

PeopleSoft Self Service Applications

PeopleSoft Self-Service Human Resources allows your workforce to update and use employee specific Information, online via **CUNYfirst**, that is personalized to an individual's role, experience, work content, language, and information needs. By allowing managers and employees to access and manage information and transactions in a paperless environment, you can streamline business processes, decrease costs, and improve service. With managers and employees empowered to update and maintain their own information. Communication between manager, employee, and HR is faster and more efficient.

Manager Self Service (MSS) is a tool for managers to manage their employee's job specific data. **Employee Self Service (ESS)** allows employees to view and change their personal data.

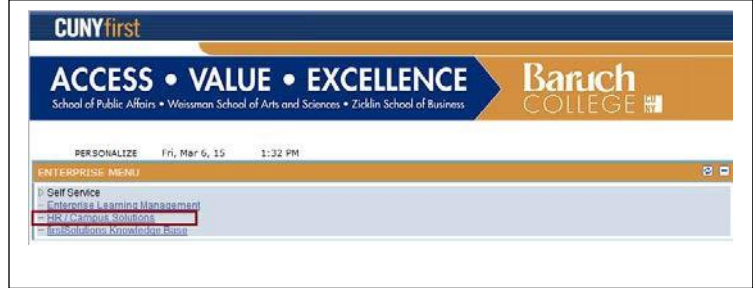
PeopleSoft Manager Self-Service (MSS)

PeopleSoft Manager Self Service (MSS) allows the manager to view a variety of information for the employees who report to them. This guide will step through the following items:

A. Job and Personal Information

Basic PeopleSoft Access Log-In Steps	
<p>1. Please sign into PeopleSoft Human Resources through the CUNYfirst portal at https://home.cunyfirst.cuny.edu/oa/m/Portal_Login1.html</p>	

2. Once you provide **CUNYfirst** user id/password and upon successful login you are in **PeopleSoft Enterprise Menu** application.

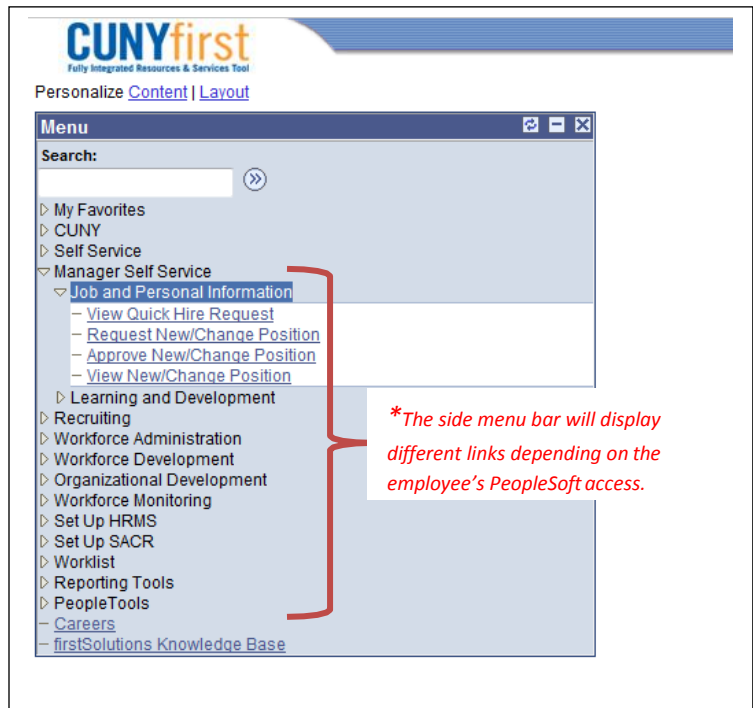


3. Click on **HR / Campus Solutions** and a new application window tab opens up and select **Manager Self Service** menu and will expand menu items


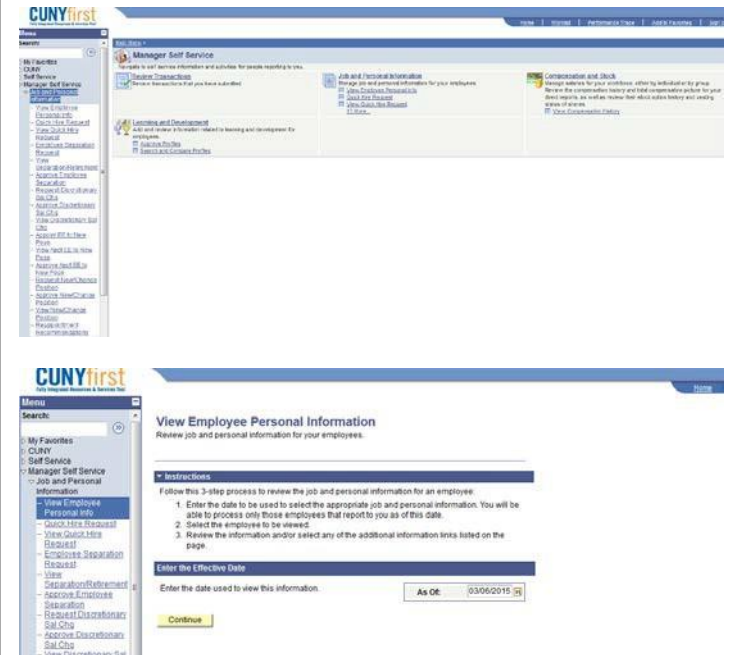




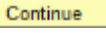
- Using the displayed side menu bar.

**The side menu bar will display different links depending on the employee's PeopleSoft access.*



1. Job and Personal Information

Processing Steps	Screen Shots
<p>1. Once signed into PeopleSoft, follow the navigation below:</p> <p style="color: red;">Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Information</p> <p>Click on Manager Self Service to view your employee's information.</p>	
<p>2. Upon entering the view Employee Personal Information page, the manager's direct reports search page with related instructions will appear.</p> <ul style="list-style-type: none"> • Enter the Effective Date. • The effective data entered on this page will determine who will display as your direct reports. Example: If you hire a person as of 03/02/2015 and you are using an effective date of 02/28/2015, the new hire will not show up even if he is in the system • Click "Continue" Continue button. <i>The date will default to today's date and clicking continue will return current data.</i> • Employees that directly report to you, display. • To view additional information for an employee, select the button next to the employee's name and click Continue Continue button 	 

- To access employees that report to one of your reports, click .
- Those employees will display.
- To view additional information for an employee, select the button next to the employee's name and click **Continue**  button.

Name	EmplID	Empl Rcd#	Pay Status	Full/Part	Position	Jobcode Description	Department
<input type="radio"/> HRIS Employee1	100232402	0	Active	Full-Time	10002120	Administrator	Human Resources
<input type="radio"/> HRIS Employee4	100008932	0	Active	Full-Time	10000465	Admin Support Coord 12 Mo	Human Resources

[Continue](#)

[Return to Manager Self Service](#)

View Employee Personal Information

Select the employee you want to review job and personal information for.

Instructions
Select the employee you want to review job and personal information for. You will be able to view only those employees that report to you as of the date entered on the first page.

Once you have finished click: [Continue](#) to review that employees job and personal information. [Cancel](#)

Select Employees

Reports To: As Of: 05/19/2009

Name	EmplID	Empl Rcd#	Pay Status	Full/Part	Position	Jobcode Description	Department
<input type="radio"/> Empty Position (10005097)		0			10005097	Admin Support Assistant 12 Mo	Human Resources
<input type="radio"/> Empty Position (10005098)		0			10005098	Admin Support Assistant 12 Mo	Human Resources
<input type="radio"/> HRIS Employee3	100036570	0	Leave W/Py	Full-Time	10001735	Admin Support Coord 12 Mo	Human Resources
<input type="radio"/> HRIS Employee2	100237329	0	Active	Full-Time	10002012	Admin Support Coord 12 Mo	Human Resources

[Continue](#)

[Return to Manager Self Service](#)

- The **Employee Information** page displays with general job information.
- Select any of the **hyperlinks** listed in the **Additional Information** section to view additional information about the employee.

Menu

- Job and Personal Information
 - View Employee Personal Info
 - View Job Request
 - View Quick Hire Request
 - Employee Separation Request
 - View
 - Separation/Retirement
 - Approve Employee Separation
 - Request Discretionary SAL Chg
 - View Discretionary SAL Chg
 - View Discretionary SAL Chg
 - Approve EIL to New Post
 - View Appl EIL to New Post
 - Approve Appl EIL to New Post
 - Request Time/Change Position
 - Approve Time/Change Position
 - View New Change Position
 - Request
 - Recommendation
 - Compensation and Stock
 - Learning and Development
 - Review Transactions

Employee Information

Photo

Empl ID: [REDACTED]

First Start Date: 03/05/2012

Job: [REDACTED]

Company: NYS CUNY State

Business Unit: BARD1 Barch College

Department: [REDACTED] Human Resources

Location Code: BRUCHD Administrative Building

Regular/Temporary: Regular

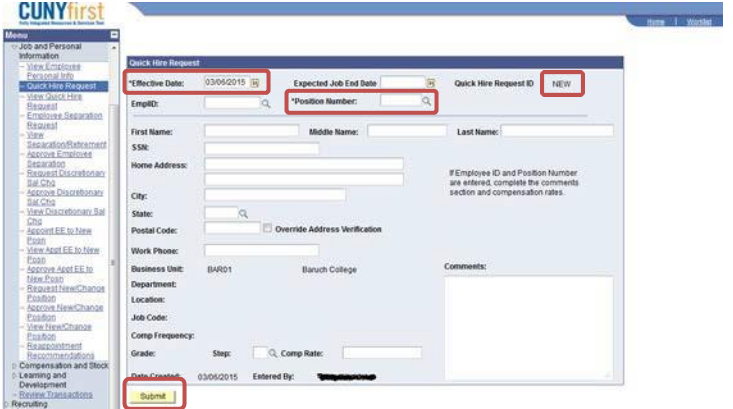
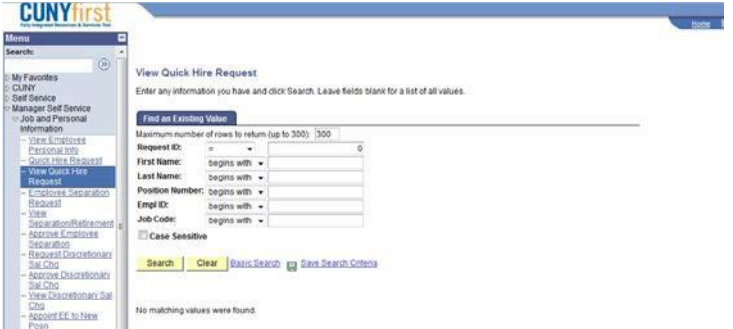
Full/Part Time: Full-Time

Additional Information

Home and Mailing Addresses	Competencies
Email Addresses	Languages
Phone Numbers	Training
Emergency Contacts	Education
Birthdate	Licenses and Certificates
Memberships	
Honors and Awards	Job Summary

[Return to Select Employees](#)

a) Quick Hire Request


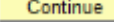

Processing Steps	Screen Shot
<p>1. Once signed into PeopleSoft, follow the navigation below:</p> <p style="color: red;">Main Menu > Manager Self Service > Job and Personal Information > Quick Hire Request</p> <ul style="list-style-type: none"> ❓ Manager use Quick Hire Request page to submit new request to the open Position Number. ❓ You must enter the required fields Effective Date and Position Number followed by other necessary information and finally click on Submit <input type="button" value="Submit"/> button to initiate the request. ❓ Upon successful submit a new Request ID generated from NEW. 	
<p>2. Upon generating the Request ID using View Quick Hire Request you view the details.</p> <p style="color: red;">Main Menu > Manager Self Service > Job and Personal Information > View Quick Hire Request</p> <ul style="list-style-type: none"> • Upon entering the Search Page Search by Request ID or First Name or Last Name or Position Number least provide one value to search and finally click Search <input type="button" value="Search"/> button to list and select the necessary search to view the details. 	

b) Request New/Change Position Status

Processing Steps

1. Once signed into PeopleSoft, follow the navigation below:

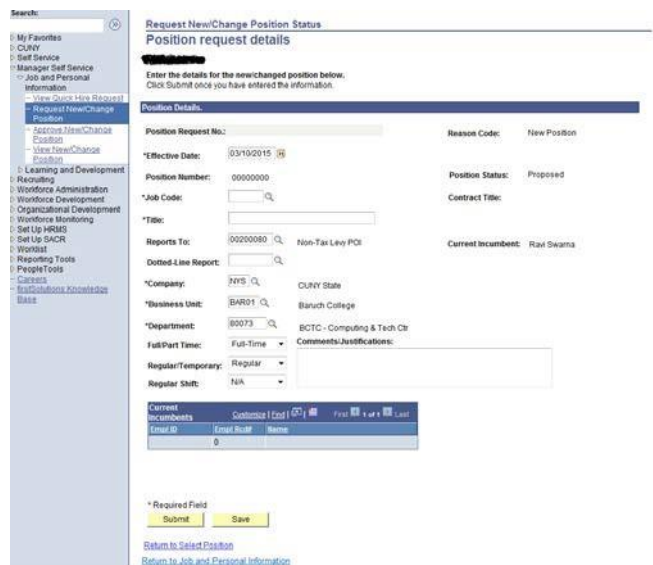
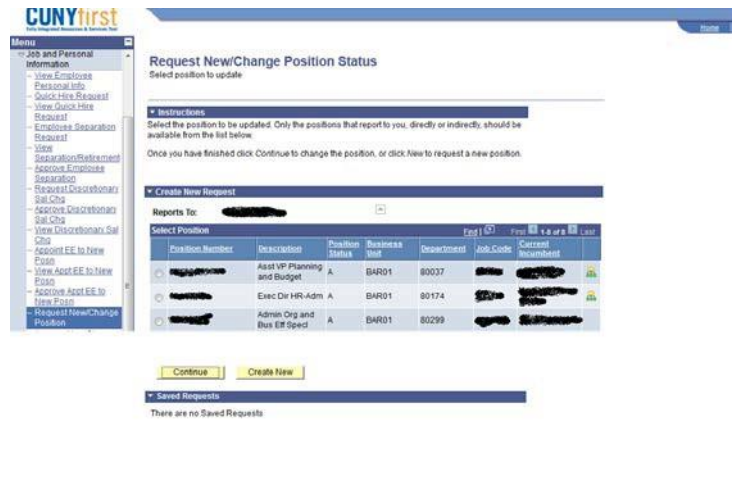
Main Menu > Manager Self Service > Job and Personal Information > Request New/Change Position

- Upon entering page select the Position to be updated only that reports you, directly or indirectly, should be available from the list.
- To access employees that report to one of your reports, click , those employees will display.
- Select the button next to the **Position Number** and click **Continue**  button, to make changes.
- To create new Position click on **Create New**  and enter the required details to Submit for new position.

Note: Until you provide all the * **Required Field** information then only allowed you to submit **New/Change in Position Status**.

- Once **Submit** the New/Changes, there will be a workflow triggers to concern departments to approve/deny.
- Once approved this will be routed to **Office of Human Resources recruitment** and **TAM** and finally **Workforce Administration – Job Data**.

Screen Shot



2. Upon each successful **Request of New/Change in Position** need an approval. To **Approve New/Change Position**, follow the navigation below.

Main Menu > Manager Self Service > Job and Personal Information > Approve New/Change Position





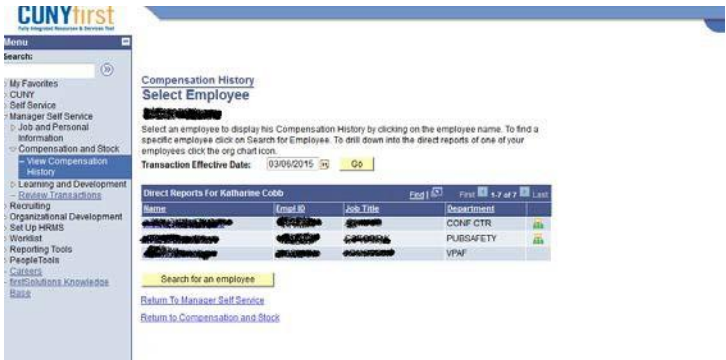
3. Upon successful submission of each requests, where you can view the status using **view New/Change Position**, follow the navigation below:

Main Menu > Manager Self Service > Job and Personal Information > View New/Change Position

- To view the status click on **Position** name hyperlink view details.




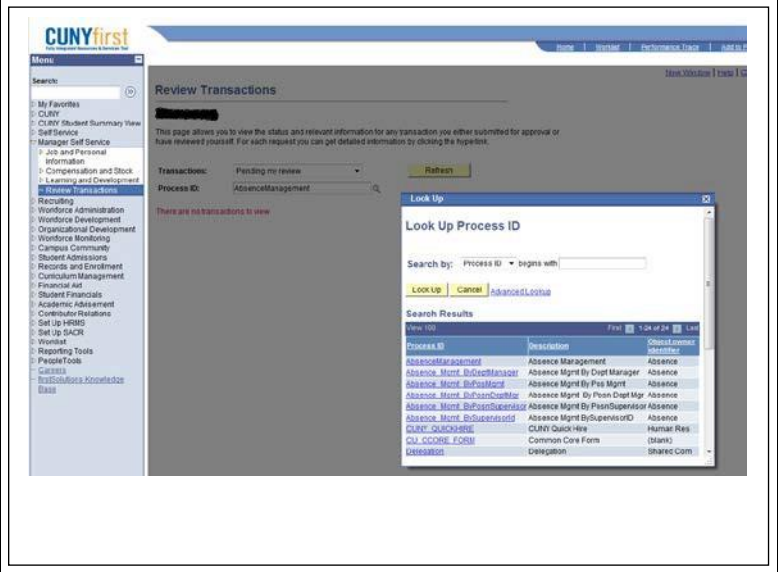
Compensation History

Processing Steps	Screen Shot																
<p>1. Once signed into PeopleSoft, follow the navigation below:</p> <p>Main Menu > Manager Self Service > Compensation and Stock > View Compensation History</p> <ul style="list-style-type: none">• Upon entering page select an employee to display his compensation History by clicking on the Employee Name Hyperlink.• To find a specific employee click on Search for Employee button  and to drill down the direct reports of one of your employee click the org chart icon .	 <p>Compensation History Select Employee</p> <p>Select an employee to display his Compensation History by clicking on the employee name. To find a specific employee click on Search for Employee. To drill down into the direct reports of one of your employees click the org chart icon.</p> <p>Transaction Effective Date: 03/06/2015 <input type="button" value="Go"/></p> <p>Direct Reports for Katherine Cobb</p> <table border="1"><thead><tr><th>Name</th><th>Email ID</th><th>Job Title</th><th>Department</th></tr></thead><tbody><tr><td>Katherine Cobb</td><td>k.cobb</td><td>VP</td><td>CONF CTR</td></tr><tr><td>Katherine Cobb</td><td>k.cobb</td><td>VP</td><td>PUBLIC SAFETY</td></tr><tr><td>Katherine Cobb</td><td>k.cobb</td><td>VP</td><td>VP</td></tr></tbody></table> <p><input type="button" value="Search for an employee"/></p> <p>Return to Manager Self Service Return to Compensation and Stock</p>	Name	Email ID	Job Title	Department	Katherine Cobb	k.cobb	VP	CONF CTR	Katherine Cobb	k.cobb	VP	PUBLIC SAFETY	Katherine Cobb	k.cobb	VP	VP
Name	Email ID	Job Title	Department														
Katherine Cobb	k.cobb	VP	CONF CTR														
Katherine Cobb	k.cobb	VP	PUBLIC SAFETY														
Katherine Cobb	k.cobb	VP	VP														

Review Transactions

Processing Steps	Screen Shot
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- Once signed into PeopleSoft, follow the navigation below:
 - Main Menu > Manager Self Service > Review Transactions**
 - Upon entering page select **Transactions** to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself by clicking the hyperlink.
 - Select the desired **Transactions** option from the dropdown list
 - Select **Process ID** and click the prompt button to search by Process ID and choose the desired one and click Refresh button  and click the hyperlink to view the details.



2. Once signed into PeopleSoft, follow the navigation below:

Main Menu > Manager Self Service > Review Transactions

- Upon entering page select **Transactions** to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself by clicking the hyperlink.
- Select the desired **Transactions** option from the dropdown list
- Select **Process ID** and click the prompt button to search by Process ID and choose the desired one and click Refresh button **Refresh** and click the hyperlink to view the details.

