Manager Self-Service (MSS)  
Time and Labor  
PeopleSoft HR Management System (HRMS) 9.2 Upgrade  
Overview of Changes/Updates
HRMS PeopleSoft 9.2

In December of 2017, the home page was upgraded to the Fluid Interface and we were aware that the Fluid pages would be integrated into HRMS once we upgraded to 9.2.

The PeopleSoft HRMS system is being upgraded to version 9.2 the weekend of October 12-14.

This session will cover the changes in look and functionality to the Manager Self-Service (MSS) pages.

As with any upgrade, before logging into PeopleSoft on Monday, October 15, please clear your cache and cookies in your browser. Below is a link to the ITS website with instructions to clear the cache and cookies of multiple browsers.

https://www.ndsu.edu/its/instructional_services/cache/
Entering Time for Hourly Employees

Managers may need to enter a missing punch or update a Time Reporting Code (TRC) for employees. From the Manager Self Service home page click on the Team Time tile.
Click **Get Employees** and select the employee’s timesheet.
**Notice that the default funding is no longer on the timesheet screen**
** You will need to run a Funding Summary Report before entering time to make sure that the default funding for the position is correct, since it no longer shows the default funding on the timesheet screen. Below is a link to the Query/Reports manual:

https://www.ndsu.edu/peoplesoft/hrms_reports/

Enter the employee’s hours. The **Quantity** field can also be used for a total number of hours per day. The **Time Reporting Code** (TRC) can be changed to work study (H14) if applicable or the **Combination Code** (funding source) can be overridden.

Click **Submit**. The hours are then ready for approval.
ENTERING TIME FOR NON-EXEMPT SALARIED EMPLOYEES

Managers may need to update or enter Time Reporting Code (TRC) for employees or enter a funding source. From the Manager Self Service home page click on the Team Time tile. The Timesheet page opens up as the top selection in the navigation collection.
Make sure that the View By is set to week and that the date starts on a Sunday. A work week is Sunday through Saturday.

Click on Get Employees. Select the employee from the populated list.
Again, make sure that the View By is set to week and that the date starts on a Sunday. A work week is Sunday through Saturday.

Enter the applicable information and click **Submit**. Managers will not be able to approve from this page. For instruction on how to approve please see the Approvals section on the next slide.
Manager Approvals

Managers will access pending approvals from the Approvals tile on the Manager Self Service home page.
The following page appears for managers to complete the approval. Managers select the request for approval.

Click on the Reported Time you want to approve
Once the request is selected the screen below appears.

Managers **select all** or select by row and click **Approve**.
The manager can enter comments or leave blank and click **Submit**.
Hire Approve/Review

To view your pending hires status’ follow the navigation below:
Select **Workflow Status**: Pending

You are on HEHQ

**New Hire Approve/Review**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**

  **Search Criteria**

  - Transaction Number
  - Empl ID
  - Last Name
  - First Name
  - TEMP_EMPLOC
  - Workflow Status
    - Pending
  - Requested By Oprd
  - Requested Date
  - Business Unit

  □ Case Sensitive

  ![Search Options](image_url)
Top Part of the Pending Hire Screen

You are on HEHQ
Future Employee Has Not Finished Their Paperwork
Questions ??