

MANAGER SELF SERVICE

The Manager Self Service (MSS) module will replace the Personnel Recommendation form, Wage Recommendation form, Request to Fill form as well as the Budget Recommendation form. Where approval is needed for completion of a transaction, the system automatically triggers an email notification for the appropriate approving authorities with a workflow back up notification system. Where the only approval required is the manager's, the manager can initiate and complete the transaction.

Instead of carrying and following paper forms around campus, your requests will be submitted online and you will be able to access the status of these requests.

Upon successful completion of the course participants will be able to:

- View limited personal data of staff in your department.
- View employee training records
- Request a separation or retirement
- Request incidental pay
- Request new or re-allocate positions from the Compensation and Budget offices
- Approve pending requests
- View status of requests, including actual location of requests

Manager Self-Service

Date	Time	Location
June 12, 2008	9-12 AM	College of Medicine Auditorium –RM 3019
June 18, 2008	9-12 AM	Louis Stokes Health Sciences Library; Presidents Rm. 1 st flr
June 26, 2008	9-12 AM	College of Medicine Auditorium –RM 3019