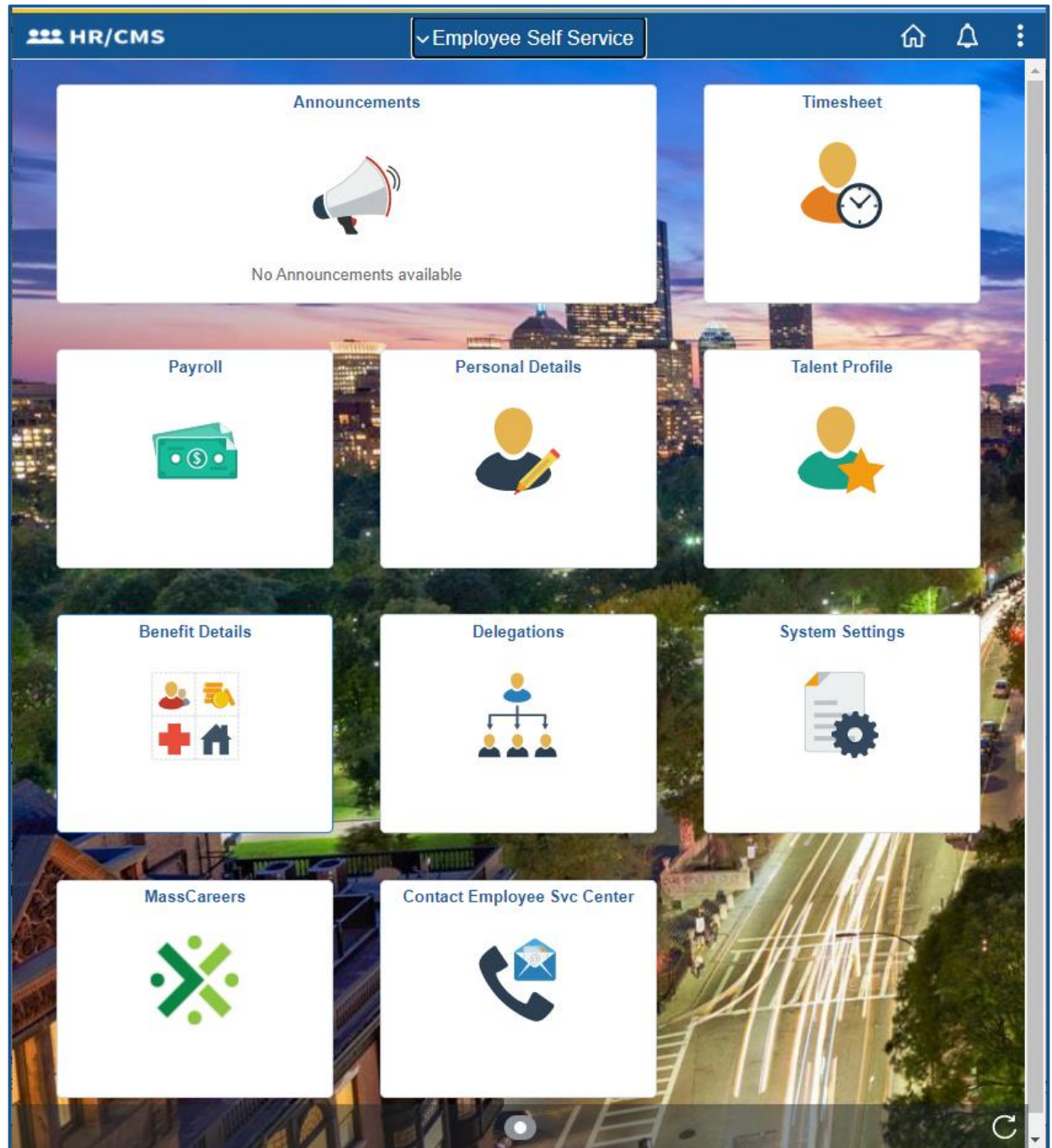


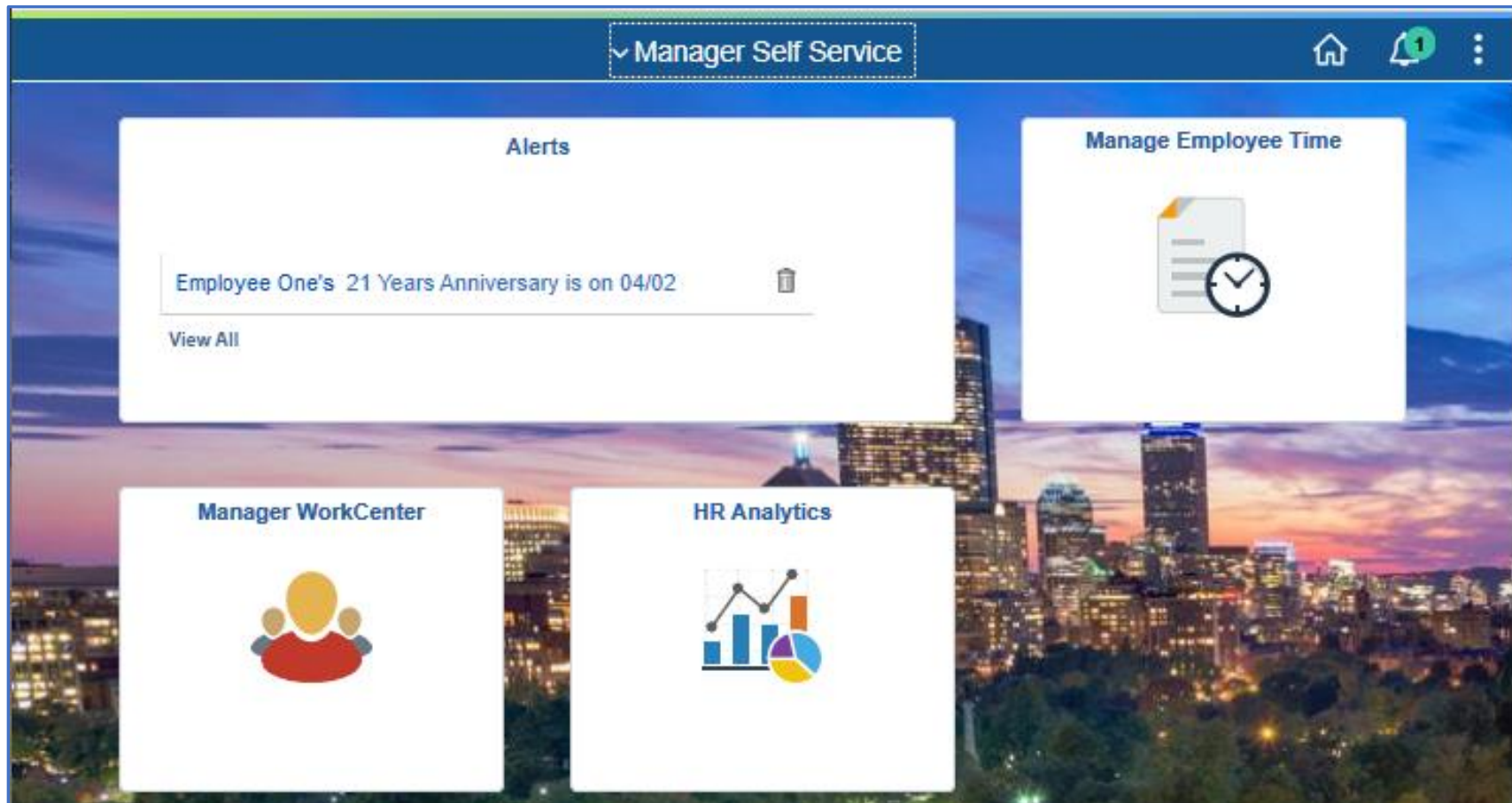


- The **Home** icon brings you to My Homepage.
- The **Notification** icon shows Actions and Alerts.
- The **Action** icon contains the New Window link, the My Preferences link and the Sign Out link.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Timesheet tile takes you to your timesheet.
- The Payroll tile contains the tiles for Paychecks, W-2/W-2c consent, W-2/W-2c Forms, Direct Deposit and W-4 Tax Information.
- The Personal Details tile contains the Addresses tile, Contact Details tile, Emergency Contacts tile, Ethnic Groups tile and the Additional Information tile.
- The Talent Profile tile takes you to the Talent Profile page that replaced Profile Management.
- The Benefit Details tile contains the View Form 1095-C tile, the View Form 1095-C Consent tile, and the Paid Family and Medical Leave Tile.
- The Delegations tile contains the Create Delegation Request tile, the My Delegates tile and the My Delegated Authorities tile. It will only be applicable to non-approver employees if delegation has been assigned to you.
- The System Settings tile contains the My System Profile tile and the Change My Password tile.
- The MassCareers tile brings you to the Opt In/Out page and has the link for more information.
- The Contact Employee Svc Center Tile brings you to the Employee Self-Service webpage.



## Overview of Manager Self Service

- The Alerts tile is where you get notices about your employees such as License Expirations and Employee years-of-Service Anniversaries.
- The Manage Employee Time tile brings you to the Time and Labor Workcenter. On this page you can Approve Reported Time, View Timesheets, View Leave Balances, View Payable Time, View Schedules and Manage Timesheet Exceptions.
- The Manager WorkCenter tile brings you to the My Team page. which has a new set up to show employee's information. Details are below.
- HR Analytics opens the HR Analytics Application.



## Overview of Manager WorkCenter Tile

- The My Team Summary tab shows the employees name/title, directs/total, department/location, email/phone and whether the employee is off. Using the Directs/Total link will drill down to your subordinates' employees. Today's status shows scheduled off days as Off, Leave time entered in the timesheet will show as a Planned Absence, Holiday will show from an employee's holiday plan.
- The My Team Compensation tab shows the employee annual salary, the midpoint, minimum and maximum of the salary plan and a graph of where the employee is in the salary plan.
- The My Team Leave Balances tab shows employee's sick and vacation balances. Personal and Compensatory balances are viewable on the Manage Employee Time tile.
- The Drop down next to employees' names brings up the **Actions** menu.
- The Talent Summary page shows the employees current and historical job and salary information as well as any licenses, certifications, and education.  
**Note:** you need to select the Return to Manager Self Service button on the left middle of the page to exit.
- The Employee Personal Info page has more information for the employee as well as Emergency Contact information.
- The Team Profiles page shows your employees qualifications, educations and civil service information that is entered in Person Profile.

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**Happy Employee** [Change Team](#)  
Administrator VIII

Summary






Compensation

Leave Balances

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Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
<b>Employee One</b> <span style="float: right;">⌵</span> Human Resources Specialist I		Operational Services Division Boston-1 Ashburton Place	<a href="mailto:employee.one@mass.gov">employee.one@mass.gov</a> 123/456-7890	 Planned Absence
<b>Employee Four</b> <span style="float: right;">⌵</span> Fiscal Officer VI	 1/2	Operational Services Division Boston-1 Ashburton Place	<a href="mailto:employee.four@mass.gov">employee.four@mass.gov</a> 123/456-7890	
<b>Employee Three</b> <span style="float: right;">⌵</span> Auditor IV	 2/2	Operational Services Division Boston-1 Ashburton Place	<a href="mailto:employee.three@mass.gov">employee.three@mass.gov</a> 123/456-7890	 Off
<b>Employee Two</b> <span style="float: right;">⌵</span> Office Support Specialist I		Operational Services Division Boston-1 Ashburton Place	<a href="mailto:employee.two@mass.gov">employee.two@mass.gov</a> 123/456-7890	 Off

**Actions**
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- Talent Summary
- Employee Personal Info
- Team Profiles