

Get the Facts on HR Direct: Introducing the Manager Self Service Pilot Program

Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor.
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

The upgrade will introduce Manager Self Service to pilot groups across the University.



Welcome to the Manager Self Service Pilot!

You've been selected to participate in the Manager Self Service pilot program.

What is a pilot?

A pilot allows the University to roll out self service features to

selected groups across the University in order to test the application and its impact on daily business processes. Participants will provide valuable feedback that will enable future pilot expansion.

Who is participating?

All managers within an identified team and/or department will participate in the pilot.

When will the pilot happen?

The Pilot will begin in Spring 2009. More information will be forthcoming.

Who selects the pilot groups?

The pilot groups are selected by the Human Resource Administrators along with the Project's Change Management Coordinator and Project Manager.

How will I access Manager Self Service?

You will receive information on your log on name and password from your campus. This will be the same logon information you use for any other HR Direct access.

What's the difference between this pilot and the Time & Labor Manager Self Service pilot?

The MSS Pilot Program covers basic human resource transactions. The Time & Labor MSS

pilot focuses on reviewing and approving employee time.

The Perks of the Pilot Seat

The Manager Self Service Center provides you the ability to access and update certain types of information on employees that report to you.

You will have the ability to view the following information:

- View employee job and personal information
- View an employee's compensation history

You will have the ability to initiate the following transactions and features:

- Terminate an employee
- Retire an employee
- Change an employee's reporting information
- Change an employee's pay rate
- Delegate a proxy to act on your behalf, if necessary

Once you have initiated a transaction, it will be automatically routed for approval to your superior and then to your campus HR person who will review and save the transaction to the HR Direct database.

The MSS Select Employees page

The Manager Self Service Center provides you with the Select Employees page. This page displays a list of employees that report directly to you. A summary of each employee will be displayed, including the employee's name, the employee's ID along with some basic information from the employee's job record (i.e. Job, Dept, and Location). From this page, you will be able to select an employee and view more details as well as initiate a transaction.

Training: Courses, Online Tutorials, & More!

The HR Direct Training team has developed training courses, online tutorials, and training documentation (e.g. manuals, job aids). Details regarding the training courses and schedule are forthcoming.

Questions

If you have any questions regarding the pilot program or HR Direct, please contact Richard Conley.