

North Dakota State University

Manager's Self-Service Training Guide

Human Resource/Payroll
How-To Guide

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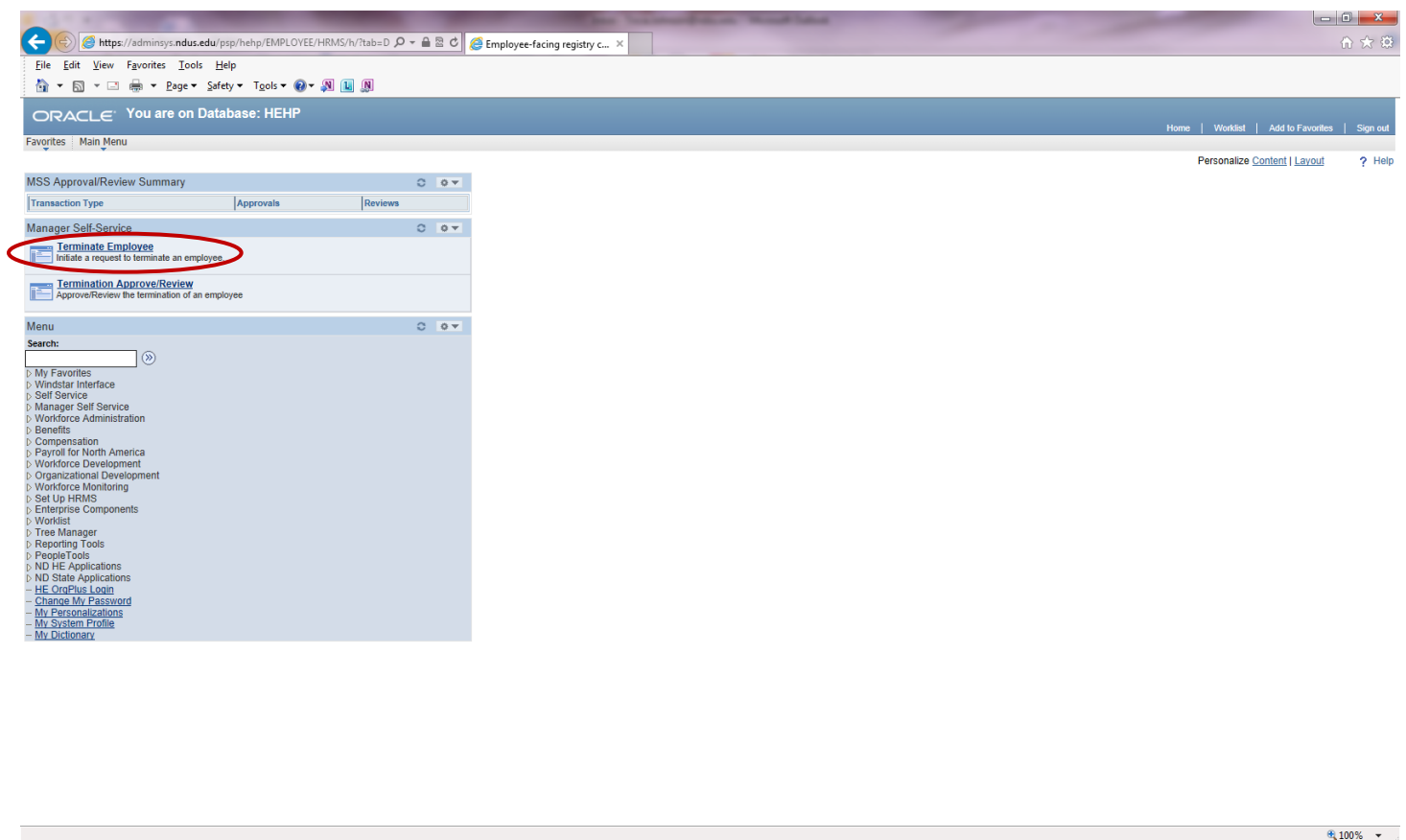
Introduction

Manager Self Service is a module in HRMS for electronic Work Flow of employee hire, change and termination information.

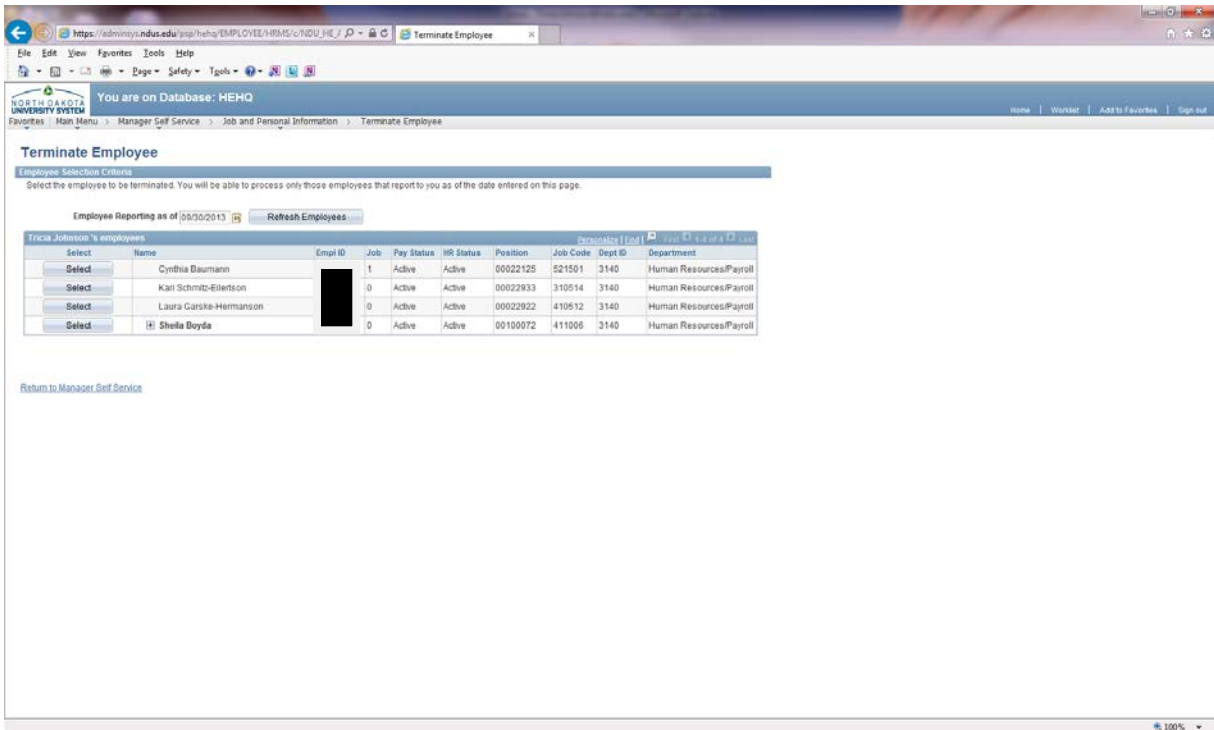
Work Flow will streamline the way employee information is managed in HR by ensuring accurate data, initiating and tracking approvals, and limiting mistakes that can be made with manual data entry.

Work Flow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor. The initiating Supervisor will receive an e-mail alert when the event has been denied but no email is sent if/when the event is initiated or approved.

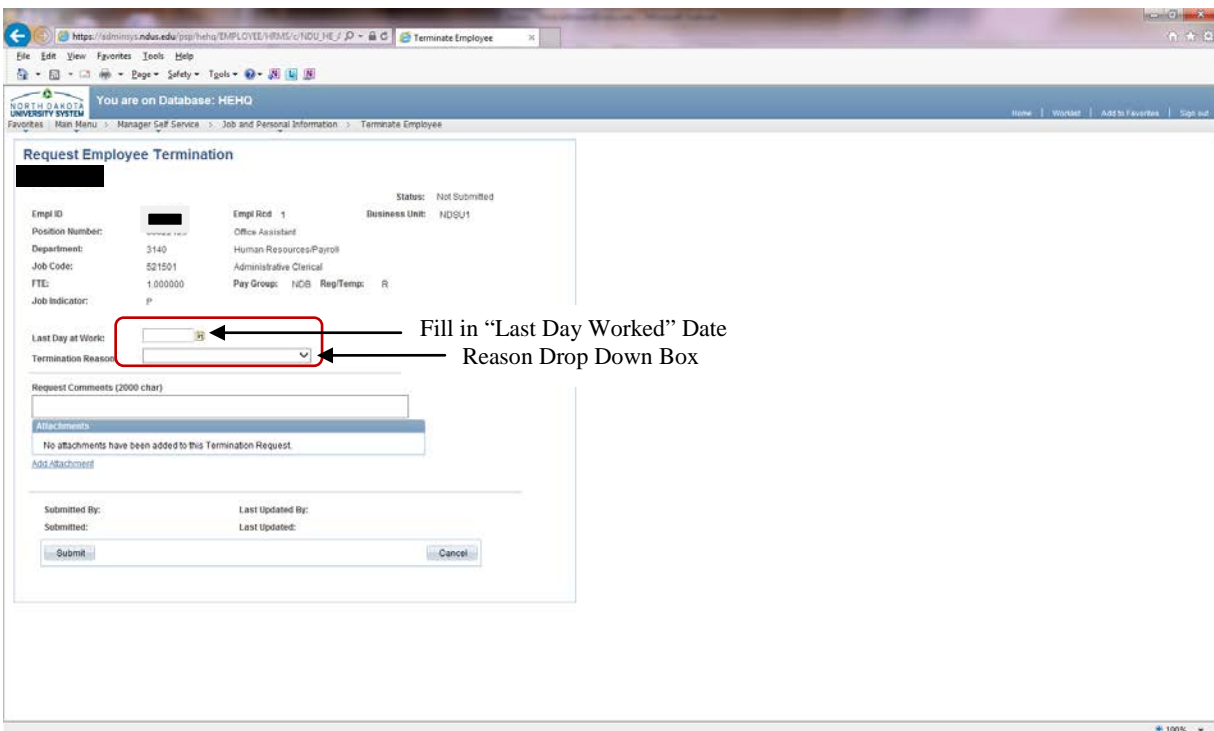
Initiate Termination

The screenshot shows a web browser window with the Oracle HRMS interface. The browser address bar shows the URL: https://adminsys.ndus.edu/psp/hehp/EMPLOYEE/HRMS/ty?tab=D. The page title is "ORACLE You are on Database: HEHP". The main content area is titled "MSS Approval/Review Summary" and contains a table with columns for "Transaction Type", "Approvals", and "Reviews". Under the "Transaction Type" column, there are three rows: "Terminate Employee" (circled in red), "Termination Approve/Review", and "Termination Approve/Review". The "Terminate Employee" row has a description: "Initiate a request to terminate an employee". Below the table is a "Menu" section with a search box and a list of navigation links including "My Favorites", "Windstar Interface", "Self Service", "Manager Self Service", "Workforce Administration", "Benefits", "Compensation", "Payroll for North America", "Workforce Development", "Organizational Development", "Workforce Monitoring", "Set Up HRMS", "Enterprise Components", "Worklist", "Tree Manager", "Reporting Tools", "People Tools", "ND HE Applications", "ND State Applications", "HF OrgPlus Login", "Change My Password", "My Personalizations", "My System Profile", and "My Dictionary". The browser window also shows standard navigation buttons like "Home", "Worklist", "Add to Favorites", and "Sign out".

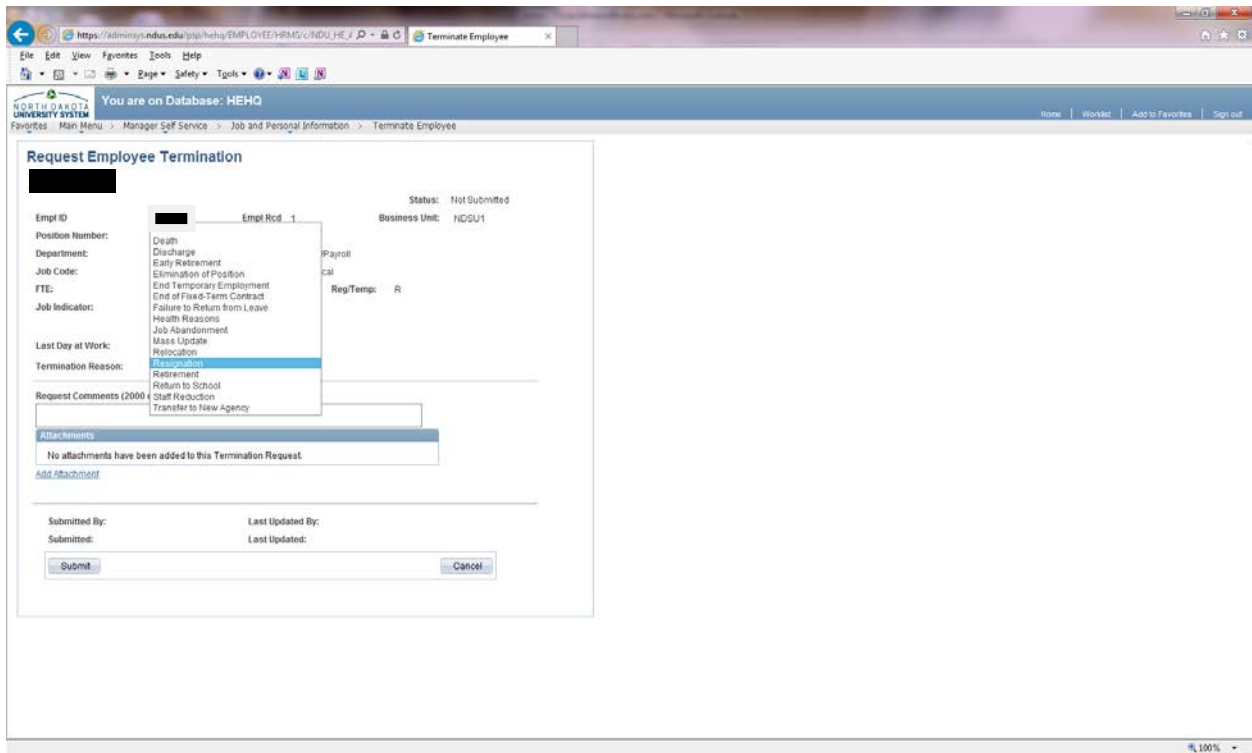
- Click the Terminate Employee link



- Click the Select button next to the employee's name that you wish to terminate



- Fill in "Last Day Worked" date
- Click the arrow to open the drop down box for the Termination Reason



- Select appropriate Termination Reason from drop down box

You can view the Action/Reason table on our website, by selecting Forms on the left side of menu and then under the PAYROLL section click on the (Action/Reason Table) section of the: 101 – Change Form (**Action/Reason Table**) or click the link below:

<http://www.ndsu.edu/forms/#human9>

Below is a copy of the termination action/reason section:

Action	Reason	Definition
Termination	a. Death	a. Death
	b. Discharge	b. Dismissal
	c. Elimination of Position	c. Reduction in force
	d. End Temporary Employment	d. End temporary position
	e. Failure to Return From Leave	e. Employee does not return from leave
	f. Job Abandonment	f. Employee leaves without giving notice
	g. Resignation	g. Attach resignation letter
	h. Normal Retirement	h. Retirement

Request Employee Termination

Transaction Nbr: 10070
Status: Not Submitted

Emp ID: [REDACTED] Emp Rcd: 0 Business Unit: NDSU1

Position Number: 00022940 Employment Records Technician

Department: 3140 Human Resources/Payroll

Job Code: 411015 General Admin Tech/Para

FTE: 1.000000 Pay Group: NDB Reg/Temp: R

Job Indicator: P

Last Day at Work: 10/01/2013

Termination Reason: Resignation

Request Comments (2000 char)
Terminated in probation, pay out 1 weeks pay

Attachments

Filename	Description	Last Updated	Uploaded By
1 Test.docx	Test.docx		

Add Attachment

Submitted By: Last Updated By:

Submitted: Last Updated:

Submit Cancel

- Add Comments (if necessary/desired). Equivalent to Remarks box on Change Form 101
- Add Attachment(s) (if required/desired):
 - Attachments are not required for non-benefitted employees. Examples of an attachment for a benefitted employee would be a resignation letter, Reduction-In-Force document, discharge document, leave agreement, comp time spreadsheet, etc.
- To Add an Attachment:
 - Click the “Add Attachment” link
 - Click the “Browse” button. Navigate to the saved document for uploading. Select the document
 - Once the document path has loaded, click “Upload”
 - The document will display with the description and document extension type
- Click Submit button to submit the termination request for approval
 - The termination has now been sent to HR/Payroll. Department’s portion of the termination process is now finished, if there is no other approval or review to be added
- If additional approval or review is required, see next steps
- If additional employees need to be terminated, click Cancel button to return to the list

Adding Approvers and Reviewers

Approvers and Reviewers can be added by a department/Supervisor after the initial submission.
Approvers or Reviewers can also be added by the next pending Approver.

Approvers can view comments and attachments that have been added to a termination.
Reviewers can view comments but cannot view attachments that have been added to a termination.

The screenshot displays the 'Request Employee Termination' page in a web browser. The page header indicates the user is on the 'HEHQ' database. The main content area shows the following details:

- Transaction Nbr: 10065
- Status: Pending
- Emp ID: [Redacted]
- Position Number: 0002122
- Department: 3140
- Job Code: 521501
- FTE: 1.000000
- Job Indicator: P
- Office Assistant
- Human Resources/Payroll
- Administrative Clerical
- Pay Group: NDB Reg/Temp: R
- Last Day at Work: 09/13/2013
- Termination Reason: Resignation


Below the details is a 'Request Comments' section with a text area containing 'Do not pay out leave-agreement attached'. An 'Attachments' table lists one file: 'Test.docx' (Test docx) uploaded on 09/30/2013 at 9:35 AM by Tricia Johnson. A 'Submitted By' field shows 'Tricia Johnson' on 09/30/13 at 9:35:54 AM. At the bottom, a workflow diagram shows 'Transaction 10065: Pending' with a 'Supervisor Self Approved' step (Tricia Johnson) and a 'Multiple Approvers' step (HR Office). A red box highlights this workflow area.

- Add Approvers and/or Reviewers after the termination has been submitted but BEFORE navigating away from the page
- Click the “plus” sign near the bottom of the screen

https://adminsyst.edu/psc/hehq_newwin/EMP...

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: 

Insert as: Approver
 Reviewer

- Enter the User ID of the person you want to add as an Approver or Reviewer
- Or click the magnifying glass to search for user by name

https://adminsyst.ndus.edu/psc/hehq_2/EMPLOYEE...

Approver/Reviewer Search

Name:

User ID:

Search Results

1 - 1 of 1

User ID	Name
bruce.bollinger	*Bollinger, Bruce A

- Narrow down the search by selecting Contains in the conditions box and typing in part of the name
- Select Search

The screenshot shows a web browser window with the URL https://adminsys.ndsu.edu/jsp/ehq/EMPLOYEE/HRMS/CLNDU_HE_F.... The page title is "Request Employee Termination". The form contains the following information:

- Transaction Nbr:** 10068
- Status:** Pending
- Business Unit:** NDSU1
- Empl Rcd:** 0
- Empl Title:** Internal Payroll Specialist
- Department:** Human Resources/Payroll
- Job Code:** Accounting/Finance Tech/Para
- Pay Group:** NDB
- Reg/Temp:** R
- Termination Reason:** Job Abandonment
- Submitted By:** tricia.r.johnson
- Submitted:** 09/30/13 9:51:16AM
- Last Updated By:** tricia.r.johnson
- Last Updated:** 09/30/13 9:51:16AM

The workflow diagram shows the following steps:

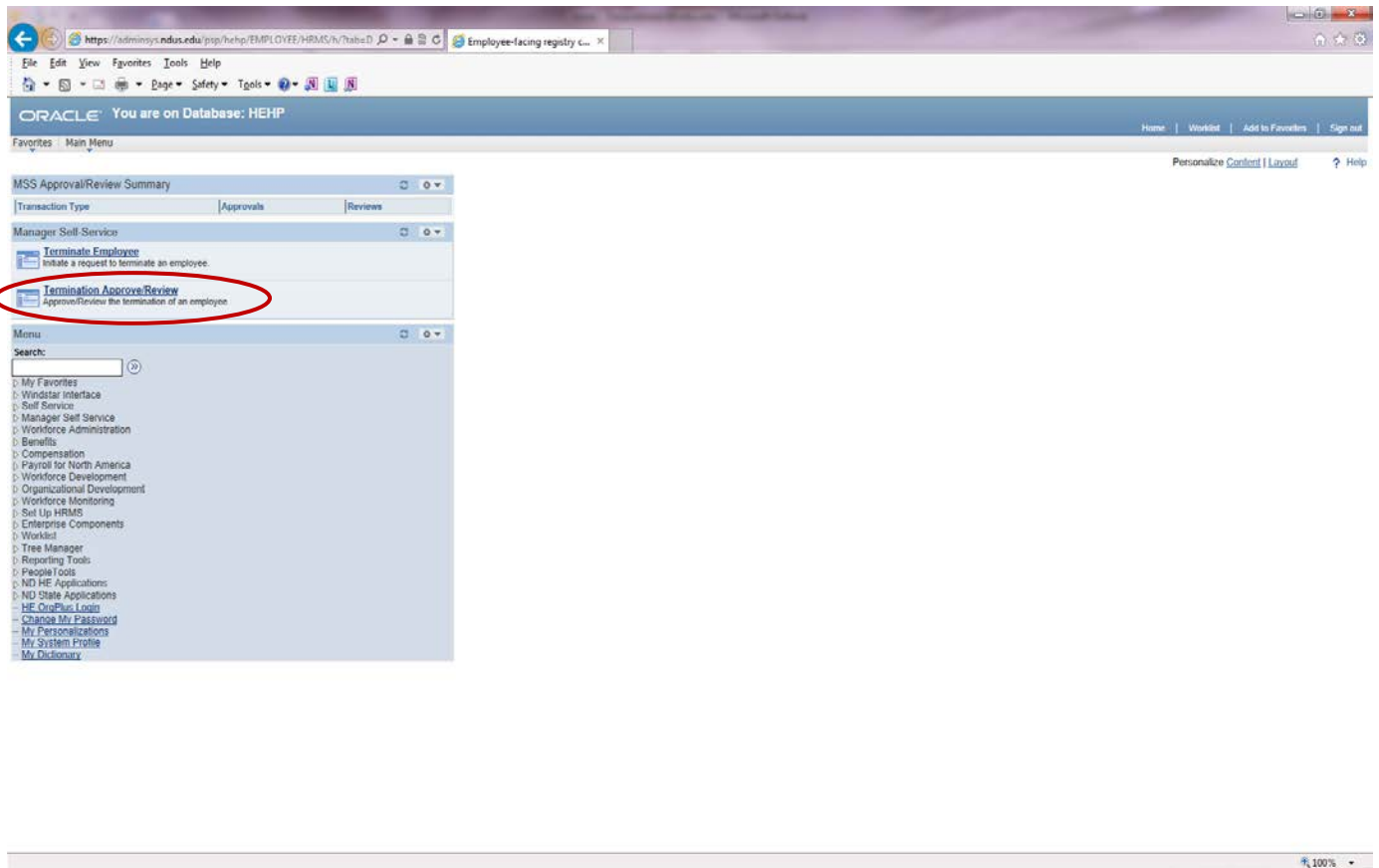
- Self Approved:** Johnson, Tricia R (Immediate Supervisor) on 09/30/13 - 9:51 AM.
- Pending Multiple Approvers:** HR Office.
- Not Routed:** Bullinger, Bruce A (Inserted Approver).
- Reviewer:** Cumba, R (Reviewer).

- An Approver must approve the transaction before it moves to the next approver
- Approvers and Reviewers are provided with a link on the home page in HRMS, when they log in, to review or approve the transaction
- Approvers can view comments and attachments
- Reviewers can view comments but cannot view attachments
- Click the “minus” sign near the bottom of the screen to delete an Approver or Reviewer

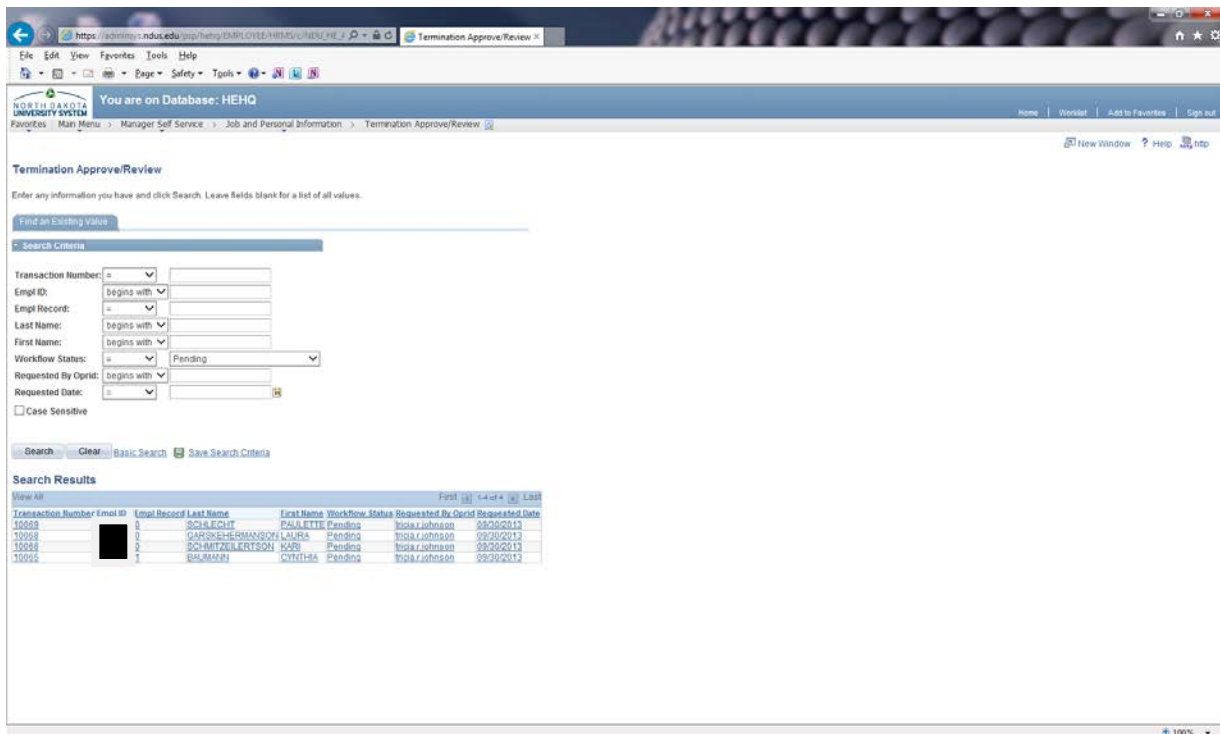
Termination Approve/Review

Once a termination has been initiated and submitted it needs to be approved by the next level.

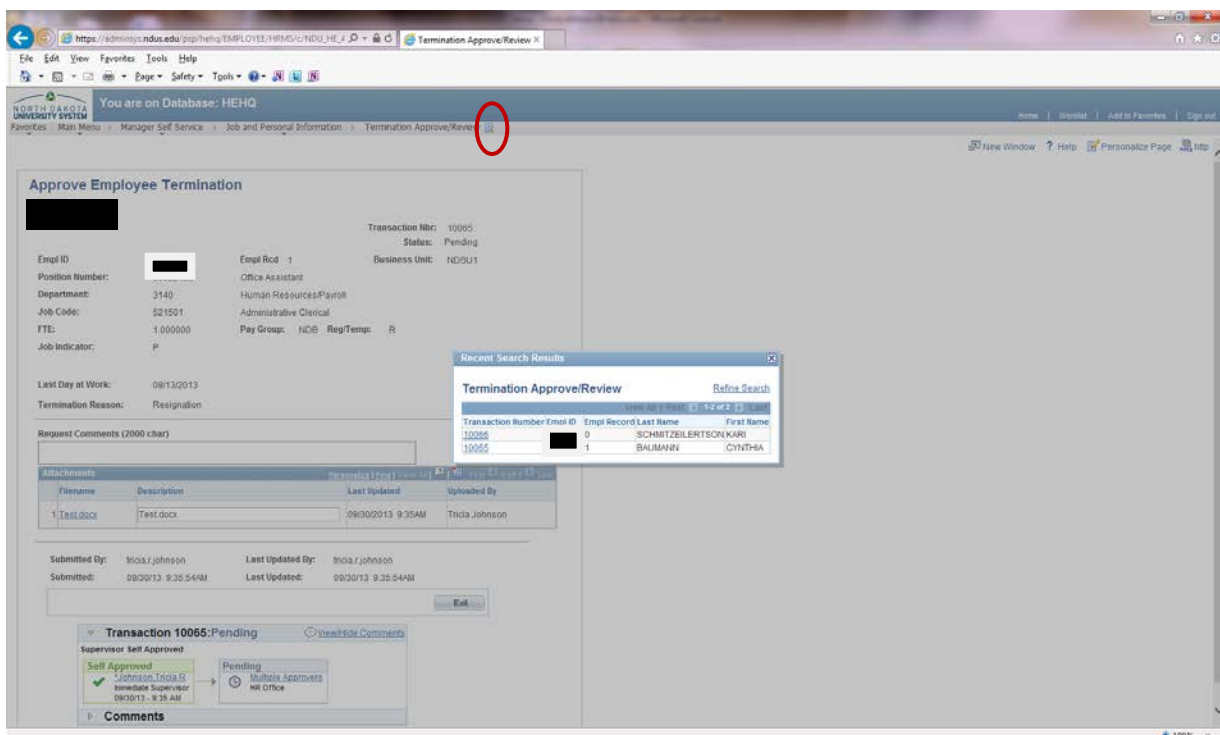
Departments can view where the termination is in the approval process; whether pending, approved or denied.



- Click the Termination Approve/Review link



- Click the Workflow Status drop down box and select: Pending, Approved or Denied
 - Brings up the applicable list of terminations submitted



- To return to the list, select the magnifying glass at the top

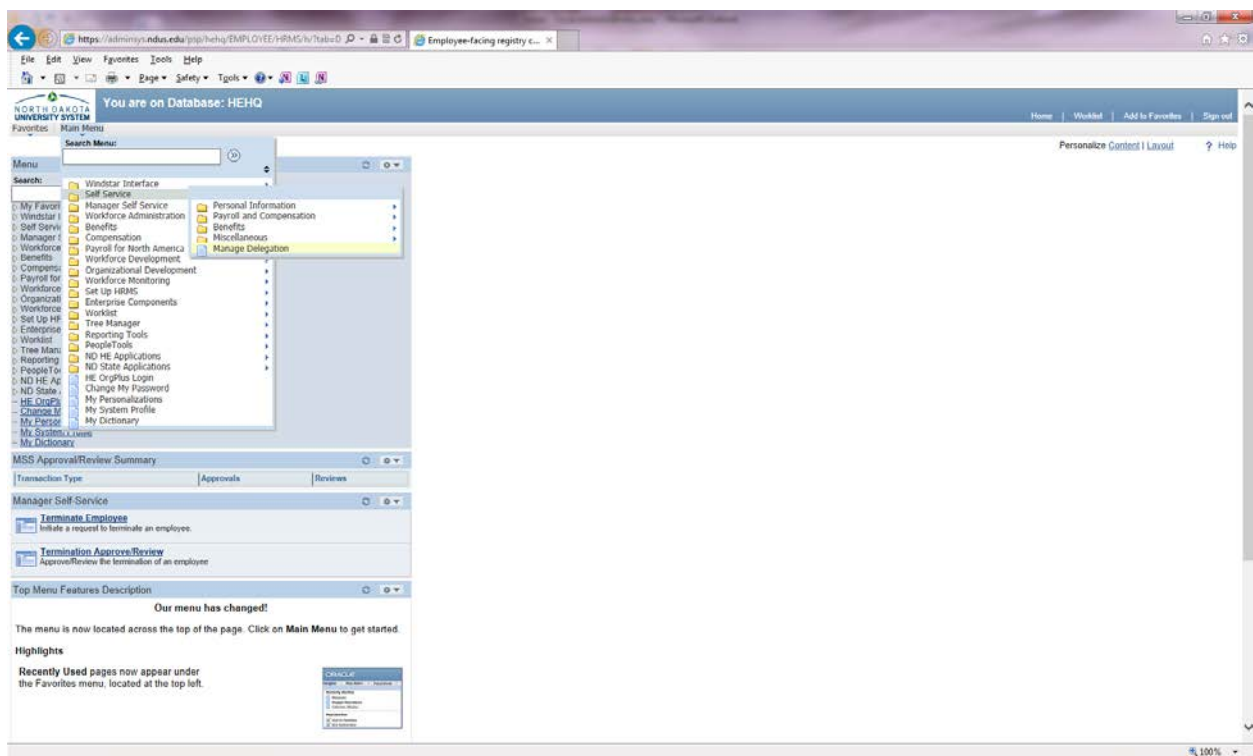
Delegate Termination Approval

Supervisors have the ability to delegate their approval and entry tasks to others. Supervisors can delegate initiation of termination and approval of termination.

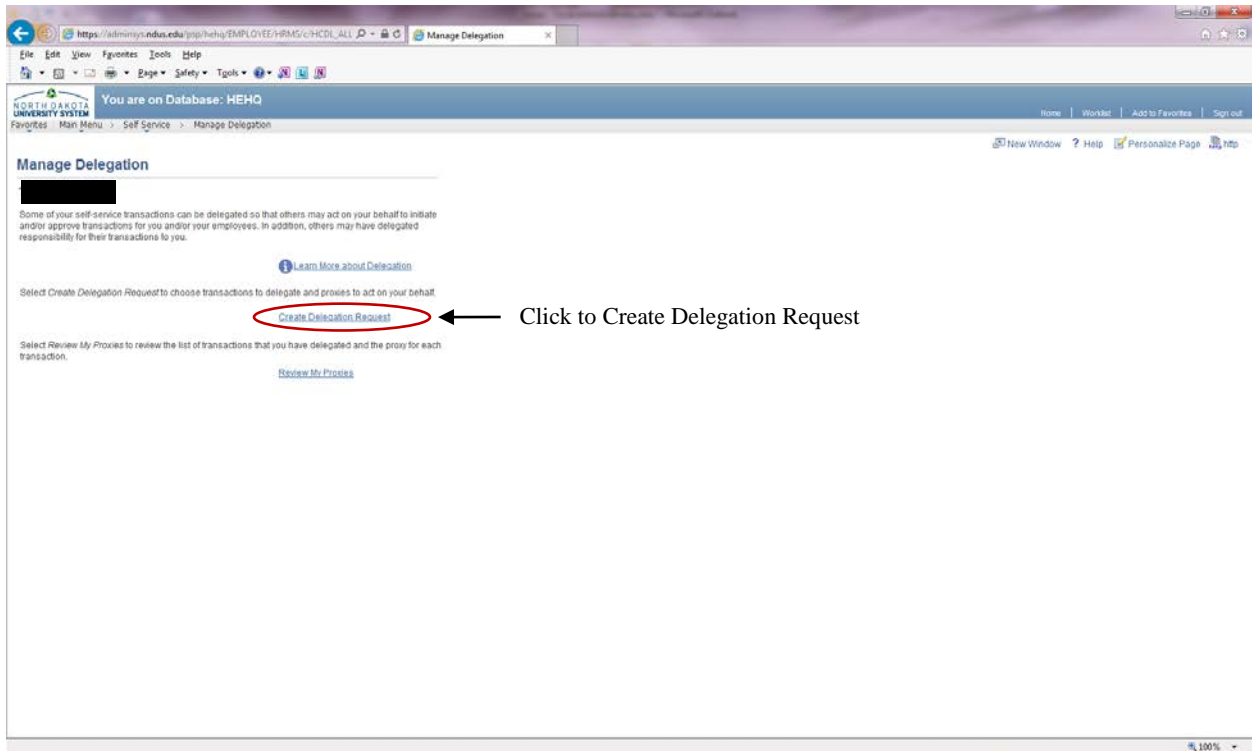
The person they delegate to is called a proxy.

Delegations can be made for a specific time frame or can be open ended.

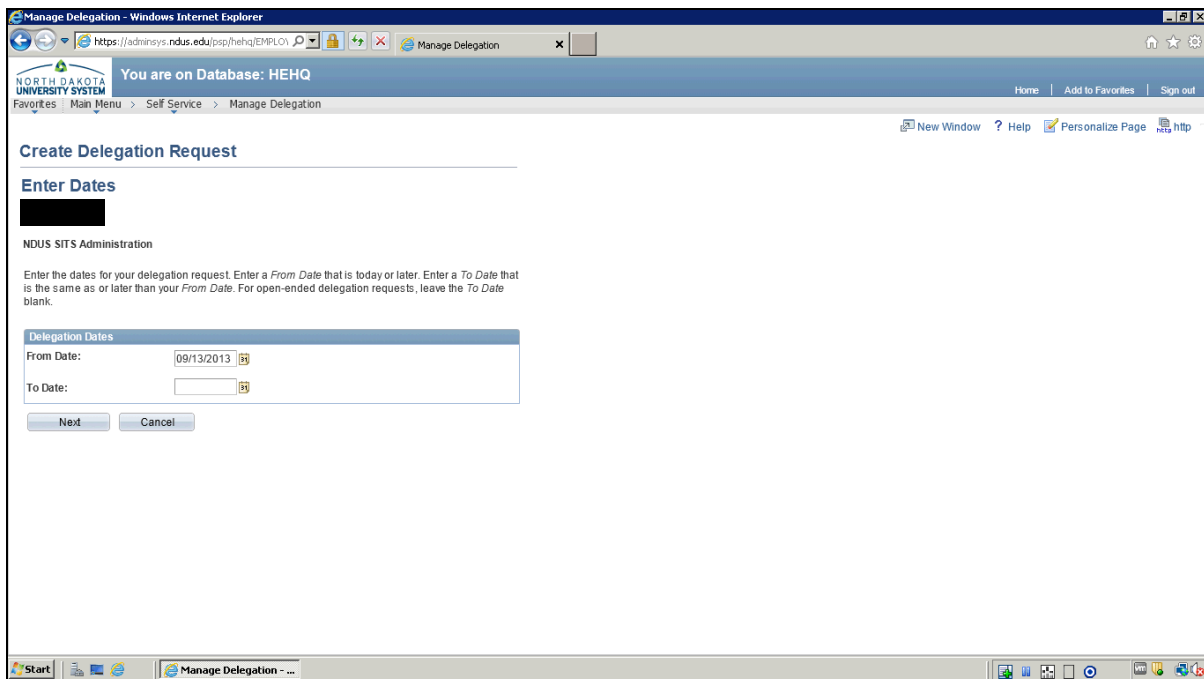
When the delegation is submitted, the proxy will receive an e-mail notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.



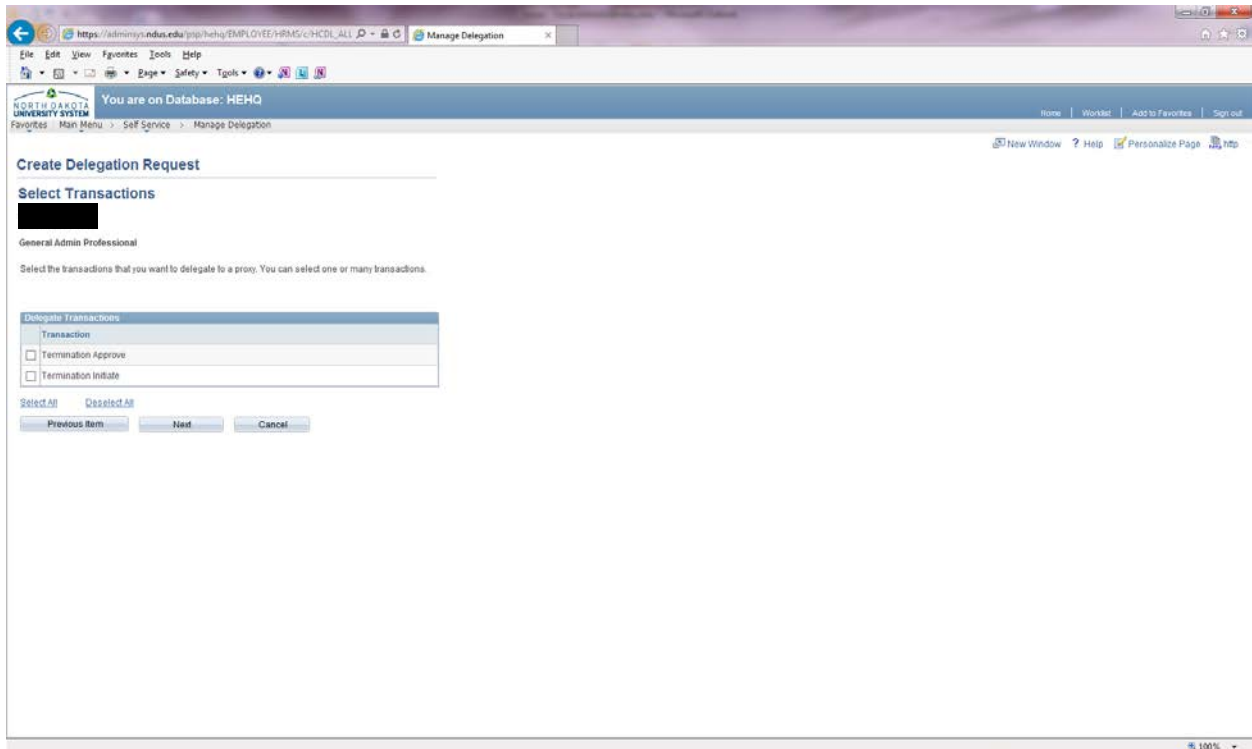
- Navigation is Main Menu—Self Service—Manage Delegation



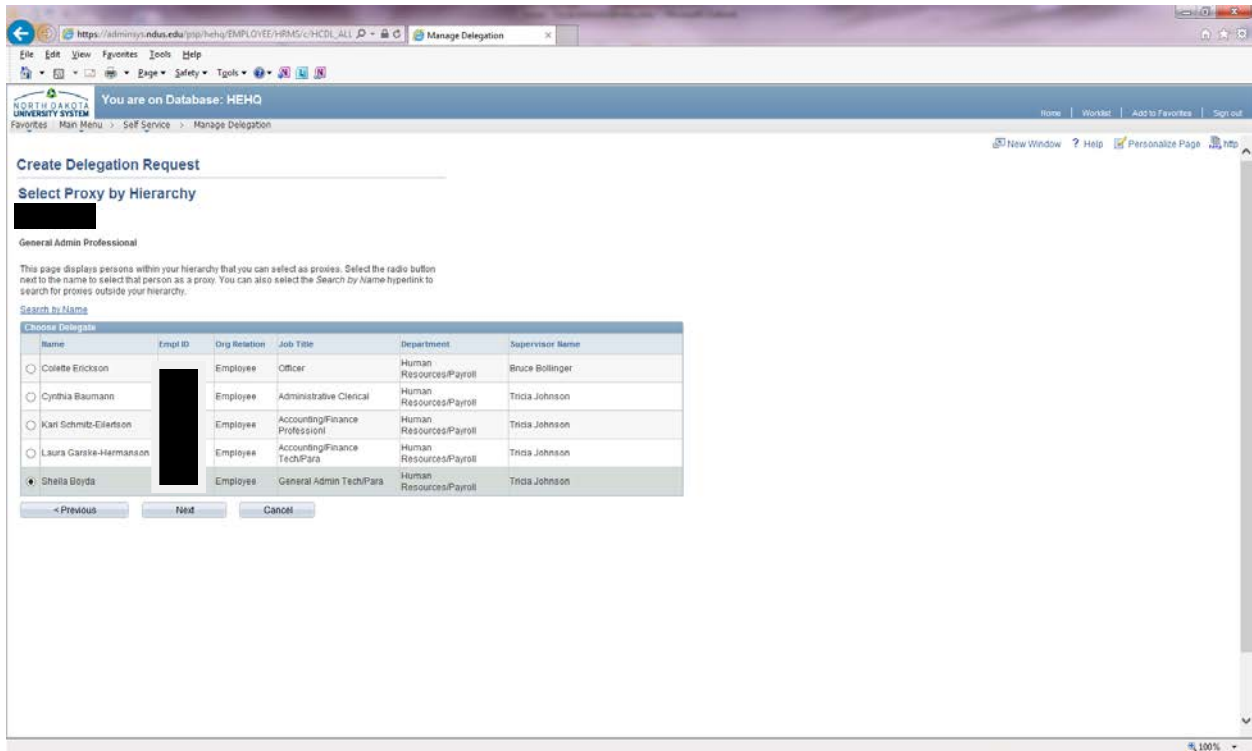
- Click Create Delegation Request link



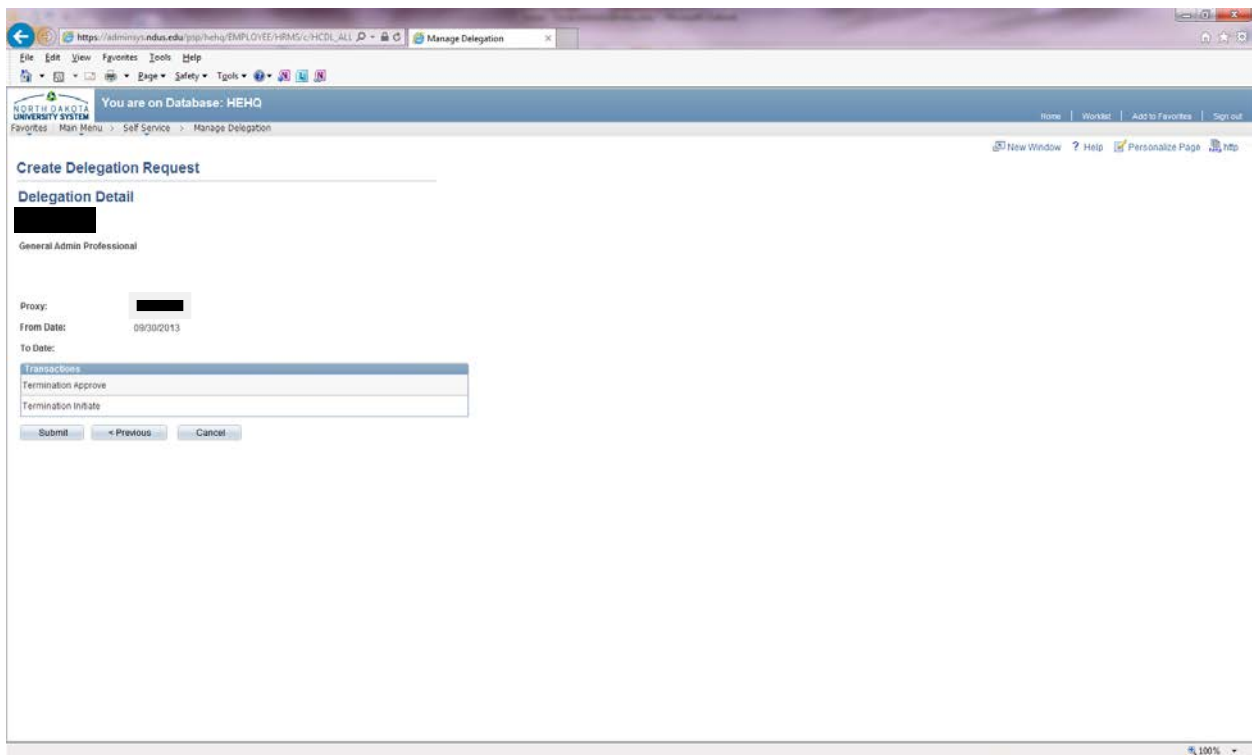
- Enter From Date and To Date for the delegation dates. If open-ended, leave To Date field blank
- Click Next button



- Click the Termination Approve option if the proxy should be able to approve terminations that are initiated
- Click the Termination Initiate option if the proxy should be able to initiate a termination
- Click Next button



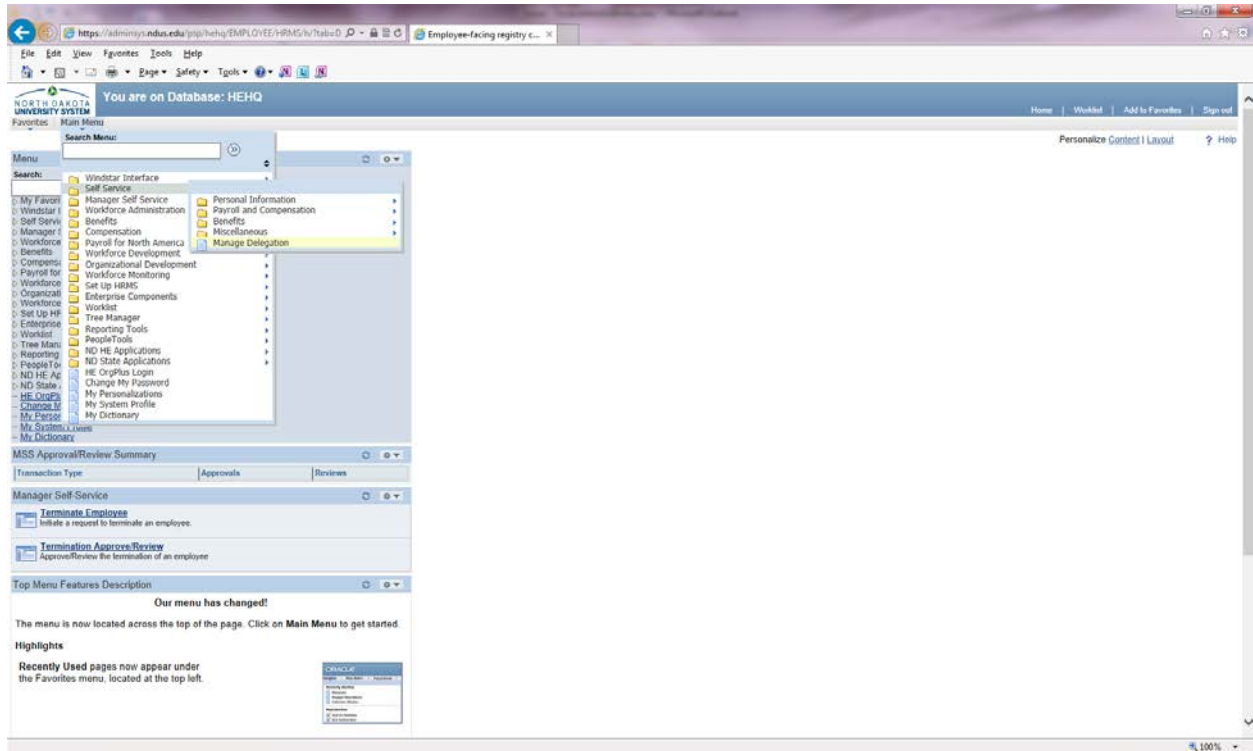
- Select the individual that will be a proxy
- Click Next button



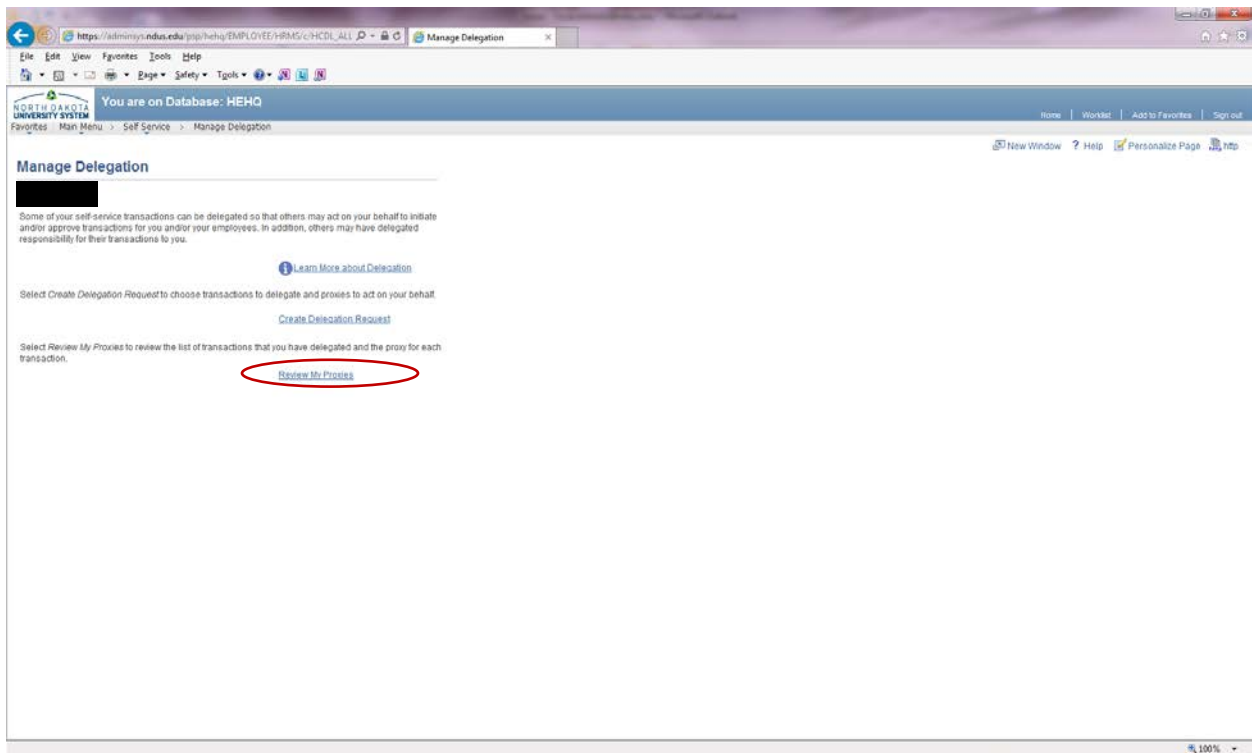
- Click Submit button

Viewing/Editing Proxies

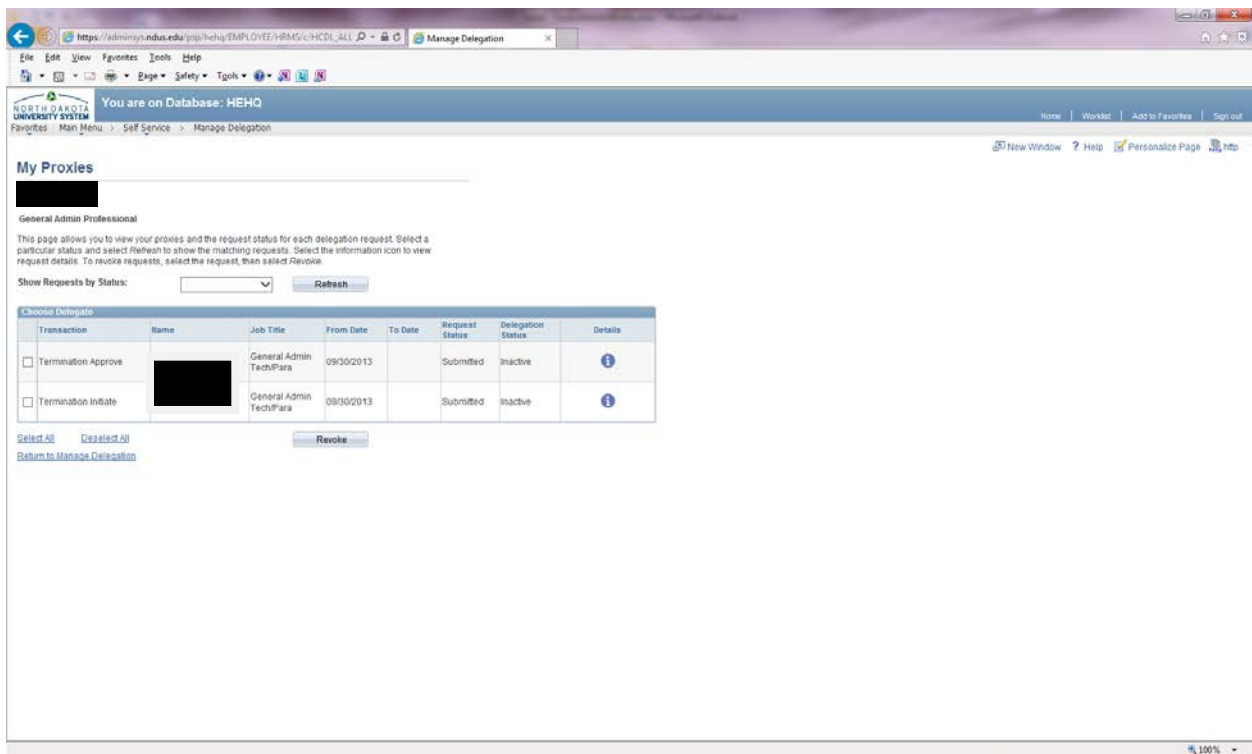
Supervisors can view and edit who has been delegated as a proxy.



- Navigation is Main Menu—Self Service—Manage Delegation



- Click Review My Proxies link



- Supervisor may view, revoke or change proxy on this screen