



Manager Self-Service (MSS) Training Guide

This guide details all functionality available within the University's Manager Self Service system.

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Introduction

Manager Self Service (MSS) will allow managers to view and approve annual leave requests and view team calendars, review data relating to their employees including contract types/end dates, SRDS information, work schedules/annual leave quotas, absences, training records, academic qualifications.

Access to MSS is granted to all staff assigned as Chiefs in the SAP HR Organisational Structure.

The aim of this guide

To detail and provide guidance on all functionality available within the University's Manager Self Service system.

Assumed knowledge

A basic understanding of Microsoft Windows operating system and Internet Explorer browser.

Terminology

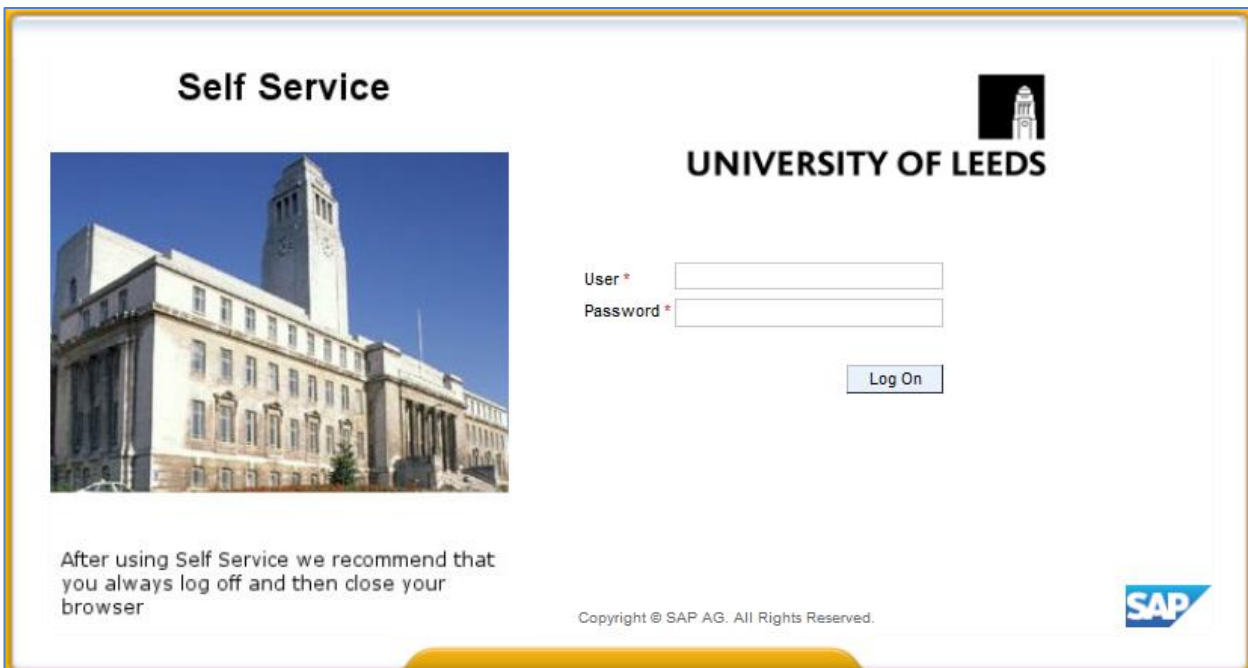
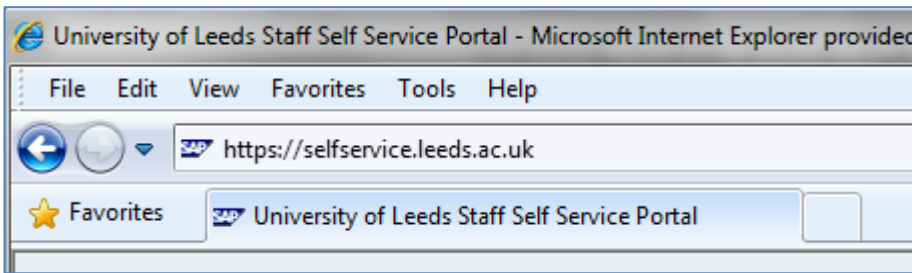
Paid Leave	Annual Leave
Org (Organisational) unit	Unit defined in the SAP HR Organisational structure e.g. Faculty, School, Department, Team etc.
Position	Individual work descriptions - distinct & specific e.g. SAP trainer or HR Manager - Faculty of Arts
Delimit	Limits the validity period of an object or an Infotype. e.g. the system may change an end date of an object or Infotype so that it is no longer valid in the current period but it is not deleted. This can also happen when a new Infotype record is created. The previous record's end date is changed to one day before the new record's start date.
Maundy Thursday	This is the day before Good Friday. If someone wants to take annual leave on this day, then they need to select the appropriate Leave Type from the list of options e.g. Bank Holiday Hours or Maundy Thursday - Half Day for part-time/full-time staff respectively.
Collision / Time Overlap	When booking annual leave, if an absence (e.g. sick leave, maternity leave, jury service) has already been recorded for that period then an error message will be displayed informing the user that there is a collision. Quite often the system will show which leave type and date range it is colliding with.
HESA	HESA is the Higher Education Statistics Agency. HESA collects data for its own analysis as well as government education departments and funding bodies. The University is required to provide detailed information about anyone who is subject to class 1 National Insurance.
FTE	Full Time Equivalent.
Chief	SAP terminology for a manager of an org unit.

Logging in

Self Service uses the same University network (Active Directory) username and password that you would use to log into your PC at work. There are no additional usernames and passwords required.

To access the system enter the following URL into the address bar in your browser:

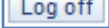
<https://selfservice.leeds.ac.uk>




Enter your username and password and click Log on.

Important security advice

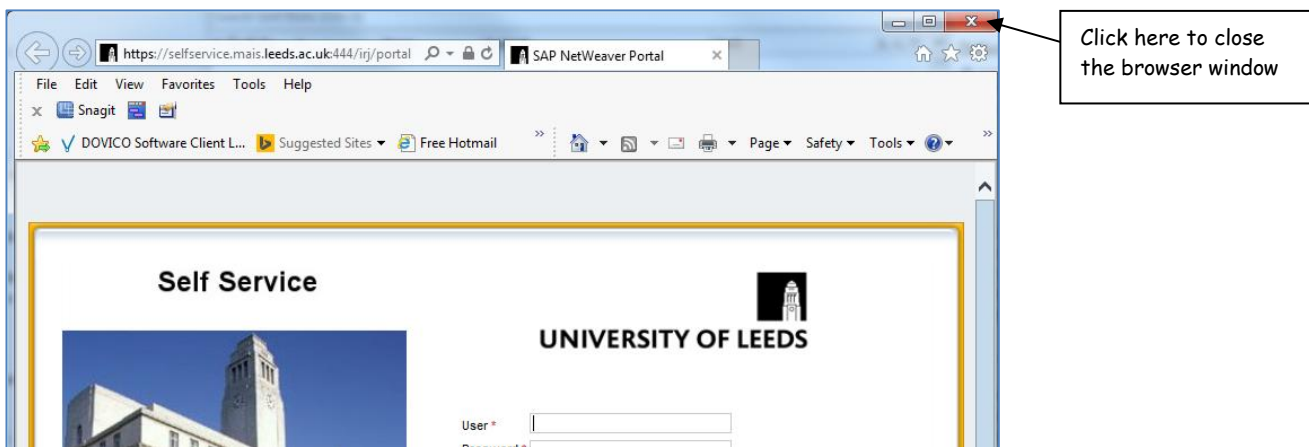
Logging Out:

It is important to log out using the Log off button near the top right corner of the window . You will then be prompted 'Are you sure you want to log off'. Click 'Yes' to confirm.

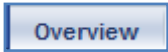
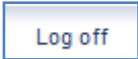


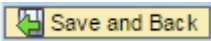

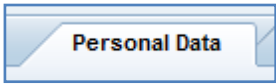
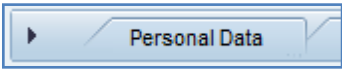

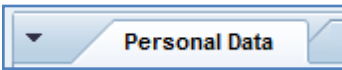


Once you have logged off, close down the browser window completely by clicking  in the top right corner. This is to ensure that all your personal details are protected.

Browser password storage:

Your browser may offer to remember your password for the Self Service website when you log in for the first time, it is **strongly recommended** that you do **NOT** accept this.



General Navigation

	Icon	Description
Overview		Return to the Home screen.
Log off		Exit the system (For security purposes, close the browser once you have logged off).
Edit		Amend or change an existing record.
Delete		Deletes the record
Save and Back		Save changes and return to previous screen.
Cancel		Return to previous screen without saving any changes.
Section Tabs		Navigating around screens containing information in tabs. Click on the tab name to display the contents of the screen.
Words underlined in blue (links)	Personal Profile	Click on the link and it will take you to the appropriate screen.
Expand Data		Click the  to display (expand) the data below.
Collapse Data		Click the  to hide (collapse) the data.
Refresh		Updates the system so any changes can be reflected in the current view.

Sorting Data – Data in tables can be sorted. Click on the column name to sort in ascending or descending order. Clicking once will sort in ascending and then clicking a second time will reverse the sort:

Employee Profile		
Personnel Number	Employee Name	Manager
00987313	Mr Andrew Adams	Mr Karl Karlsson
00987320	Ms Martha Tidville	Mr Karl Karlsson

This symbol shows to the right of the column name indicates that the column has been sorted in ascending order.

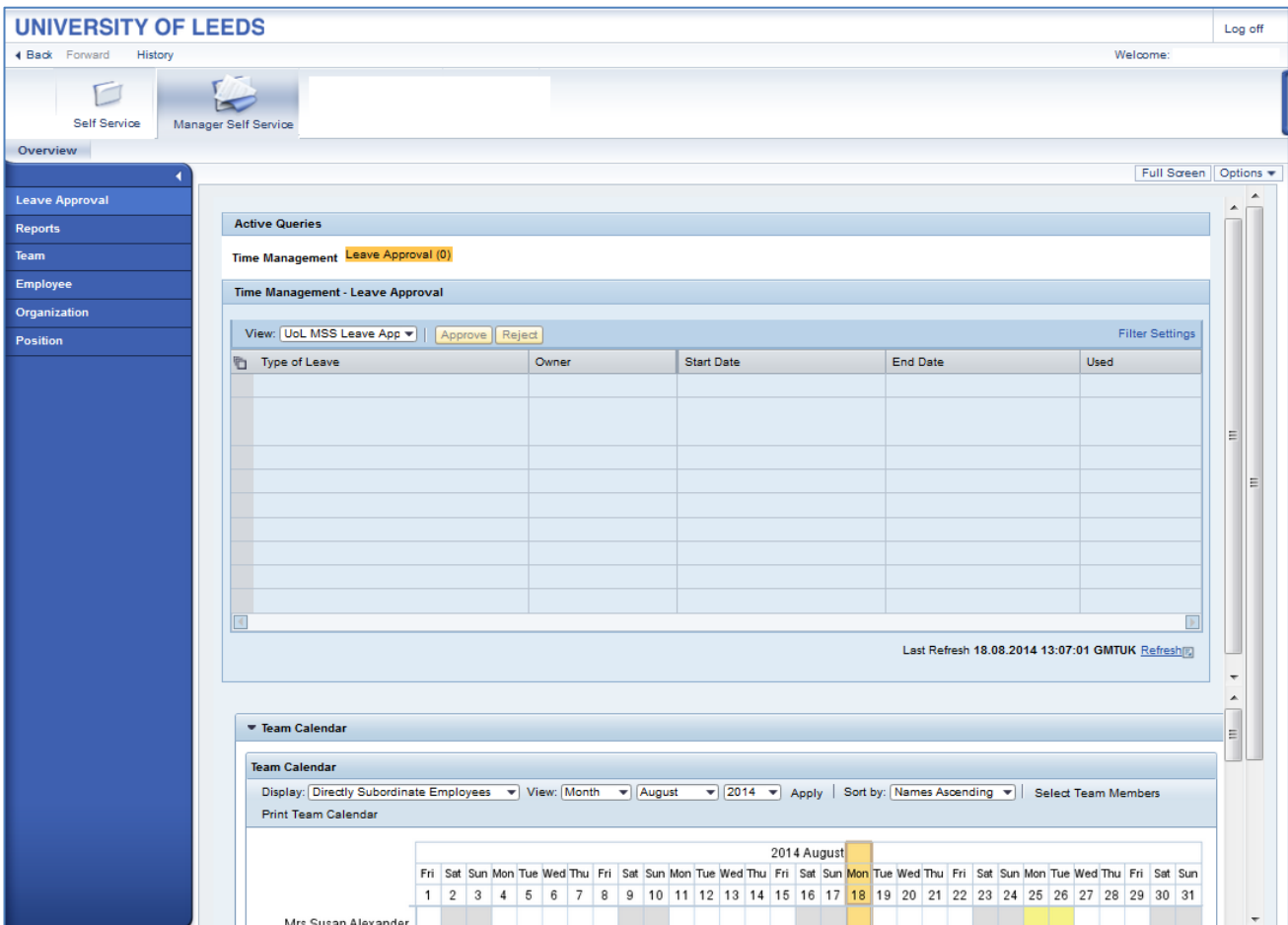
Manager	Position
Mr Karl Karlsson	Project Officer
Mr Karl Karlsson	
Mr Karl Karlsson	Portal Administrator
Mr Karl Karlsson	Portal A2a Manager

This symbol shows that the 'Position' column has been sorted in descending order.

This guide details all functionality available within the University's Manager Self Service system.

Manager Self Service (MSS) home screen

On login the system will default to the Leave Approval overview screen, as shown below:

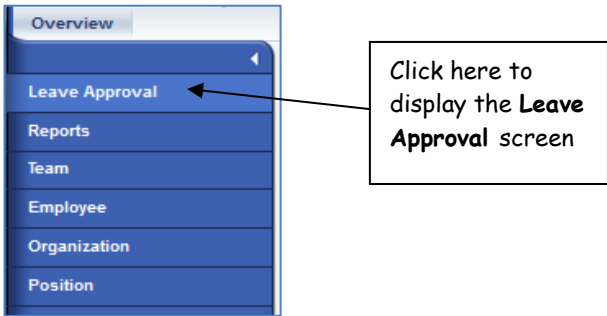


If a manager is currently viewing their own Employee Self Service (ESS) interface, clicking on the Manager Self Service tab at the top will open MSS.

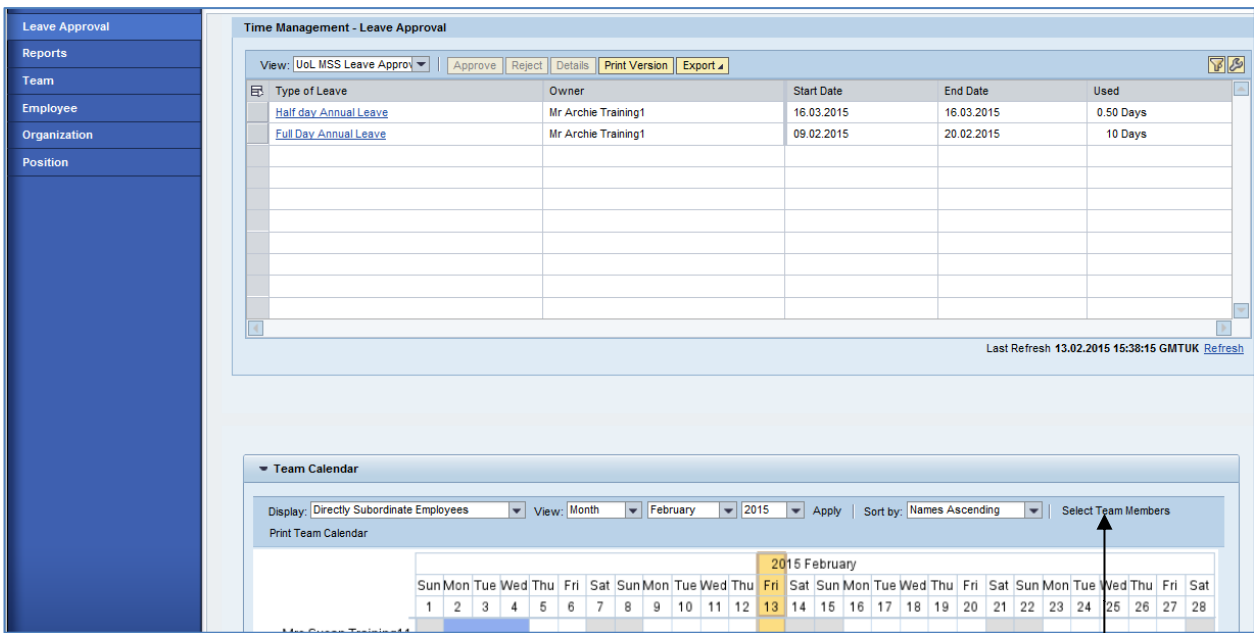


The default Leave Approval Screen will be displayed when you first log into MSS. Click on the desired option in the left hand menu to view the various screens.

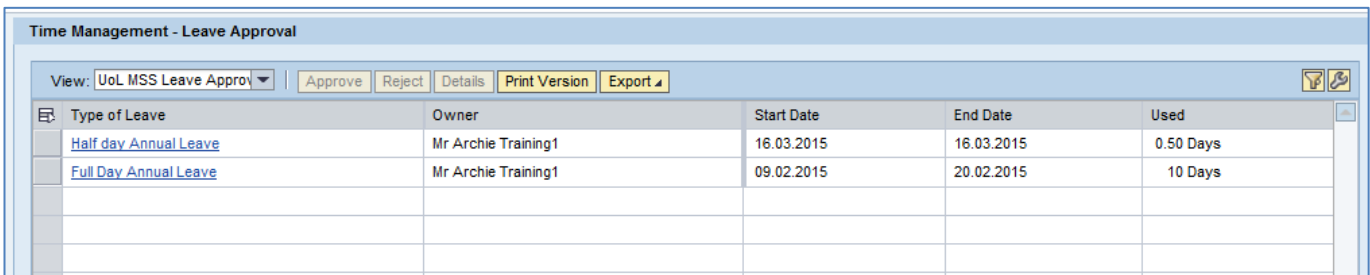
Leave Approval



Any outstanding leave requests awaiting approval will be displayed in this screen. Here you can see there are two requests waiting to be approved:




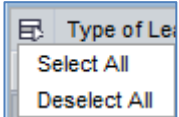
Click here to select only team members who have absences in the given period.



Selecting and deselecting leave requests

Click to the left of the Leave Request to select the line. To select more than one leave request, hold down the **[Ctrl]** key whilst clicking to the left of any subsequent requests.

To select or deselect all of the requests, click the icon in the top left hand corner of the grid . You will then have the following options:



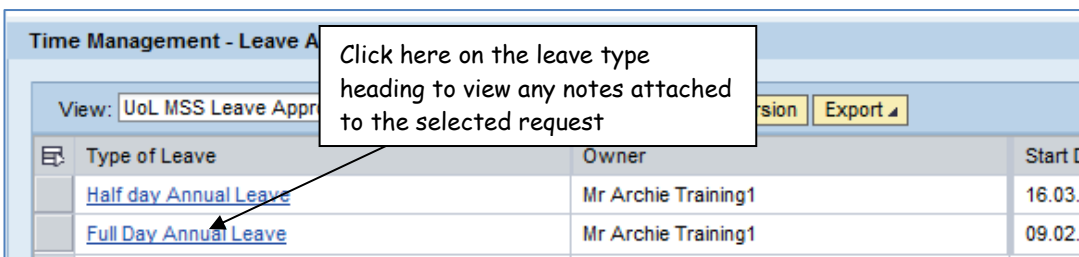
By selecting one or more requests the **Approve** and **Reject** buttons become active:



To approve or reject a leave request select the request and click the relevant button. Any requests that are either approved or rejected will no longer appear in the list.

Viewing the detailed leave screen

Details of a leave request - including any notes an employee may have provided - can be viewed in more detail by clicking on the link within the request entry, as shown below:



This will open the leave request in a new window.

Note: You may be required to allow pop-ups within your browser for the Self Service website to view the new window.

A screen similar to the image below will be displayed:

The screenshot displays the 'Approve Leave Request' interface for Mr Archie Training1. The page title is 'Approve Full Day Annual Leave'. At the top, there are navigation buttons: 'Approve' (with a green checkmark icon), 'Reject' (with a red X icon), 'Previous' (with a left arrow), and 'Next' (with a right arrow). Below the navigation is a 'Leave Details' section. Under 'Type of Leave', the 'Type of Leave' is 'Full Day Annual Leave' and the 'Description' is 'Full Day Annual Leave'. Under 'General Data', the 'Start Date' is '09.02.2015' and the 'End Date' is '20.02.2015'. The 'Last Note' field contains the text: '13.02.2015 15:51:35 Mr Archie Training1 Sorry for the short notice. Have checked the team calendar.' Below this is a 'New Note' field with a text area. At the bottom of the page, there is a 'Calendar' section with tabs for 'Calendar', 'Team Calendar', 'Time Accounts', and 'Leave Requests'. The 'Calendar' tab is selected, showing a view for February 2015. The interface is titled 'Approve Leave Request - University of Leeds Self Service - Windows Internet Explorer'.

The selected leave can also be approved or rejected by using these buttons.

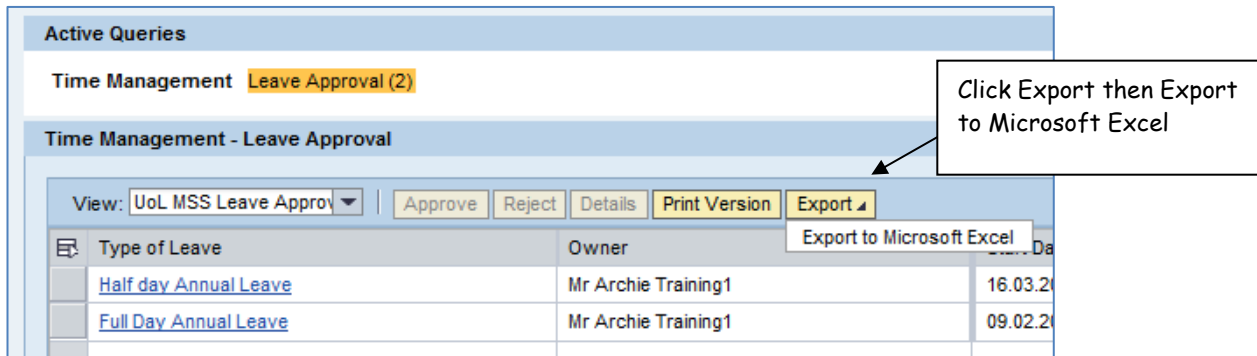
Any notes entered by the individual requesting the leave will be displayed here.

Additional notes such as the reason for rejection may be entered here by the manager.

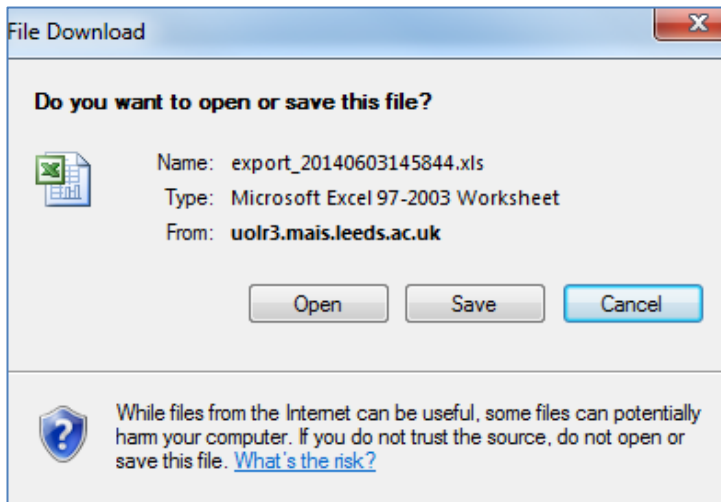
If there are multiple leave requests awaiting a response they can be cycled through (and then processed) by using the Previous and Next buttons (if applicable).

Exporting leave request data to Excel

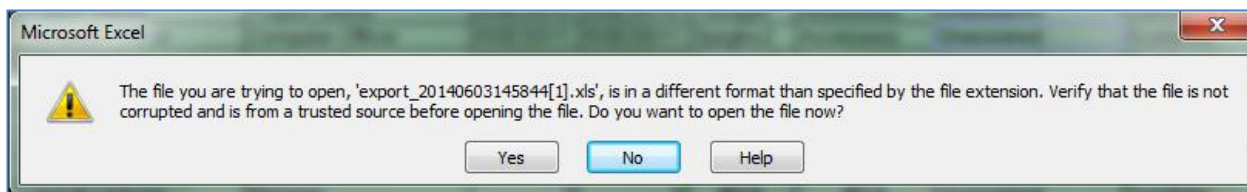
To export the data click **Export** and then click **Export to Microsoft Excel**



A dialogue box similar to the one below will be displayed. Click **Open** to open the file:

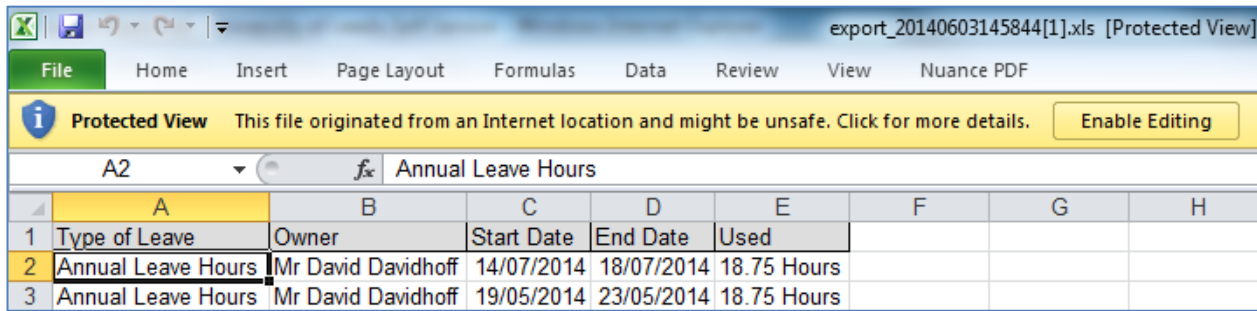


If a dialogue box similar to the following is displayed simply click **Yes** to confirm it is safe to open:



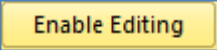
This guide details all functionality available within the University's Manager Self Service system.

The file will then be displayed:




The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Type of Leave	Owner	Start Date	End Date	Used			
2	Annual Leave Hours	Mr David Davidhoff	14/07/2014	18/07/2014	18.75 Hours			
3	Annual Leave Hours	Mr David Davidhoff	19/05/2014	23/05/2014	18.75 Hours			

If you want to edit the file click 

It is recommended that you do this if you want to save the file.

The file can be saved in the normal way using the **File** menu or the  Save icon.

Reports

There are a number of reports available within MSS. These can be run for individuals or for all employees that sit within a manager's organisational structure (this is the SAP HR organisational structure, maintained by Human Resources).




The screenshot shows a navigation menu on the left with the following items: Leave Approval, Reports, Team, Employee, Organization, and Position. The main content area is titled "Reports" and contains the following links:

- General Reports**
 - [SRDS Reports](#)
 - [Personal Work Schedules](#)
- Absence Reporting**
 - [Absences](#)
 - [Absence Entitlements](#)
- Training**
 - [Training History](#)

Click on the report name to open it. This will be displayed in a new window.

Note: You may need to allow pop-ups within your browser for the Self Service system to view the new window.

Running the reports

The functionality for each report is structured in a similar format. The report data can be filtered by Employee Selection and Date Range, and additionally the Absence/Absence Entitlement reports allow filtering by absence type. This is done by clicking on the Search icon  within the relevant field and selecting the desired type, confirming the selection by clicking 'OK' and then clicking the 'Update List' button to update the report output.

SRDS Reports

SRDS Statistics

Selections

Employee Selection: All Reports
 SRDS Options: All
 Review Period: To

Update List

View: [Standard View] Export

Pers.No.	Name	Appr. date	Name of appraiser	Start Date	End D
987313	Mr Andrew Adams				
987320	Ms Martha Tidville				
987326	Mr Alex Summers	21.05.2014	Mr Edward Summers	01.05.2013	31.12.9999
987338	Mr Karl Karlsson				
987344	Mr David Davidhoff	20.04.2014	Mr Edward Summers	05.04.2013	31.12.9999
987350	Mr Martin Marvin				
987356	Mrs Amy Chasing				
987362	Ms Taffyta Muttonfudge				
987371	Ms Martha Tidville				
987376	Mr Scott Summers				

The report can be filtered to include all staff, only those with a review in the specified review period or only those without a review in the period.

To filter the data click on the SRDS Options drop-down list and select the desired option, then click 'Update List'.

Dates for the review period can be selected here.

Personal Work Schedules

Selections

Show From: 01.08.2014
 Employee: All Team Members
 Update List

Personal Workschedule for All Team Members

Pers.No.	Name	Date	Day	Daily Hours	Weekly Hours
989858	Mr Sean Training1	01.08.2014	Friday	7.50	37.50
989858	Mr Sean Training1	02.08.2014	Saturday	0.00	37.50
989858	Mr Sean Training1	03.08.2014	Sunday	0.00	37.50
989858	Mr Sean Training1	04.08.2014	Monday	7.50	37.50
989858	Mr Sean Training1	05.08.2014	Tuesday	7.50	37.50
989858	Mr Sean Training1	06.08.2014	Wednesday	7.50	37.50
989858	Mr Sean Training1	07.08.2014	Thursday	7.50	37.50
989858	Mr Sean Training1	08.08.2014	Friday	7.50	37.50

All team members will be displayed by default. To select a specific employee click into the drop-down menu, select the desired individual and then click Update List

The above example shows a full time academic/academic-related work schedule.

Absences

Absences

Selections

Employee: Mr Karl Karlsson (987338)

Att./Absence type: To

Date: 01.10.2013 To 30.09.2014

View: [Standard View]

Pers.No.	Name of employee or applicant	A/AType	Att./abs. type text	First day of absence	Last day of absence
987338	Mr Karl Karlsson	0300	Sickness Absence	10.02.2014	12.02.2014

For both Absence reports:

The manager's own absences will be displayed by default. To select a specific employee click into the drop-down menu, select the appropriate individual and then click **Apply**.

The reports can be limited to a specific date range and specific absence/quota type(s) by clicking into the From/To fields and selecting the desired option.

Absence Entitlements

Absence Entitlements

Selections

Employee: Mr Karl Karlsson (987338)

Quota type: To

Date: 01.10.2013 To 30.09.2014

View: [Standard View] Filter Settings

Pers.No.	Name of employee or applicant	AQTyp	Quota text	Ded. from	Ded. to	Number	Deduction	Remaining
987338	Mr Karl Karlsson	10	Annual Leave (Days)	01.10.2013	31.12.2014	25.00000	0.00000	25.00000

Training History

Training History

Selections

Employee: Mr Karl Karlsson (987338)

Date: 01.01.2013 To 31.12.2015

View: [Standard View] Filter Settings

AttdeedID	Attendee name	Event	Bus. event	Name of the business event	Start date	End date
00987338	Mr Karl Karlsson	50098031	SAP_FIN_SAL	SAP Sales	25.04.2013	25.04.2013
00987338	Mr Karl Karlsson	50100663	SAP_HRF_SRDS	SAP HR Faculty SRDS	01.06.2014	01.06.2014
00987338	Mr Karl Karlsson	50100658	SAP_FIN_EQ	SAP Equipment Inventory	11.06.2014	11.06.2014

This report will display the training courses that the employee has attended within the date range entered.

To view courses for a different date range, amend accordingly and click **Update List**.

The report will also display future bookings.

Team View

Team [Detailed Team View](#)

Display: Employees Data: Organizational

Search All Attributes

Reporting Line: Mr Karl Karlsson

Personnel No./Name	Org. Unit	Position	FTE
Dr Person Test...	School C1	Computer Officer	100.00
Mr Andrew Ad...	School C1	Portal C1a Manager	40.00
Mr Charles Su...	School C1	Computer Officer	50.00
Mr Daniel Sum...	School C1	Portal Administrato...	50.00
Mr David David...	School C1	Development Officer	50.00
Mr Hans Olo	School C1	Clinical Lecturer	100.00
Mr lamA Worker	School C1	Administrator	100.00
Mr Martin Marvin	School C1	Project Officer	50.00
Mrs Amy Chas...	School C1	Computer Officer	100.00
Mrs lamAnothe...	School C1	Administrator	100.00
Ms Martha Tid...	School C1	Project Officer	50.00

Reminder of Dates

Birthdays/Anniversaries

Birthdays and Anniversaries of All Employees

Previous Month | AUG-2014 | Send E-mail to Update Calendar | Next Month

Event	Event Date	Employee Name
Date of Birth	17.08.2014	Ms Taffyta Muttonfudge

Current Absences

Selections

Employee Selection: All Reports


Update List


Export

Pers.No.	Name	Org Unit	Abs. Start
987316	Mr Andrew AdamsISMSS11	School C1	01.08.2014
987323	Ms Martha Tidville	School C1	09.06.2014
987347	Mr David Davidhoff	School C1	29.05.2014
987374	Ms Martha Tidville	School C1	10.06.2014
987380	Mr Charles Summers	School C1	28.07.2014

This is the Team View for a manager. The main screen shows all of the team with some brief details. Any employee birthdays for the current month and any current recorded absences will be displayed in the right hand column.

Note: The Team View can be opened in its own window by clicking on the '[Detailed Team View](#)' link at the top right of the Team frame.

To view further information relating to an employee click  the menu icon to the right of their name:

Mr David Davidhoff 


Click here to display the menu options

The following menu options will be displayed:

Staff Profile

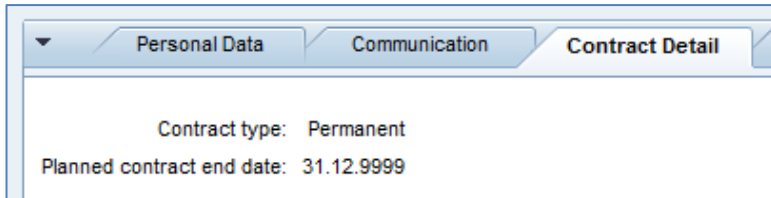
Time Management on Behalf of Staff ▶

Staff Profile

The Staff profile displays data relating to the selected individual. This will open in a new window. Click the Close button  in the top left corner to close the window.

Contract Detail

Displays employee contract information:

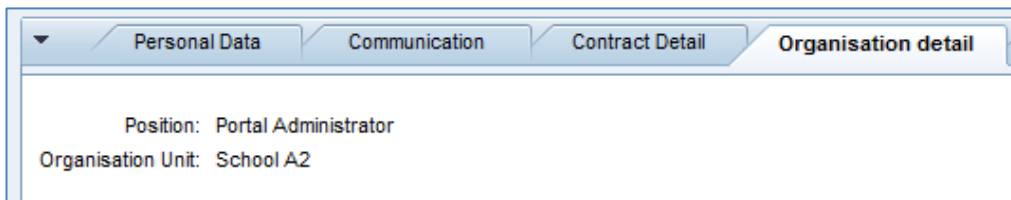


The screenshot shows a tabbed interface with three tabs: 'Personal Data', 'Communication', and 'Contract Detail'. The 'Contract Detail' tab is active. The content area displays the following information:

- Contract type: Permanent
- Planned contract end date: 31.12.9999

Organisation Detail

Displays the employee's position and organisational unit (from the SAP HR structure):

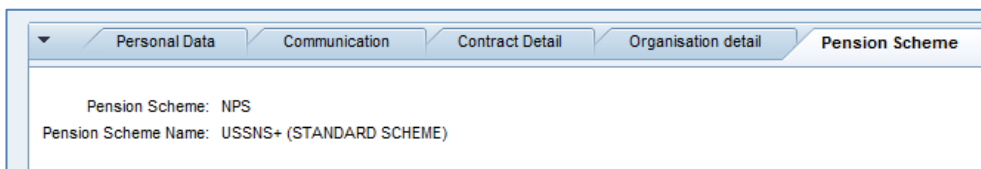


The screenshot shows a tabbed interface with four tabs: 'Personal Data', 'Communication', 'Contract Detail', and 'Organisation detail'. The 'Organisation detail' tab is active. The content area displays the following information:

- Position: Portal Administrator
- Organisation Unit: School A2

Pension Scheme

Displays the employee's pension scheme:

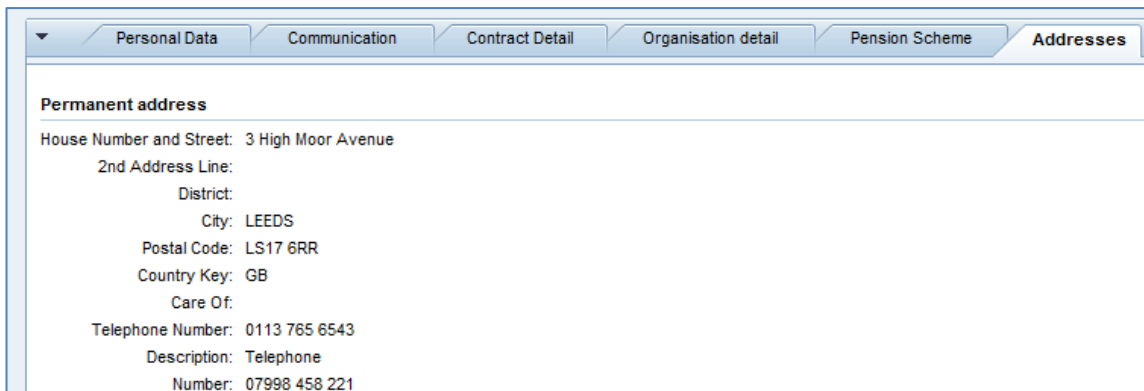


The screenshot shows a tabbed interface with five tabs: 'Personal Data', 'Communication', 'Contract Detail', 'Organisation detail', and 'Pension Scheme'. The 'Pension Scheme' tab is active. The content area displays the following information:

- Pension Scheme: NPS
- Pension Scheme Name: USSNS+ (STANDARD SCHEME)

Addresses

Shows the employee's current Home and Emergency address and contact details:

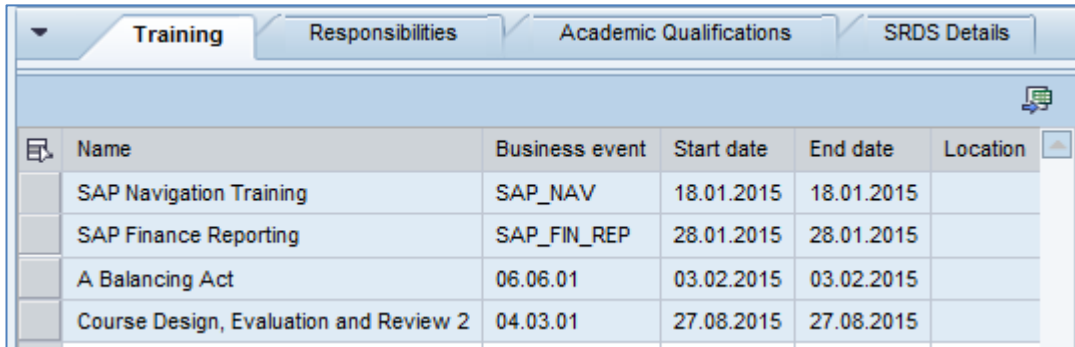


The screenshot shows a tabbed interface with six tabs: 'Personal Data', 'Communication', 'Contract Detail', 'Organisation detail', 'Pension Scheme', and 'Addresses'. The 'Addresses' tab is active. The content area displays the following information under the heading 'Permanent address':

- House Number and Street: 3 High Moor Avenue
- 2nd Address Line:
- District:
- City: LEEDS
- Postal Code: LS17 6RR
- Country Key: GB
- Care Of:
- Telephone Number: 0113 765 6543
- Description: Telephone
- Number: 07998 458 221

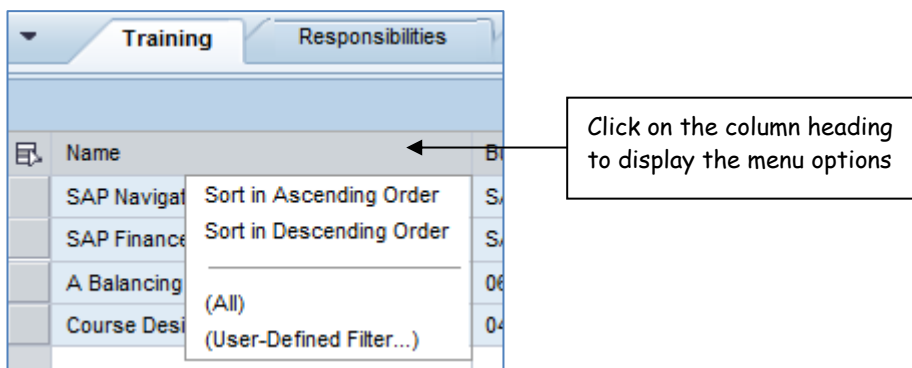
Training

Shows training courses the employee has attended, and also any future bookings:



Name	Business event	Start date	End date	Location
SAP Navigation Training	SAP_NAV	18.01.2015	18.01.2015	
SAP Finance Reporting	SAP_FIN_REP	28.01.2015	28.01.2015	
A Balancing Act	06.06.01	03.02.2015	03.02.2015	
Course Design, Evaluation and Review 2	04.03.01	27.08.2015	27.08.2015	

The Training data can be filtered within the table:



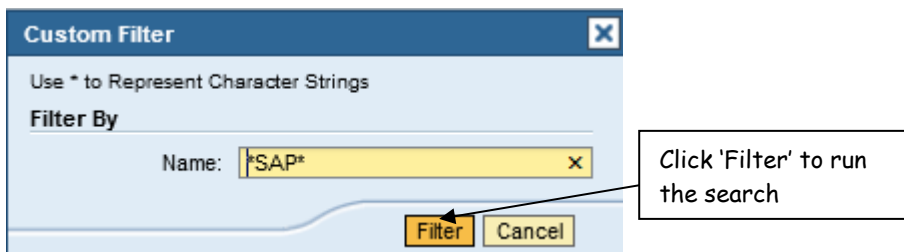
Click on the column heading to display the menu options

Name	Business event	Start date	End date	Location
SAP Navigat	SAP_NAV	S,	S,	
SAP Finance	SAP_FIN_REP	S,	S,	
A Balancing	06	06	06	
Course Desi	04	04	04	

- Sort in Ascending Order
- Sort in Descending Order
- (All)
- (User-Defined Filter...)

To sort in Ascending Order / Descending Order click on the appropriate option.

The '(User Defined Filter...)' option allows the user to filter the data by course title. The example below shows a search for any training which contains the word 'SAP' in it. The use of the asterisk '*' acts as a wildcard representing any missing characters in the search.



Custom Filter

Use * to Represent Character Strings

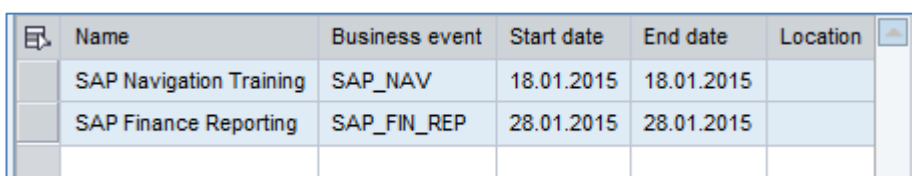
Filter By

Name: *SAP*

Filter Cancel

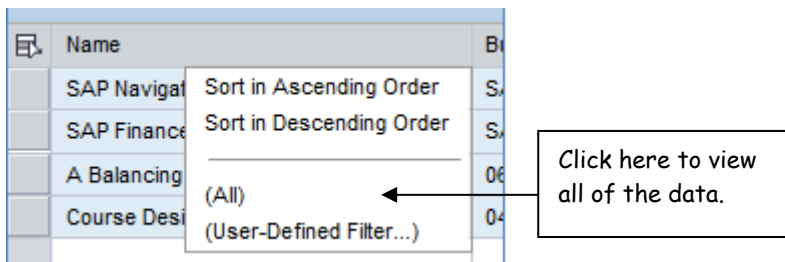
Click 'Filter' to run the search

You can see all the courses displayed below contain the word 'SAP' in them:



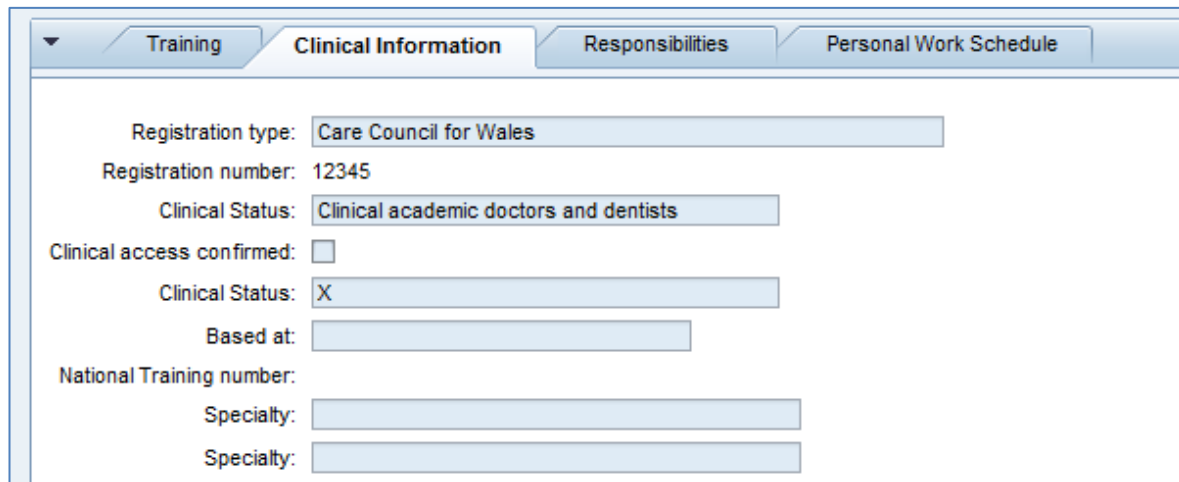
Name	Business event	Start date	End date	Location
SAP Navigation Training	SAP_NAV	18.01.2015	18.01.2015	
SAP Finance Reporting	SAP_FIN_REP	28.01.2015	28.01.2015	

To revert back to the original view and display all the data, click the column name and then select (All):



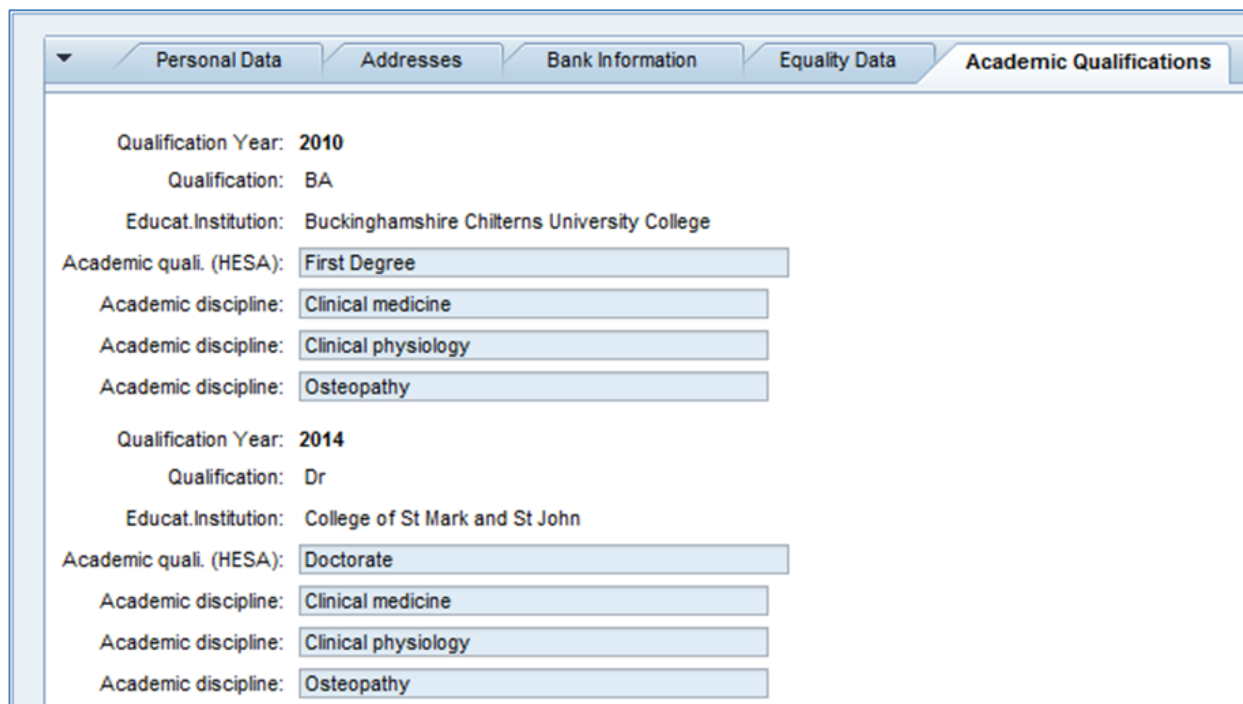
Clinical Information

The Clinical Information tab will only display if it is relevant for the member of staff being viewed.



Academic Qualifications

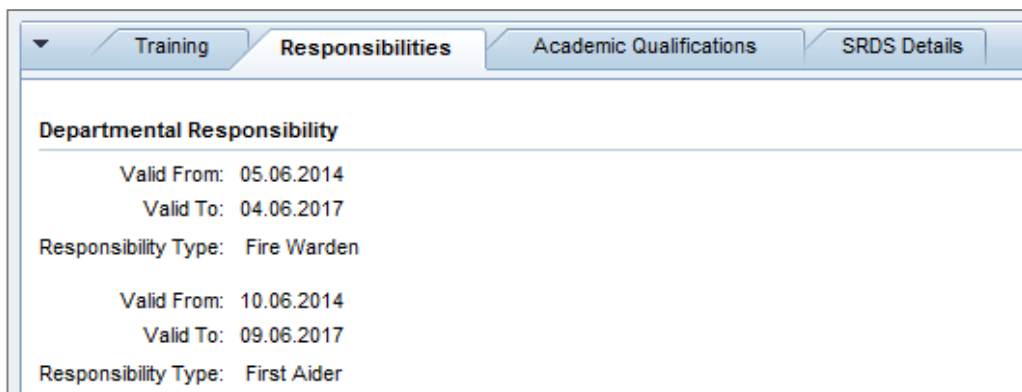
Information will only be displayed here if the University holds qualification data for the employee.



This guide details all functionality available within the University's Manager Self Service system.

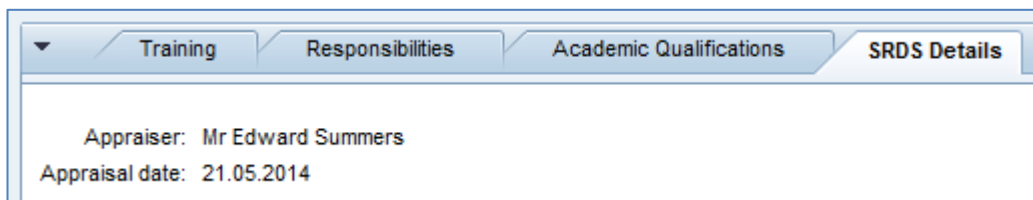
Responsibilities

Displays any responsibilities that the employee has within their current role. This includes roles such as Leader Manager, Staff Reviewer, Fire Warden, First Aider and various others.



SRDS Details

The SRDS Details shows the most recent Staff Review that the employee has received:



This guide details all functionality available within the University's Manager Self Service system.

Time management on behalf of staff

The 'Time Management on Behalf of staff' option displays the following:

- Create Leave Request
- View Time Account Balance
- Leave Overview

Create Leave Request

The manager can request leave on the employee's behalf. See the ESS Training Guide for further details on how to do this.

View Time Account Balance

This will display the selected person's holiday allowance and their remaining balance.

Leave Overview

Breakdown of Leave Requested by the selected Individual

Edit	Cancel	Type of Leave	Start Date	End Date	Next Processor	Status	Absence hours	Used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave Hours	14.07.2014	18.07.2014	Mr Karl Karlsson	Approved	18.75	18.75 Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave Hours	09.06.2014	13.06.2014		Approved	18.75	18.75 Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave Hours	02.06.2014	02.06.2014		Approved	3.75	3.75 Hours
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Leave Hours	19.05.2014	23.05.2014	Mr Karl Karlsson	Sent	18.75	18.75 Hours

Summary of holiday entitlement and remaining balance.

Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
Annual Leave (Hours 7.5)	01.10.2013	31.12.2014	93.82 Hours	33.82 Hours

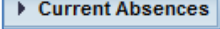
Current Absences

Current Absences

Employee Selection: All Reports

View: [Standard View]

Pers.No.	Name	Org Unit	Abs. Start
987344	Mr David Davidhoff	School A2	09.06.2014

If the Current Absences window is collapsed (hidden) then click  to expand it and view the data.

Employee Information

Here a manager is able to view further information relating to their staff members. Data on individual employees can be viewed by selecting the relevant row in the table and then clicking the 'Employee Profile' button. The Employee Profile will launch in a new window.

Employee Information

Display: Direct Reports
Data: Organizational Information

Employee Profile

With an employee selected, click here to view further information relating to the employee

Click here to select the Employee

Personnel Number	Employee Name	Manager	Position	Job	Organizational Unit	Cost Center	Personnel Subarea
00996303	Mrs Susan Training11	Mr Archie Training1	Self Service Training Person 11	Self Service Training	Human Resources	Acad Rel Suppt	
00996304	Ms Beverley Training12	Mr Archie Training1	Self Service Training Person 12	Self Service Training	Human Resources	Acad Rel Suppt	
00996293	Ms Lydia Training12	Mr Archie Training1	Self Service Training Person 14	Self Service Training	Human Resources	Clerical Suppt	
00996292	Miss Elizabeth Training13	Mr Archie Training1	Self Service Training Person 15	Self Service Training	Human Resources	Clerical Suppt	

Employee Profile

Employee Profile: Ms Beverley Training12

Related Links

Short Profile

Ms Beverley Training12
00996304

Date of Birth: 14 July 1967

Communication Data

E-Mail: TRAIN12@QAS.LEEDS.AC.UK

Office Number: N/A

Organizational Data

Employee Group: Employees
Organizational Unit: Self Service Training
Position: Self Service Training Person 12

Contract Data

Contract Type: Full-time

Absent Days

Reset Selection Criteria

Period 22.05.2015 - 22.07.2015

Period	Days	Description
		No Data Available

June 2015

	Mo	Tu	We	Th	Fr	Sa	Su
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12

Absent Today

Organizational Assignment

Organizational Assignments: History

Organizational Unit: Self Service Training
Position: Self Service Training Person 12

Clicking on the email link will open a new message in Outlook and automatically insert the email address in the 'To' field.

Reset Selection Criteria

The employee's absences also can be reviewed here. Clicking on the [Reset Selection Criteria](#) button within the **Absent Days** section will allow filtering by absence type and time period. See next page for an example of this.

Manager Self-Service (MSS) Training Guide

This guide details all functionality available within the University's Manager Self Service system.

Employee Profile: Ms Beverley Training12

Related Links

Short Profile

Ms Beverley Training12
00996304

Date of Birth: 14 July 1967

Communication Data

E-Mail: TRAIN12@QAS.LEEDS.AC.UK
Office Number: N/A

Organizational Data

Employee Group: Employees
Organizational Unit: Self Service Training
Position: Self Service Training Person 12

Contract Data

Contract Type: Full-time

Absent Days

Reset Selection Criteria

Absence Type: All
No. of Months Back: 06
No. of Months Forward: 06

Apply Set to Default

Period 22.12.2014 - 22.12.2015

Period	Days	Description
25.03.2015 - 25.03.2015	1.00	Full Day Annual Leave
10.03.2015 - 11.03.2015	2.00	Full Day Annual Leave
02.02.2015 - 04.02.2015	3.00	Sickness Absence

June 2015

Mo	Tu	We	Th	Fr	Sa	Su	
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12

Absent Today

Clicking on the employee name will bring up a short profile with contact information, from which the manager can create a new email to the employee by clicking on the E-Mail link:

Employee Profile

Personnel Number	Employee Name	Manager
00996303	Mrs Susan Training11	Mr Archie Training
00996304	Ms Beverley Training12	Mr Archie Training
00996293	Ms Lydia Training12	Mr Archie Training
00996292	Miss Elizabeth Training13	Mr Archie Training

Short Profile

Ms Beverley Training12
00996304

Employee Data

Office Number: N/A
Cell Phone Number: N/A
E-Mail: TRAIN12@QAS.LEEDS.AC.UK
Organizational Unit: Self Service Training
Position: Self Service Training Person 12

Close

Clicking on the employee's name will display a 'Short Profile' dialogue box.

Organizational Information

Information relating to the organisational units a manager has been assigned to, is displayed here.

The screenshot shows the 'Organizational Information' report interface. On the left is a navigation menu with options: Home, Leave Approval, Employee, Reports, Organization, and Position. The main content area has a title 'Organizational Information' and two dropdown menus: 'Display: All Organizational Units' and 'Data: Organizational Information'. Below these is a table with a 'Filter Settings' link. The table has the following data:

Organizational Unit	Organizational Unit ID	Manager	Cost Center	Cost Center ID
School A2	50100429	Mr Karl Karlsson	ISS ISS Master	0000381510

This close-up shows the 'Data' dropdown menu with 'Staffing Information' selected. A callout box with an arrow pointing to the dropdown arrow contains the text: 'Click here to change the information displayed in this report'.

The 'Staffing Information' view below displays more statistical information, including the number of vacant positions* within the organisational unit(s) in the SAP HR organisational structure.

The screenshot shows the 'Organizational Information' report interface with 'Data: Staffing Information' selected. The table displays the following data:

Organizational Unit	Organizational Unit ID	Number of Positions	Number of Employees	Number of Vacancies
School A2	50100429	12	11	1

*The number of vacancies is related simply to the number of empty positions within the organisational unit(s) in the SAP HR organisational structure and NOT an indication of the actual staffing vacancies.

Position Information

Information relating to the positions within the organisational units a manager has been assigned to is displayed here.

The screenshot shows the 'Position Information' page. On the left is a navigation menu with items: Home, Leave Approval, Employee, Reports, Organization, and Position. The main content area has a title 'Position Information' and a 'Display:' dropdown menu set to 'Direct Positions'. Below this is a table with columns: Position Name, Position ID, Organizational Unit, Cost Center, and Position Holder. The table lists 12 positions, all under 'School A2'.

Position Name	Position ID	Organizational Unit	Cost Center	Position Holder
Portal A2a Manager	50100437	School A2	ISS ISS Master	Mr Andrew Adams
Development Officer	50100446	School A2	ISS ISS Master	Ms Martha Tidville
Project Officer	50100451	School A2	ISS ISS Master	Ms Martha Tidville
Computer Officer	50100456	School A2	ISS ISS Master	Mr Scott Summers
Administrator	50100461	School A2	ISS ISS Master	
Portal Administrator	50100484	School A2	ISS ISS Master	Mr Alex Summers
Development Officer	50100504	School A2	ISS ISS Master	Mr David Davidhoff
Project Officer	50100510	School A2	ISS ISS Master	Mr Martin Marvin
Computer Officer	50100516	School A2	ISS ISS Master	Mrs Amy Chasing
Administrator	50100522	School A2	ISS ISS Master	Ms Taffyta Muttonfudge
Clinical Lecturer	50100630	School A2	ISS ISS Master	Mr Hans Olo

A close-up of the 'Display:' dropdown menu. The menu is open, showing four options: 'Direct Positions' (highlighted in yellow), 'Direct Positions', 'Positions from Organizational Structure', and 'Position Search'.

If a manager is assigned as the chief of more than one org unit, selecting 'Positions from Organizational Structure' from the drop-down menu will allow them to select a specific org unit to view.