

# Staff Self-Service – Manager Homepage

## Introduction

Manager Self-Service is designed to assist managers with their employee-related tasks at their fingertips. It is available 24hours a day providing immediate access to your team's information, reducing the dependence on HR & Payroll and provide a consolidated view of your team's data. The information is 'Real Time' meaning the information is available as soon as it is entered in the system. This quick reference card provides information on the Manager Self Service homepage.

## Procedure

### Manager Home – Overview

Tile Navigation: Each Tile provides key information as outlined below:



1. My Team: Provides details on:

- Direct Reports e.g. Name, Job title, Annual leave etc., Organisation details, View monthly Calendar and Headcount Analytics.
- View Employee Personal Info – Ability to select an employee and view their information e.g. Personal and Additional information.

2. eForm Approval

Action eForms pending approval.

3. Absence Management

Action requests pending approval, e.g. leaves, leave cancellations etc. the number on the bottom of the tile indicates the number of requests pending approval.

4. Timesheet Management

Applicable to Managers that manage teams that are on rostered schedules and are required to approve Timesheets.

5. PDR Approval

Enables Managers to document the completion of the PDR Planning Stage, PDR Mid Term Review and the PDR Final Review for each of their direct staff.

6. Learning and Development

Enables Managers to view their employee's Training summary and view training courses available on 'Request Training Enrolments'.

7. Help

All queries/issues can be directed to the HR Service Centre on the contact details provided here.

## What's next?

Refer to Guide: **Employee Self Service Quick Reference Guide** for help on how to access your information as an Employee.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)