






MANAGER SELF SERVICE

- Jobs That Report To Me
- My Employees
- Make change to employee's job description or start new classification/reclassification process








JOBS THAT REPORT TO ME

Step #	Directions	Visual Example
1	View Job Descriptions of your Direct and Indirect Reports.	<p>Quick Links</p> <div> Jobs that Report to Me</div> <div> My Employees</div> <div> View My Job</div> <div> My Job Tasks</div> <div> HR Job Standards</div>

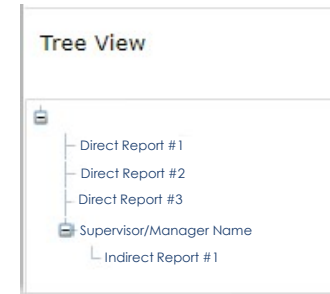


MY EMPLOYEES

Step #	Directions	Visual Example
1	Allows Managers and Supervisors to find and view Job Descriptions across their own Department (specifically helpful when a JD doesn't have a Position Number and/or an Active Employee in the job).	<p>Quick Links</p> <div> Jobs that Report to Me</div> <div> My Employees</div> <div> View My Job</div> <div> My Job Tasks</div> <div> HR Job Standards</div>



MY EMPLOYEES

Step #	Directions	Visual Example
3	On the right, see the tree view which displays the organization of your team.	
4	<p>In this view, Supervisors and Managers can:</p> <ul style="list-style-type: none">• view employee information• view the job descriptions of their direct and indirect reports• share the job description	

MAKE CHANGE TO EMPLOYEE'S JOB DESCRIPTION, START NEW CLASSIFICATION/RECLASSIFICATION PROCESS

Step #	Directions
1	Contact your HR Representative.