Manager Self Service Correct the Reports To Field



Reference Guide Human Resource Information System (HRIS)

V1



Notes:

Citotee		Home	Add to Favorites	<u>Sign o</u>
lonu				
nenu				
earch:				
\otimes				
My Favorites				
ASU Customizations				
ASU Conversion				
Effort Reporting				
Manager Self Service				
Recruiting				
Workforce Administration				
Compensation				
Payroll for North America				
Global Payroll & Absence Momt				
Pavroll Interface				
Workforce Development				
Organizational Development				
Enterprise Learning				
Workforce Monitoring				
Compute Community				
Curriculum Management				
Student Financials				
Set Up HRMS				
Set Up SACR				
Enterprise Components				
Tree Manager				
PeopleTools				
Careers				
Change My Password				
My System Profile				
My Dictionary				

Select the Workforce Administration link

If you attempt to promote one of your employees but can't find their name in your list you'll need to modify the Job Data. Presented here is an example of how to do this.

Employees will only appear on the Manager Self Service Employee List when the employee's Reports To is the manager's position number.

To check if this is correctly set up, navigate to the

Job screen Workforce Administration>

Job Information>

Job Data

Enter your employee's information and click on the Job Information tab. Verify that you are listed in the Reports To field.



Select the Job Data link

OBACI E						
CICACLE				<u>Home</u>	Add to Favorites	Sign out
Menu 🗖						
	•					New Window Help 🏢
Contract Administration						New Willdow Help http
Temporary	Job Data					
Assignments	Enter any information way h	ana and slieb Casash I agus Galda blash fara	list of all values			
P French Public Sector	Enter any mormation your	lave and click Search. Leave lields blank for a	list of all values.			
Deview lob Information	Find on Existing Volue					
▷ Reports	Find an Existing value	{		3		
– Job Data						
- Review Staffing	EmpliD:	begins with 💌	Main Content			
Assignments	Empl Rcd Nbr:	= 🗸				
- Add Employment	Alternate Employee ID:	boging with				
- Add Contingent Worker	Alternate Employee ID:	begins with				
Instance	Name:	boging with				
- Other Payee	Last Name:	begins with 🗸				
- Add Additional						
Assignment	Second Name:	begins with 🚩				
- Pay Rate Change	Alternate Character Name	e: begins with 🗸				
- Calculate Compensation	Middle Name:	begins with				
- Chq Civil Service						
- increment	Include History	orrect History Case Sensitive				
Step/Promotion FPS	1.					
- Update Assignment FPS	Search Clear	Basic Search 🔚 Save Search Criteria				
- Update Work Time FPS						
- Update Compensation						
- Undate Categorization						
FPS						
- Grant Premiums FPS						
- Update Seniority Bonus						
FPS						
- Opdate Status FPS						
Advancment/Demotion						
FPS						
- Absences FPS						
- Delete Career Data FPS						
Pecord EPS						
- Merge Employee Record						
FPS						
- Delete ID FPS						
- Personal Data Deleted						
= Employee File Cod EPS						
- Badge	*					
one					😜 Internet	🔍 100% 🔸 .

Select the Last Name link

For the purposes of this example click into the Last Name field. Of course in you may use any of the other available criteria to search for your employee if you choose.

ORACLE.					-			
					and the second second	Home	Add to Favorites	Sign out
Menu 🗖								
	^							New Window Help 🕮
Contract Administration								() (
Assignments	Job Data							
French Public Sector	Enter any information you ha	ve and click Search	Leave fields blank fo	r a list of all values.				
Jobs								
Review Job Information	Find an Existing Value							
P Reports								
- Beview Staffing	EmpliD:	begins with 💌						
Assignments	Empl Rcd Nbr:	= 🗸		-				
- Add Employment Instance	Alternate Employee ID:	begins with 🔽						
 Add Contingent Worker Instance 	Name:	begins with 💌						
- Other Payee	Last Name:	begins with 💌						
Assignment	Second Name:	begins with 🔽						
- Pay Rate Change	Alternate Character Name:	begins with 💌						
 <u>Calculate Compensation</u> Cho Civil Service 	Middle Name:	begins with 💌						
Position FPS	Include History Cor	rect History C	ase Sensitive					
Step/Promotion FPS	Search Clear		ave Rearch Oritoria					
- Update Assignment FPS	Content		ave Search Chiena					
- Update Compensation								
FPS								
- Update Categorization								
FPS								
- Undate Seniority Bonus								
FPS								
- Update Status FPS								
- Freeze								
EPS								
- Absences FPS								
- Delete Career Data FPS								
- Add Concurrent Empl								
- Merce Employee Record								
FPS								
- Delete ID FPS								
- Personal Data Deleted								
- Employee File Cod EPS								
- Badge	~							
one							😜 Intern	et 🔍 100% 🔸 j

Click the Search button

CICACEC					1	Home	Add to Favorites	<u>Sign out</u>
Menu 🗖								
	8							New Window Help 🚇 🧖
Contract Administration								HOW HINDOW HOLD HOLD
▷ Temporary	Job Data							
Assignments	Enter any information you ba	eve and click Sear	ch. Leave fields blank fo	r a list of all values				
Jobs	Enter any mornation you no	we and click ocal	ch. Ecave neras plantito	a not of all values.				
Review Job Information	Find an Existing Value							
▶ Reports	1 Contraction of Contract	2						
– Job Data	EmpliD:	begins with						
- Review Statting	cimpile.	begins with						
- Add Employment	Empl Rcd Nbr:	= 🖌						
Instance	Alternate Employee ID:	begins with 🔽						
- Add Contingent Worker	Namo	bogine with						
Instance Other Rayon	hume.	begins with						
- Add Additional	Last Name:	begins with 💟	LAST NAME					
Assignment	Second Name:	begins with 🔽						
- Current Job	Alternate Character Name	begins with 🔽						
- Calculate Compensation	Middle Name:	begins with						
- Chg Civil Service			-					
- Increment	Include History	rrect History	Case Sensitive					
Step/Promotion FPS	0	-						
- Update Assignment FPS	Search Clear	Basic Search 📕	Save Search Criteria					
- Update Work Time FPS								
FPS	Search Results							
- Update Categorization	View All					First 🔄 1-15 of 15 🕞 Last		
FPS Creat Promiuma EPO	EmplID Empl Rcd Nbr	Alternate Employ	<u>ee ID Name</u>	Last Name Second Nam	<u>ne Alternate C</u>	<u>Character Name Middle Name</u>		
- Update Seniority Bonus	100000000	<u>99999999999</u>	Employee Name	LAST NAME (blank)	(blank)	Sue		
FPS	100000000	000000000	Employee Name	LAST NAME (blank)	(blank)	<u>vv</u>		
- Update Status FPS	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	lobn		
- Freeze	100000000	99999999999	Employee Name	LAS NAME (blank)	(blank)	Brian		
FPS	100000000	9999999999	Employee Name	LAST NAME (blank)	(blank)	P Teele		
- Absences FPS	100000000	9999999999	Employee Name	LAST NAME (blank)	(blank)			
- Delete Career Data FPS	100000000	9999999999	Employee Name	LAST NAME (blank)	(blank)	Ţ		
- Add Concurrent Empl	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	Kenneth		
- Merge Employee Record	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	Brian		
FPS	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	Reinhardt		
- Delete ID FPS	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	Elizabeth		
- Personal Data Deleted	100000000	99999999999	Employee Name	LAST NAME (blank)	(blank)	Elizabeth		
ID FPS Employee File Cod 500	100000000	33333333333	Employee Name	LAST NAME (blank)	(blank)	Elizabeth		
- Badge	10000000	12222222222	Employee Name	LAST NAME (DIANK)	(<u>plank</u>)	Elizabeth		~
wascript: submitAction_win0(documen	t.win0,'#ICRow5');						😜 Internet	🔍 100% 🔹 j

Click on the **name** of the employee you are looking for.

OPACI E	
Oronele	Home Add to Favorites Sign out
Menu 🗖	
	New Window Help Customize Page 100
D Contract Administration D Temporary	
Assignments	/ Work Location / <u>Job Information</u> / <u>J</u> ob Labor / <u>P</u> ayroll / <u>Salary Plan / Compensation</u>
▷ French Public Sector	Employee Name EMP ID: 100000000 Employee Name
Jobs ▷ Review Job Information	
▷ Reports	Work Location Find First 1 of 1 Last
– Job Data	HR Status: Active Payroll Status: Active
- Review Staffing	*Effective Date: 10/22/2007 B Sequence: 0 + Lob Indicator Primary Job
- Add Employment	
Instance	Action / Reason:
- Add Contingent Worker	Last Start Date: 02/02/005 Termination Date:
- Other Payee	
- Add Additional	Expected Job End Date
Assignment	Position Number: 112382 Q Human Resources Specialist Sr Position Entry Date: 03/28/2005
- Pay Rate Change	Override Position Data Position Management Record
- Calculate Compensation	Regulatory Region: USA United States
- Chq Civil Service Position EPS	Company ASII Arizona State University
- Increment	Display ADD All Display ADD ADD ADD ADD ADD ADD ADD ADD ADD AD
Step/Promotion FPS	Business one: NU101 N - University Administration
- Update Work Time FPS	Department: N0301007 Hr Benefits & Hr Employee Svcs Department Entry Date: 03/28/2005
- Update Compensation	*Location: TEMPE Campus: Tempe
FPS Update Categorization	Establishment ID: ASU00 Q Arizona State University
FPS	
- Grant Premiums FPS	Date Created: 10/31/2007
- Update Seniority Bonus	Lob Data Employment Data Exprises Distribution Benefite Preason Participation
- Update Status FPS	Jub Data Emploment Data Eatimitys Distribution Defents Frogram Faitubation
- Freeze	
Advancment/Demotion	
- Absences FPS	Return to Search the Previous in List the Next in List th
- Delete Career Data FPS	Work Location Job Information Job Labor Pavroll Salary Plan Compensation
- Add Concurrent Empl Record EPS	
- Merge Employee Record	
FPS	
 Delete ID FPS Personal Data Deleted 	
ID FPS	
- Employee File Cncl FPS	
wascript: submitAction_win0(documen	د. win0, #ICPanel1'); المحالي ال

Select the Job Information tab

We've arrived at the Job Data page. Our goal is to double check the position number in the Reports To field.

Access the Job Information tab to view the Reports To field.

ORACLE.		
	Home	Add to Favorites Sign out
Menu 🗖		
		New Window Help Customize Page 🖺 🤷
▷ Temporary		and the second sec
Assignments	Work Location Job Information Job Labor / Payroli / Salary Plan / Compensation	
▷ French Public Sector	Employee Name EMP ID: 100000000 Empl Rcd #: 0.	
Jobs Devices Job Information		
▷ Review 500 million auton	Job Information Find First 1 of 1 Last	
- Job Data	Effective Date: 10/22/2007 Effective Sequence: 0 Job Indicator: Primary Job	
- Review Staffing	Action / Beacons Promotion Correct Advancement	
Assignments	Current Current	
- Add Employment		
- Add Contingent Worker	Job Code: 170430 Human Resources Specialist Sr Entry Date: 03/28/2005	
Instance	supervisor Level,	
- Other Payee	Reports To: 109430 Asst Director 1000000000 Employee Name	
Assignment	Paradas Territoria Regular	
- Current Job	reguar/remporary: regular - rui/par:	
- Pay Rate Change	Empl Class: Classified *Officer Code:	3
- Chg Civil Service	Regular Shift: N/A Shift Rate: /	
Position FPS	Classified Indc: CIs Stf	
- Increment Step/Promotion EPS	Standard Hours	
- Update Assignment FPS		
- Update Work Time FPS	Standard Hours: 40.00	
- Update Compensation	Work Period: W Q Weekly	
- Update Categorization		
FPS	Adds to FTE Actual Count?	
- Grant Premiums FPS		
- Update Seniority Bonus FPS	Contract #	
- Update Status FPS	Contract Number	
- Freeze	contract number.	
Advancment/Demotion FPS	Next Contract Number	
- Absences FPS - Delete Career Data FPS	ASU Jobcode/Position Data	
- Add Concurrent Empl		
Record FPS	Workers' Comp Code: 8868 EEO Job Group: 350 Human Resources/Career Special Hingerprint required?	
- Merge Employee Record		
- Delete ID FPS	USA USA	
- Personal Data Deleted	Lab Date England at Date England Distribution Description Description Description	i
Employee File Cod EBS	Job Data Employment Data Earnings Distribution Benefits Program Participation	×
- Badge	(
one		😜 Internet 🔍 100% 👻

Check to see if the Reports To number matches your position number. If it doesn't you'll need to correct that.

In order to make that correction, first obtain this employee's correct position number by returning to the Work Location tab.

Home Add to Favorites Sign out	S
llenu 🗖	
Solution New Window Help Customize Page	
Contract Administration	
Assignments / Work Location / Job Information / Job Labor / Payroll / Salary Plan / Compensation	
b French Public Sector EMP ID: 1000000000 Emplored #: 0	
Jobs	
Review Job Information Job Information Find First 1 of 1 Last	
- Job Data Effective Date: 10/22/2007 Effective Sequence: 0 Job Indicator: Primary Job	
- Review Staffing	
Assignments Action / Reason: Promotion Career Auvancement Current	
- Add Employment	
Add Contingent Worker Job Code: 170430 Human Resources Specialist Sr Entry Date: 03/28/2005	
Instance Supervisor Level:	
- Other Pavee Benorts To: 100420 Asst Director 100000000 Employee Name	
- CurrentJob *Regular/Temporary: Regular V *Full/Part: Full-Time V	
- Pay Rate Change Empl Class: Classified *Officer Code: N/A	_
- Calculate Compensation Regular Shift: N/A Shift Rate: /	
Position FFS Close to deal of the contract of	
- Increment Cassilier of the Cassilier o	
Step/Promotion FPS Standard Hours	
Update Assignment FPS Standard Hours: 40.00	
- Update Compensation	
EPS Work Period: W Q Weekly	
- Update Categorization FTE: 1.000000 ✓ Adds to FTE Actual Count? Encumbrance Override	
Grant Premiums FPS	
- Update Seniority Bonus	
PPS condition	
Contract Number: Contract Type:	
Advancment/Demotion Next Contract Number	
FPS	
- Delete Carper Data FPS ASU Jobcode/Position Data	
- Add Concurrent Empl	
Record FPS Workers' Comp Code: 8868 EEO Job Group: 350 Human Resources/Career Special Fingerprint required?	
PPS	
- Personal Data Deleted	
IDEPS JOE Data Employment Data Employment Data Earnings Distribution Benefits Program Participation	~
- Radoe	>
vrascript: submitAction_win0(document.win0;#ICPanel0');	• ,

Click the Work Location tab

ORACLE.	
	Home Add to Favorites Sign out
Menu	New Window Help Customize Page 🐘
▷ Temporary Assignments	Work Location (Job Information) Job Labor / Eavroll / Salary Plan / Compensation
 French Public Sector Jobs 	Employee Name EMP ID: 100000000 Empl Rcd #: 0
Review Job Information Reports	Work Location Find First 1 of 1 Last
– Job Data	HR Status: Active Payroll Status: Active
- <u>Review Staffing</u> Assignments	*Effective Date: 10/22/2007 B Sequence: 0 *Job Indicator Primary Job V
- Add Employment	Action / Reason: Promotion Career Advancement V
- Add Contingent Worker	Current
– Other Pavee	Last Start Date: 03/28/2005 Termination Date:
- Add Additional	Expected Job End Date 11
- Current Job	Position Number: 112382 9 uman Resources Specialist Sr Position Entry Date: 03/28/2005
- Pay Rate Change - Calculate Compensation	
- Chq Civil Service	Regulatory Region: USA United States
- Increment	Company: ASU Arizona State University
Step/Promotion FPS	Business Unit: NU101 N - University Administration
- Update Work Time FPS	Department: N0301007 HT Benefits & HT Employee SVCs Department Entry Date: 03/28/2005
 Update Compensation FPS 	Locatori: Terme Campus, rempe
- Update Categorization	Alcona state university
- Grant Premiums FPS	Date Created: 10/31/2007
 Update Seniority Bonus EPS 	Job Data Employment Data Familions Distribution Benefits Program Participation
- Update Status FPS	
Advancment/Demotion	
FPS – Absences FPS	🗑 Save 🔍 Return to Search 👘 Previous in List 📲 Next in List 👘 Notify 🕞 Previous tab 💿 Next tab 🔹 Next tab
- Delete Career Data FPS	Work Location Job Information Job Labor Pavroll Salary Plan Compensation
 Add Concurrent Empl Record FPS 	
- Merge Employee Record	
- Delete ID FPS	
 Personal Data Deleted ID FPS 	
- Employee File Cncl FPS	
one	😜 Internet 🔍 100% 🔹

Make a note of this employee's position number before proceeding to the Modify Position area.

Select the Home link

		Home	Add to Favorites	Sign o
Мови				
menu				
Search:				
(>)				
my ravones				
ASU Customizations				
1011 Oceanization				
> Self Service				
> Enon Reporting				
> Manager Sell Service				
Workforce Administration				
Benefits				
Compensation				
> Time and Labor				
Payroll for North America				
Global Payroll & Absence Mgmt				
Payroll Interface				
> Workforce Development				
> Organizational Development				
Workforce Monitoring				
Pension				
Campus Community				
Curriculum Management				
Student Financials				
Set Up HRMS				
> Set Up SACR				
> Enterprise Components				
Poporting Tools				
Replations				
- Careers				
Change My Password				
- My System Profile				
- <u>My Dictionary</u>				

Select the ASU Customizations link

To access the Modify Position area start at the ASU Customizations link.



Select the ASU HCM Custom link



Select the Create/Modify Positions link

ORACLE'		
		Home Add to Favorites Sign out
Menu		170
Management		New Window Customize Page http://
- Create/Modify		
Positions		
- Maintain Position	Create/Modify Positions	
Accounting	User: ASORTE ID	
- Position Mqt Central		
- Position Cross-	Create New or Modify Evicting Desition	
Reference	Create New Position Modify Existing Position	
- Create Redistribution		<u>-</u>
Entry		
- Redistribution		
Approval – View Redictribution		
Entries		
- Commit Acctg Cross-		
Reference		
- View Position Budgets		
- <u>View Position</u>		
Encumprance		
D ASU Security		
D ASU Admissions		
ASU Student Records		
ASU HCM Recruiting		
ASU Student Financials		
D ASU Campus Community D ASU Query Reced Lindate		
> ASU Conversion		
Self Service		
> Effort Reporting		
Manager Self Service		
> Recruiting		
> Workforce Administration		
Compensation		
> Time and Labor		
> Payroll for North America		
Global Payroll & Absence		
Ngmi Pavroll Interface		
> Workforce Development		
> Organizational Development		
Enterprise Learning		
Workforce Monitoring		
Pension		
Curriculum Management		·
one		Ga Internet 🕀 100% 🔻
		- Incenter - 10070

Select the Modify Existing Position radio button

ORACLE				
		Home	Add to Favorites	<u>Sign out</u>
Menu ASI Position				
Management			New Window	Ustomize Page http
- Create/Modify				
Positions				
Accounting	Create/Modify Positions User: ASURITE ID			
- Position Mgt Central				
Process Register Croop	Create New or Modify Existing Position			
Reference	Create New Position Modify Existing Position			
- Create Redistribution	Enter Desition to Medific			
Entry	Phile Position to Mount			
Approval	Position Number: Q Continue >>			-
- View Redistribution				
Entries	Cancel / Reset			
Reference				
- View Position Budgets				
- <u>View Position</u>				
ASU Time and Labor				
▷ ASU Security				
ASU Admissions				
ASU HCM Recruiting				
▷ ASU Student Financials				
ASU Campus Community ASU Query Bacad Lindata				
> ASU Conversion				
> Self Service				
> Effort Reporting				
> Recruiting				
Workforce Administration				
> Benefits				
> Time and Labor				
Payroll for North America				
Global Payroll & Absence				
> Pavroll Interface				
Workforce Development				
> Organizational Development				
> Workforce Monitoring				
Pension				
Campus Community	Y .			*
one			Internet	100% • .
			•	

Click into the **Position Number** field and enter the employee's Position Number you noted from the Work Location tab.

ORACLE		Unana Add to Fauncilian I Class and	
Honu 🗖		<u>_Aud to Favorites</u> <u>_Sigit out</u>	-
		New Window Customize Page	~
Management		New Hindow Odstormizer add http	
- Create/Modify		-	
- Maintain Position	Create/Medify Depitions		
Accounting	Create/Moully Positions User: ASURITE ID		
- Position Mgt Central Process			
- Position Cross-	Create New or Modity Existing Position		
Reference	Create New Position Modify Existing Position		
- Create Redistribution Entry	Enter Position to Modify		
- Redistribution	Position Number: 100295 Q Continue >>		
Approval View Dediatribution			
Entries	Cancel / Reset		
- Commit Acctg Cross-			
- View Position Budgets			
- View Position			
Encumbrance			
ASU Time and Labor ASU Security			
D ASU Admissions			
ASU Student Records			
ASU HCM Recruiting ASU Student Einancials			_
ASU Campus Community			
D ASU Query Based Update			
> ASU Conversion			
> Effort Reporting			
> Manager Self Service			
Recruiting			
 Workforce Administration Report 			
> Compensation			
> Time and Labor			
> Payroll for North America			
Global Payroll & Absence Momt			
> Payroll Interface			
> Workforce Development			
> Organizational Development			
> Enterprise Learning			
> Pension			
Campus Community			~
Curriculum Management	<u> </u>		-
one		💓 Internet 🔍 100% 🔻	.;

Click the **Continue >>** button



Scroll to the lower part of this page.



Step A. Click the Drop Down menu button to select an Action Reason.

Your modification will not be accepted by the system unless you enter an Action Reason in addition to correcting the position number in the reports to field.



Select the Change in Reporting Structure item



Step B. Click into the Reports To field to enter your position number.



Click the Save and Submit button



Click the Return button

ORACLE'		
		Home Add to Favorites Sign out
Menu - VASU Position	Standard Hours: 40.00 FTE per Head: 1.000000 UBudgeted Position	?
Management	Max Head Count 1 Budgeted ETE 0.000 Eingesprint require	42
- Create/Modify		
– Maintain Position	EFO Job County 100 Administration Managed	
Accounting	Administration-Managenai	
- Position Mgt Central	Workers' Comp Code: 8868 Low Exposure	
Process Basilian Cases	Class Inder Senice Professional P	
Reference	Class line. Service i folessional 3	
- Create Redistribution	Position Attributes Affecting Job (No. Job Data Overrides)	
Entry	Position Attributes Anecting 300 (No 300 bata overrides)	
- Redistribution	Company: ASU Arizona State University	
- View Redistribution	Pay Group: SAL Salaried	
Entries	Business Unit: N0101 N - University Administration	
- Commit Acctg Cross- Reference	Department N0301006 Recruitment Staffing Services	
- View Position Budgets	Department. Noso 1000 Red dament stalling Services	
- <u>View Position</u>	Sal Admin Plan: SVPR Service Professional	
Encumbrance	Salan/ Grade:	
D ASU Security		
D ASU Admissions	FLSA Status Exempted	
▷ ASU Student Records	Reports-To Pospi 100420 Acct Director	
ASU Student Financials	Assebilector	
D ASU Campus Community	Position Attributes Affecting Job (May Override on Job Data)	
ASU Query Based Update	Full/Part Time: Full-Time Reg/Temp: Regular	
Self Service		-
Effort Reporting	Location Code: TEMPE Campus: Tempe	
Manager Self Service		
Workforce Administration	Funding/Distribution Links	
Benefits	Fiscal Year Distribution Create Distribution Funding	
Compensation		
Payroll for North America	Clear / Reset	
Global Payroll & Absence		
Mgmt		
Vorkforce Development		
Organizational Development		
Enterprise Learning		
Pension		
Campus Community		
Curriculum Management		
		😜 Internet 🔍 100% 🔻

Select the **Home** link This transaction is complete.

Not Receiving Confirmation Emails from HRIS?

If you do not receive emails notifying your of the status of your Manager Self Service transactions you may need to make another correction in the system. The following is an example of how to do this.



Select the My System Profile link

Click on My System Profile on the menu and make sure the Workflow Attribute Email User checkbox is checked and that your correct email address is entered in the Email Address. If is isn't, male the changes and click Save. You will now begin to receive emails.

ORACLE.				
		Home	Add to Favorites	<u>Sign out</u>
Menu 🗖				. 105
Search:			New Window Help Cust	tomize Page
(W)				
ASU Customizations	General Profile Information			
ASU Conversion	Employee Name (Analyst)			
> Effort Reporting				
Manager Self Service	Password			
Workforce Administration	Change password			
Benefits	Change or set up forgotten password help			
Time and Labor	Personalizations			
Payroll for North America Global Payroll & Absence	My preferred language for PIA web pages is: English			
Mgmt	My preferred language for reports and email is: English			
Payroll Interface Workforce Development	Currency Code:			
Organizational Development	Default Mobile Page			
> Enterprise Learning > Workforce Monitoring	Alternate licer			
Pension	Alternate User			
Curriculum Management	If you will be temporarily unavailable, you can select an alternate user to receive your routings.			
> Student Financials	Alternate User ID:			
> Set Up SACR	From Date: (example:12/31/2000)			
Enterprise Components Tree Manager	To Date: (example: 12/31/2000)			
Reporting Tools				
PeopleTools Careers	Workflow Attributes			
- Change My Password	🗹 Email User 🛛 🗹 Worklist User			
- My System Profile - My Dictionary				
in plotoning	Miscellaneous Oser Links			
	Email Customize Find E First L 1 of 1 Last			
	Account Email Type Email Address			
	ASU V Sparky@asu.edu 🕂 💽			
	Save (Alt+1)			
	Pare (merty)			
one			🥶 Internet	₫ 100% -

Make sure the Workflow Attribute Email User **checkbox** is checked.

Click into the **Email Address** field and type in your email address.

ORACLE				
		Home	Add to Favorites	<u>Sign out</u>
Menu 🗖			Management and Annual Annua	Quality David I
Search:			New Window Help	Customize Page http
My Favorites	General Profile Information			
ASU Customizations				
Self Service	Employee Name (Analyst)			
> Effort Reporting > Manager Self Service	Password			
Recruiting	Change password			
Benefits	Change or set up forgotten password help			
Compensation	Personalizations			
Payroll for North America Global Payroll & Absence	My preferred language for PIA web pages is: English			
Mgmt	My preferred language for reports and email is: English			
> Workforce Development	Currency Code:			
Organizational Development	Default Mobile Page:			
Workforce Monitoring	Alternate User			
Campus Community	If you will be temporarily unavailable, you can select an alternate user to receive your routinos			
Student Financials				
Set Up HRMS				
Enterprise Components	(example:12/31/2000)			
> Tree Manager > Reporting Tools	To Date: (example:12/31/2000)			
PeopleTools	Workflow Attributes			
- <u>Change My Password</u>	🗹 Email User 🛛 🗹 Worklist User			
- My System Profile - <u>My Dictionary</u>	Miscellaneous User Links			
	Email Customize Eind Eirot 4 - sta D act			
	Primary Email Email Type Email Address			
[■ Save			
	[Sara (mer 1)]			
one			😜 Internet	@ 100% • ;;

Click the Save button

ORACLE'		
	Home Add to Favorites	<u>_Siq</u>
Now B		
Search.		
hts Equation		
ASU Customizations		
> ASU Conversion		
> Self Service		
> Enort Reporting		
Recruiting		
> Workforce Administration		
> Benefits		
> Compensation		
Pavoli for North America		
Global Payroll & Absence Mgmt		
> Payroll Interface		
Vordsforde Development		
Enterorise Learning		
> Workforce Monitoring		
> Pension		
> Campus Community		
Student Financials		
> Set Up HRMS		
> Set Up SACR		
> Enterprise Components		
Renortino Tools		
> PeopleTools		
- <u>Careers</u>		
- <u>Change My Password</u>		
My Distonary		

That brings us to the end of this simulation.

You've just corrected the Reports To information for your employee list so that you can see them in your Promote Employee list.

You have also corrected the Workflow Attibute Email User information so that you will receive email notifications from Human Resources.