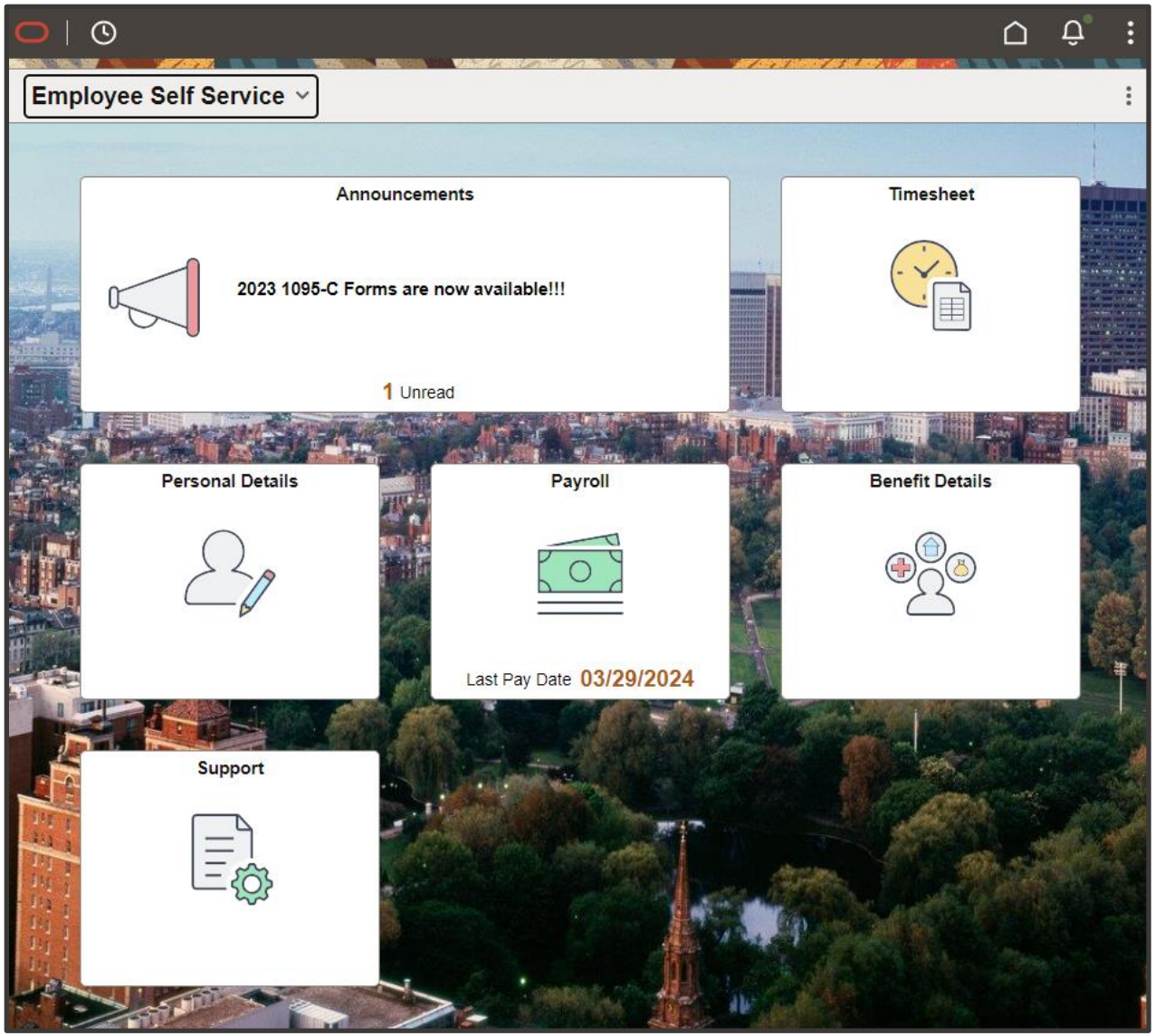
HR/CMS Navigation- Quick Reference for Employee and Manager Self Service



- The **Home** icon brings you to the Employee Self Service Homepage.
- The **Notification** icon shows Actions and Alerts. It will show a green dot if you have a new or unread notification.
- The upper **Action** icon shows New Window, My Preferences, and Sign Out. My Preferences is where you can change to an accessible layout.
- The lower **Action** icon shows Refresh on the Home page and other options while on other pages.
- The **Back** icon shows while on subpages and will bring you back to the previous page.
- The **Recently Visited** Icon will show recent pages.
- 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 Announcements tile will show all employee announcements, by default it will always show the last announcement.
- The Timesheet tile takes you to your timesheet.
- The Personal Details tile contains the tiles for Addresses, Additional Information, Contact Details, Disability, Emergency Contacts, Ethnic Groups, Gender Identity, Health and Safety, Name, Talent Profile, and Telework Form.
- The Payroll tile contains the tiles for Direct Deposit, Paychecks, State Tax Information, Reimbursement, W-2/W-2c Consent, W-2/W-2c Forms, and W-4 Tax Information.
- The Benefit Details tile contains the tiles for Form 1095-C Consent, Paid Family and Medical Leave, and View Form 1095-C.
- The Support tile contains the tiles for Contact Employee Svc Center (Opens Employee Self Service|Mass.gov webpage), Delegations, MassCareers (To Opt In/Out of syncing your information with MassCareers), My System Profile (Change or Set up forgotten password help and update SSTA contact email) and Change My Password.

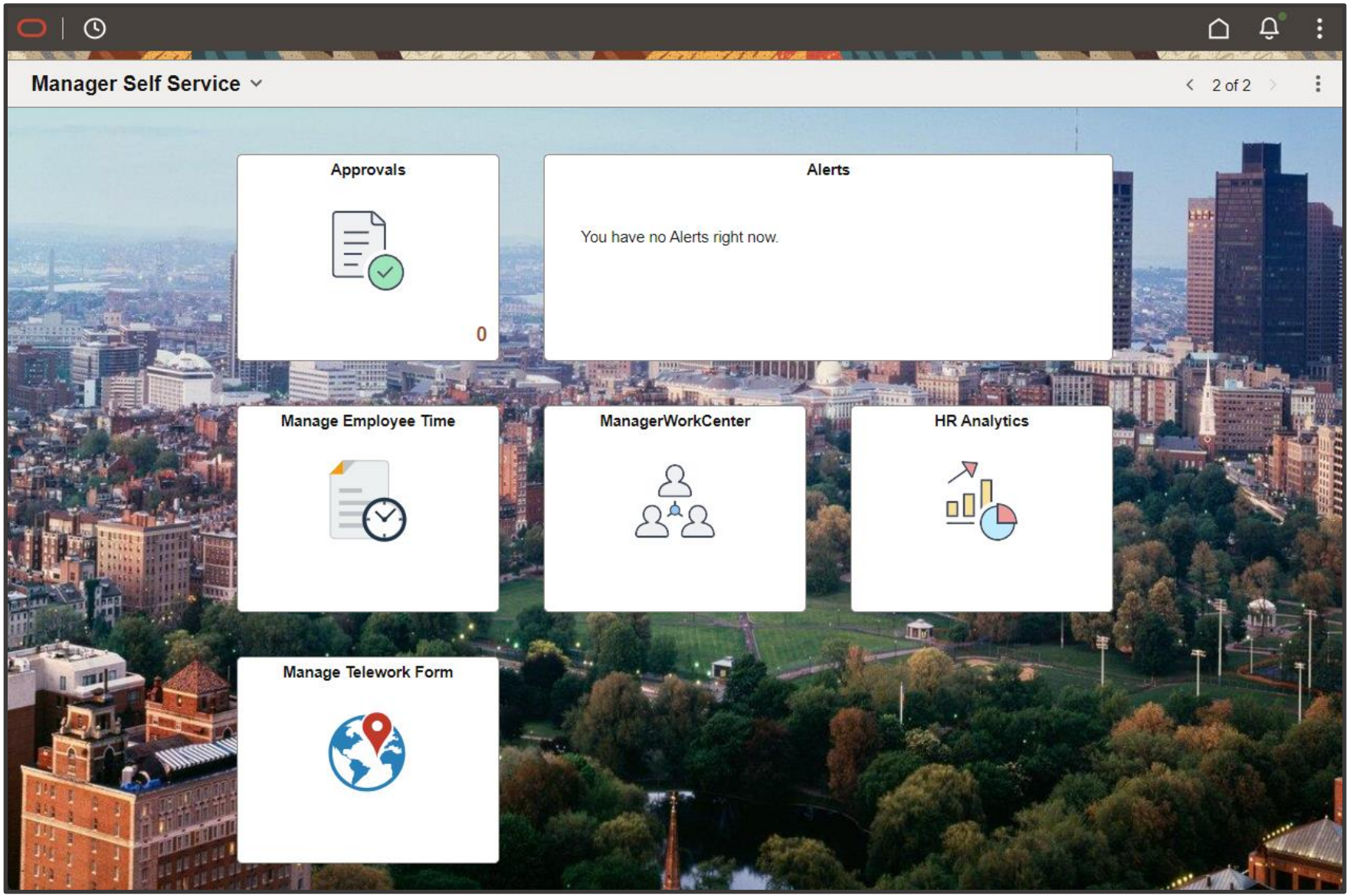


Employee Job aids to enter information into Employee Self Service Can be found at

[Employee Self-Service | Mass.gov]

Overview of Manager Self Service

- The Approvals tile is where you approve telework form requests. It will show the number of approvals in the bottom right corner.
- 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 is where 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 shows employee's information. Details are below.
- HR Analytics opens the HR Analytics Application.
- Manage Telework Form tile is where you can view employee's existing Telework requests.



Overview of Manager WorkCenter Tile

- The My Team Summary tab shows the employee's 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's 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 employee's name brings up the **Actions** menu.
- The Talent Summary page shows the employee's 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 employee's qualifications, educations and civil service information that is entered in Person Profile.

