Manager Self Service

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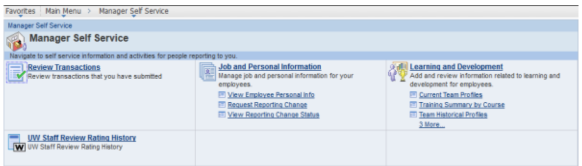


Review Employee Information

You can find out more information about the employees that report to you by navigating to Manager Self **Service>Job and Personal Information>View Employee Personal Info**. Employee information includes names, employee ids, jobs, departments, mailing information, birthday (year is not included), email address, emergency contacts and training.

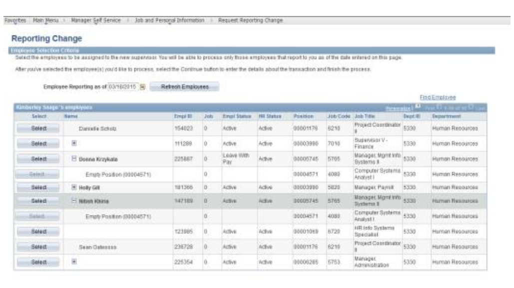
Department Position Inquiry

This inquiry shows incumbents in each position, salary grade, full/part time, funding source, FTE, complement, and some special Indicators relevant to the position -it will also list vacant positions.

Department Heads have access and can delegate this access to others to see this information. Navigate to **Manager Self Service> Job and Personal Information> Department Position Inquiry.**

Request Reports to Changes

You can submit reports to change requests for your employees through myHRinfo. The online change is not meant to replace any discussions that need to occur with your HR Advisor before finalizing the change. You can request a change by navigating to **Manager Self Service>Job and Personal Information>Request Reporting Change** and selecting the employee you are making the change for and who the new Manager is.

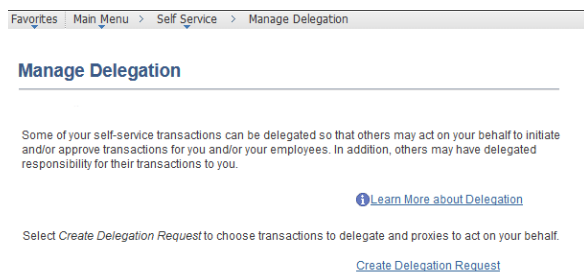


Granting security to Employees

Department Heads have the authority to grant access to **Position Inquiry** or **Create a Job Opening** to employees within their department. They can do this at **Manager Self Service>Grant Security to Employees.** If the employee leaves or no longer needs access the Department Head must update the security.

Delegation

You can delegate to another employee to assume your role for **Job Opening Approvals, Job Offer Approvals, Reports To Change Requests** in myHRinfo. This is located at **Self Service> Manage Delegation**. Employees must accept the delegation request through myHRinfo in order for them to officially take on the role they have been delegated. Any manager that is delegating these items to other employees on campus needs to ensure that the employees fully understand the tasks they have been delegated to complete.



Learning and Development

Managers can see information on their team's profiles and training information at **Manager Self-service>Learning and Development**. Managers can also request training for their employees.

Review Transactions

Any transactions that a manager is required to be a part of will show in this area, Including Delegation, Reports To Changes, Job Offers and job Openings.

Staff Review Ratings

Managers can also view a maximum of 5 years of Ratings History for each employee through **Manager Self Service>UW Staff Review Ratings**.

Manager Self Service

Tips

» Do not use your browser's 'back' and 'forward' navigation buttons within myHRinfo
» Do not share your password
» 15 minute system time out
» Pop ups must be allowed for this site