reports
myWork Space
Tools

The next menu option is **Reports**. This gives you the ability to run reports on your departments. These reports will give you the following information on your employees: FTE, job code, job title, PTO information, new hires, terminations, transfers, employee salary, and pending job reviews.

Personal Information
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
Budget Export
Employee Profile
Employee Salary
Employee Termination Export
Entitlement Report
New Hire Report
Pending Reviews Export
Time and Attendance List
Transfer Export
myWork Space
Tools

The last menu option is **Tools**.

The first selection is - Job Server Queue.

To view jobs that have been submitted to the system, use this function. You may view jobs that you submitted, or jobs submitted by all users. The possible statuses are:

Waiting - not processed yet

In Process - currently being processed

Failed - an error occurred while the function was running

Completed - processing is done.

Personal Information
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWork Space
Tools
Job Server Queue
My Employees
My Employees Functions
Report Master Listing

The next selection is – My Employees.

You can search on multiple employees or a single employee with options organization (cost center (organization), Job Title, Reports To, Time Card Exempt, Employees to Show, and Employment Status. Click on the Employee Number to display the list of functions that can be accessed. To change the list of functions that are available, go to My Employees Functions. To sort by another column, click on the column heading.

My Employees

Selection:
 Search For: Multiple Employees Single Employee

Organization: ALL
 Job Title(s): ALL
 Reports To:

Employees to Show:
 Employment Status:
 Active F/T
 Active F/T
 Active P/T
 Leased Active
 Leave Absence

Time Card Exempt:
 Rows Per Page:

refresh reset

Click on the Employee Number to display the list of functions that can be accessed. To change the list of functions that are available, go to My Employees Functions. To sort by another column, click on the column heading.

Employee Number	Last Name	First Name	MI	Adj. Hire Date	Employment Status	Status Eff. Date	Job Title	Organization	Comp. Eff. Date	Comp. Rate	Comp. Freq.	Next Review Date	Reports To
No Data Found													

The last selection is – Report Master Listing.

Reports that you submitted through Manager Services will be displayed in this function as soon as processing has completed. They are shown in PDF format; you will need Adobe Reader to view them. This function also displays files with the following extensions: DOC, XLS, CSV and XML. Click on the Report Name or file name that you wish to view. It will be displayed in a separate window.

To delete one or more reports, click on the checkbox(es) in the Selected for Deletion column. Then click on the **delete** button. Click on **Select All** to put checkmarks in all checkboxes; click on **Unselect All** to remove all checkmarks.

Personal Information
Employment Info.
HR Setup
HR Actions
Payroll Actions
Payroll Information
Payroll Processing
Reports
myWork Space
Tools
Job Server Queue
My Employees
My Employees Functions
Report Master Listing