Manager Self Service Dashboard (MSS)
What is Manager Self Service *(Reports-To)*

- Managers or Supervisors who are assigned as ‘Reports To’ will have *view only access* in Manager Self Service to their employees job information summary pages (e.g., salary, appointment details).

- ‘Reports To’ functionality can also be used to identify organization charts for your organizations.

- In the example below 4 positions report directly to the position of ‘Director of Personnel’
What is the Role of “Reports To” in UCPath

• Determines who you will see in Manager Self Service
  • View Employee Absence balances
  • View Employee Information:
    • Email Address
    • Emergency Contacts
    • Home and mailing addresses, Phone #’s
  • View Current Team Profile:
    • Education
    • Honors and Awards
    • Licenses and certifications
• View Compensation History
Manager Self Service Dashboard

**Employee Information**
Displays in the upper left corner including your Name, Title, Employee ID, and Service Date.

**Navigation and Menu options** are based upon assigned KSAMS role security.

**ALL employees will have access to their own information.**

Managers may access employee information for a specific direct report by selecting the employees’ hyperlink within the **Direct Reports** pane.

Managers may view employee information by selecting the activity in the **Manager Actions** pane.
View Employee Information

The View Employee Personal Information menu page displays all employees and open positions in your direct report line as of today’s date.

Managers may view direct reports as of another date by selecting the calendar icon within dated field.

Click the Refresh Employees button to display the updated and refresh the page.

Managers may also search for a specific employee by clicking the Find Employee button and entering the appropriate search criteria.
Position and Job Data Identifiers

UCPath creates when employees are joined with a position. Job Data attributes include i.e. Empl ID, Job, Empl Status etc.

Within the View Employee Personal Information section, managers will see position and job data identifiers. As previously discussed, positions can be active without an attached employee.

Click the select button to view current employee profile.

Note: If you are the employees’ primary Reports To manager, the Job will always show 0 on the view employee personal information page.
Selecting the **Ask UCPath Center** button will allow Managers to submit questions directly to UCPC for themselves, or direct report.

**NOTE:** Managers are recommended to follow the escalation map and/or obtain local or central assistance before escalating inquires to UCPC.

UCPC inquiry turnaround time may vary by priority.
Manager Self Service Dashboard

Ask UCPath Center

How can we help you today?

For Me
For an Employee
View Inquiries
Search Solution

Managers may submit inquiries to UCPC for themselves or direct reports. They may also view previously submitted inquiries, or search for solutions related to their request, that may have been previously posted.
Manager Review of Absence Balances

Leave balances for monthly employees are updated at the end of the pay period following the month employee took or earned the leave. For Example: Leave taken in November is updated in November totals at the end of December.

Leave balances for bi-weekly employees are updated in the pay period for which they took the earned leave. For Example: leave taken in the first half of November is updated during the processing for the first half of November.
### View Employee Absence Balances

**Employee ID:** 10001581  
**Employee Name:** Charleen Garcia Jimenez

#### Current Balance

<table>
<thead>
<tr>
<th>Leave</th>
<th>Beginning Balance</th>
<th>Taken</th>
<th>Earned</th>
<th>Adjustments</th>
<th>Ending Balance</th>
<th>Accrual Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Months</td>
<td>137.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>138.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>151.50</td>
<td>0.00</td>
<td>15.51</td>
<td>0.00</td>
<td>167.01</td>
<td>384.00</td>
</tr>
<tr>
<td>Sick</td>
<td>929.73</td>
<td>4.00</td>
<td>7.75</td>
<td>0.00</td>
<td>933.48</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed.

#### Accrual For Pay Period By Appointment

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Eligibility Group</th>
<th>Department</th>
<th>Position</th>
<th>Job Code</th>
<th>Pay Period Hours</th>
<th>Service</th>
<th>Vacation Factor</th>
<th>Vacation Accrued</th>
<th>Sick Factor</th>
<th>Sick Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>STAFF99</td>
<td>UC PRESS BOOKS</td>
<td>ACQUISITIONS EDITOR 5</td>
<td>ACQUISITIONS EDITOR 5</td>
<td>168.00</td>
<td>Y</td>
<td>0.092308</td>
<td>15.507744</td>
<td>0.046154</td>
<td>7.753872</td>
</tr>
</tbody>
</table>

Disclaimer: A month of qualifying service is earned when you are on pay status for at least half the number of working hours in the month or the quadiweekly cycle.
The View Compensation History page displays all employees in your direct report line as of today's date. Use the select button to access the compensation history page.

You can also search for a particular employee by clicking the Find Employee button and entering the appropriate search criteria.

To display the compensation history for a particular employee, click the Select button to the right of the person's name.
The *Compensation History* page will display the compensation history data for the selected employee. Within this page, several data rows will be available for view i.e. Date of compensation change, source, compensation amount etc. To review job data specific to a direct report, the manager will navigate to the PayPath options page.

You also can view these details in a chart format by selecting the compensation history button.
Employee Compensation History

The compensation history displays compensation actions for the selected employee in a line graph. Managers may review the graph by specific compensation sources and time periods using the two filters at the top of the page.
The Current Team Profiles page displays all the employees in your direct report line as of today’s date.

Click the Select button to the right of the person’s name to access the direct report’s profile.
View Team Profiles

Use the **Qualifications** tab to review the employee's honors and awards, as well as their licenses and certifications.

In this example, your direct report has an award in the Honors and Awards section. You can use the Edit and Delete buttons to update or delete the item.
View Team Profiles

Use the **Education tab** to view the employee's educational degrees and UC specialty codes.

In this example, your direct report has a Bachelor of Arts degree. You can use the Edit and Delete buttons to update or delete the degree.

Managers may print or save the direct report's profile by selecting the print icon.
View Team Profiles

The printed report will reflect the similar data viewed within the Team Profile page. Information including Employee ID, Profile Status, Honors and Awards, and Degrees are viewable within the printed document.

**NOTE:** Report contains P2 Employee Data.

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**Kirk Han**  
As of 2017-10-16

**General Information**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Profile Type</th>
<th>Profile Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10002415</td>
<td>PERSON</td>
<td>Active</td>
<td>2015-11-03</td>
</tr>
</tbody>
</table>

**Honors and Awards**

<table>
<thead>
<tr>
<th>Content Item ID</th>
<th>Description</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAR</td>
<td>UCOP Star Award</td>
<td>2017-10-06</td>
</tr>
</tbody>
</table>

**Degrees**

<table>
<thead>
<tr>
<th>Content Item ID</th>
<th>Date Acquired</th>
<th>Location</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>1980-01-01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of report**
Managers may leave detailed comments within the direct reports' profile by selecting the comment icon.
Managers or Supervisors may enter comments related to employee actions, absences, temporary job duty changes, or action items. These comments are **NOT** part of the employee’s job record.

Profile comments should not contain PHI, or information sensitive to HIPAA.

Managers may navigate to the previous page by selecting **CANCEL** on the bottom of screen.
Reference Material for Review

Links to helpful reference material:

- [http://www.hr.uci.edu/](http://www.hr.uci.edu/) - UCI HR Website
- [https://ap.uci.edu/](https://ap.uci.edu/) - UCI Academic Personnel Website
- [http://www.uclc.uci.edu/](http://www.uclc.uci.edu/) - UC Learning Center Website  (videos available)
- [https://ucpath.uci.edu/training/index.php](https://ucpath.uci.edu/training/index.php) - UCI UCPath Training Website

Employee Self Service UPKs:

- [Manager Self Service](http://www.hr.uci.edu/) – All Manager Self-Service related user simulations and Job Aids

Other Relevant UPKS:

- [Initiate New Position Control Request](http://www.hr.uci.edu/)
- [Initiate Update Vacant Position Request](http://www.hr.uci.edu/)
- [View Position Information](http://www.hr.uci.edu/)