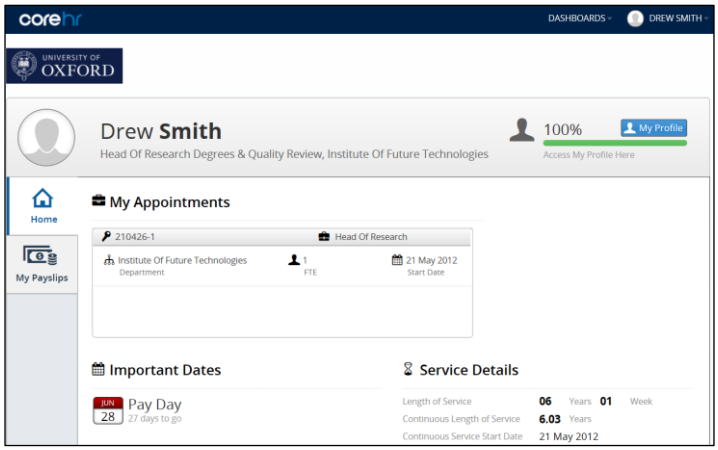
HOW-TO Guide

Manager Self-Service (MSS)…

…gives you (as a designated Self-Service Manager) a dashboard that allows you to view useful contractual information about your team. This guide helps you navigate the system. If you spot any information that appears incorrect in your manager dashboard please contact your local HR team.

1. Logging in

Log in to HR Self-Service via the Staff Gateway using your **Single Sign On**.



2. Logging out

Once you have finished using HR Self-Service ensure you click on your name at the top of the screen and select **Log Out**.

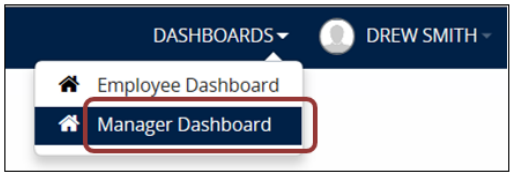
The next screen will remind you that you are still logged into Single Sign-On.

For complete security you should always close down your web browser (that includes quitting all running copies of your web browser) once you have finished working.

3. Viewing team member records

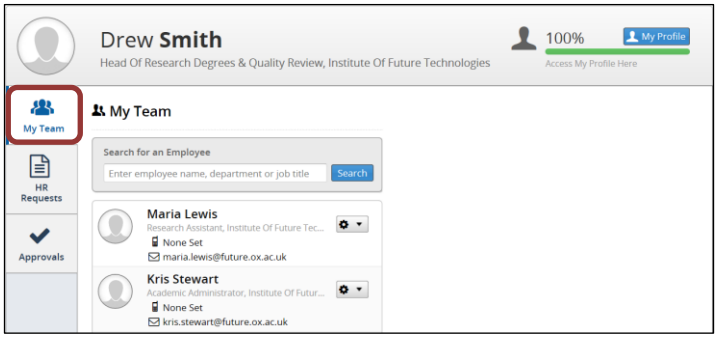
There are two dashboards available to Managers, the **Employee Dashboard**, enabling you to see your own details and the **Manager Dashboard**, through which you can access your team members' records.

3.1. Click on the **Dashboards** dropdown menu and select **Manager Dashboard**.



The **My Team** tab will be active and a list of team members displayed.

Note: The two additional tabs, **HR Requests** and **Approvals**, will be displayed but the functionality linked to these tabs will only be available to nominated staff within a subset of UAS and some departments that use the HRIS Data Service.



3.2. To view the profile of a team member click on to the right of the name and select **View Profile**.

Note: All fields are read-only in this view. As a manager you do not have access to change any data or to view the diversity details, payslips or bank details of your team members.

For the latest FAQs go to: http://www.ox.ac.uk/staff/working-at-oxford/hr-self-service

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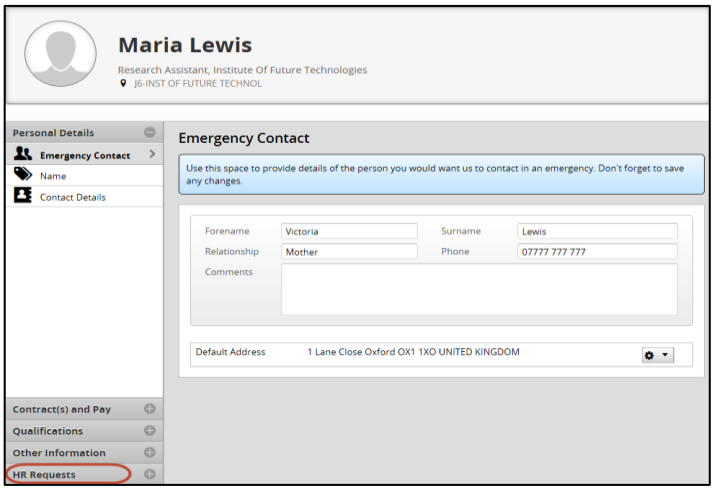
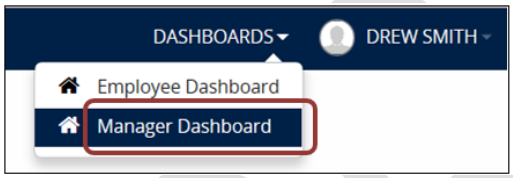


Note: The **HR Requests** link holds the history of any requests recorded against the team member's record. It is only used by a subset of departments in UAS and some departments that use the HRIS Data Service.

4. Return to My Team

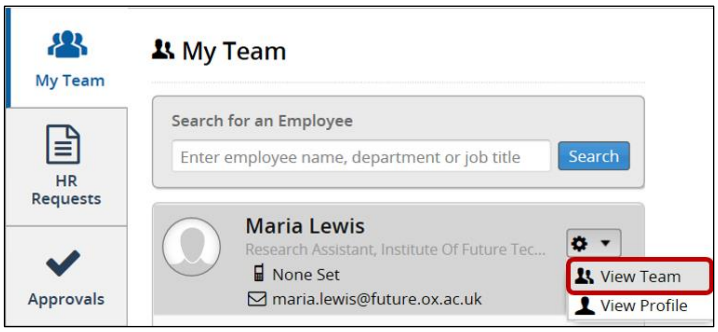
4.1. Click on Dashboards and select **Manager Dashboard**.

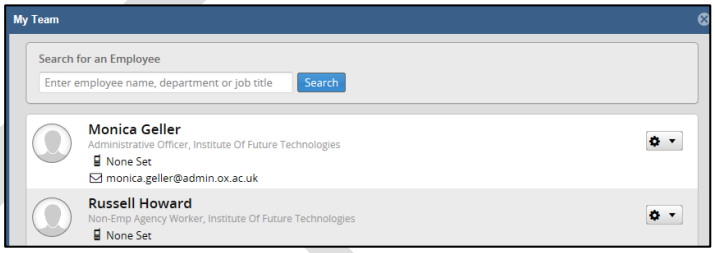


Note: If a team member also manages a team, the manager can 'drill down' and view some limited information about those team members as well. Managers cannot see information about the contract or pay for any staff other than their direct reports.

In the example shown in **Section 3**, Maria Lewis is a member of Drew Smith's team and she also manages her own team. Drew Smith is able to view Maria's details as well as the limited details of all the members of Maria's team.

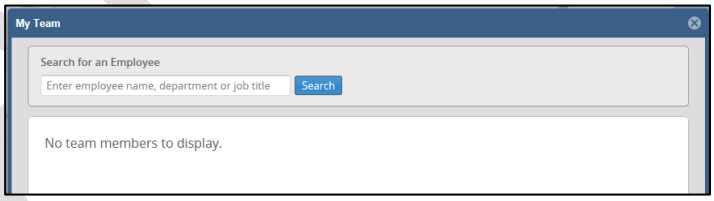
4.2. Click on and select **View Team.**





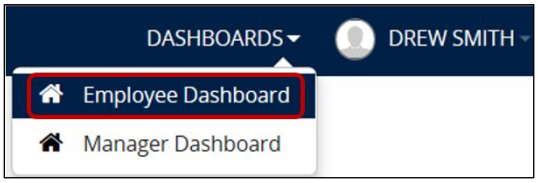
A list of team members will be displayed.

Note: If no further teams exist the following message will be displayed.



5. Return to Employee Dashboard

5.1. Click on Dashboards and select **Employee Dashboard.**



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