

Manager Self Service Correct the Reports To Field

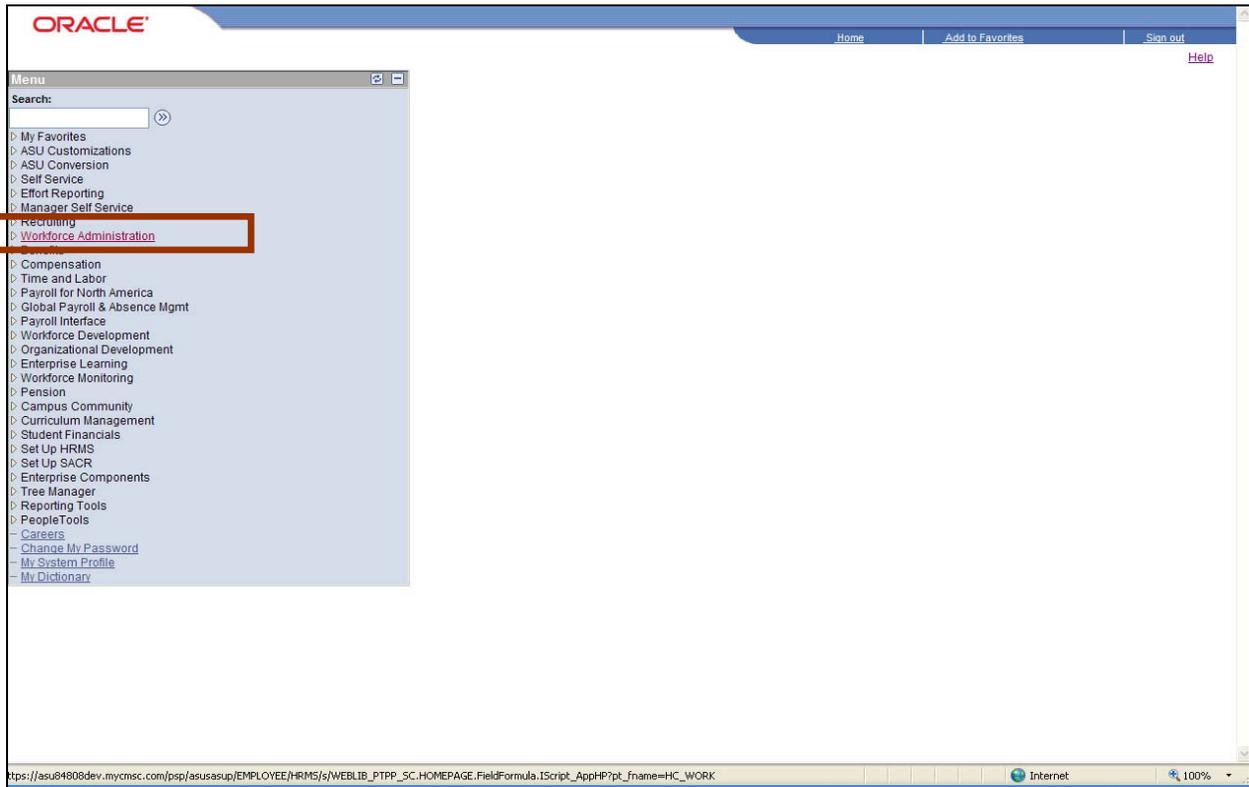


Reference Guide
Human Resource
Information System (HRIS)

V1

Notes:

Figure 1



Select the **Workforce Administration** link

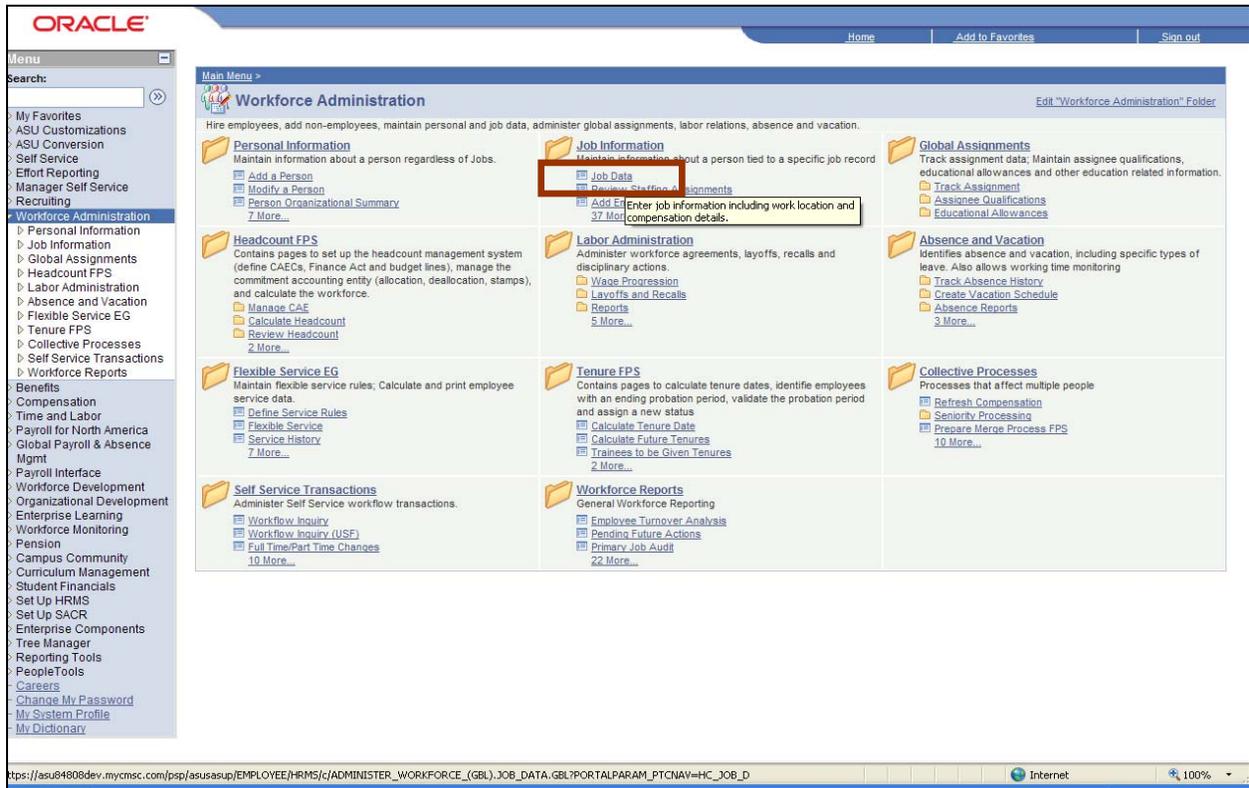
If you attempt to promote one of your employees but can't find their name in your list you'll need to modify the Job Data. Presented here is an example of how to do this.

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

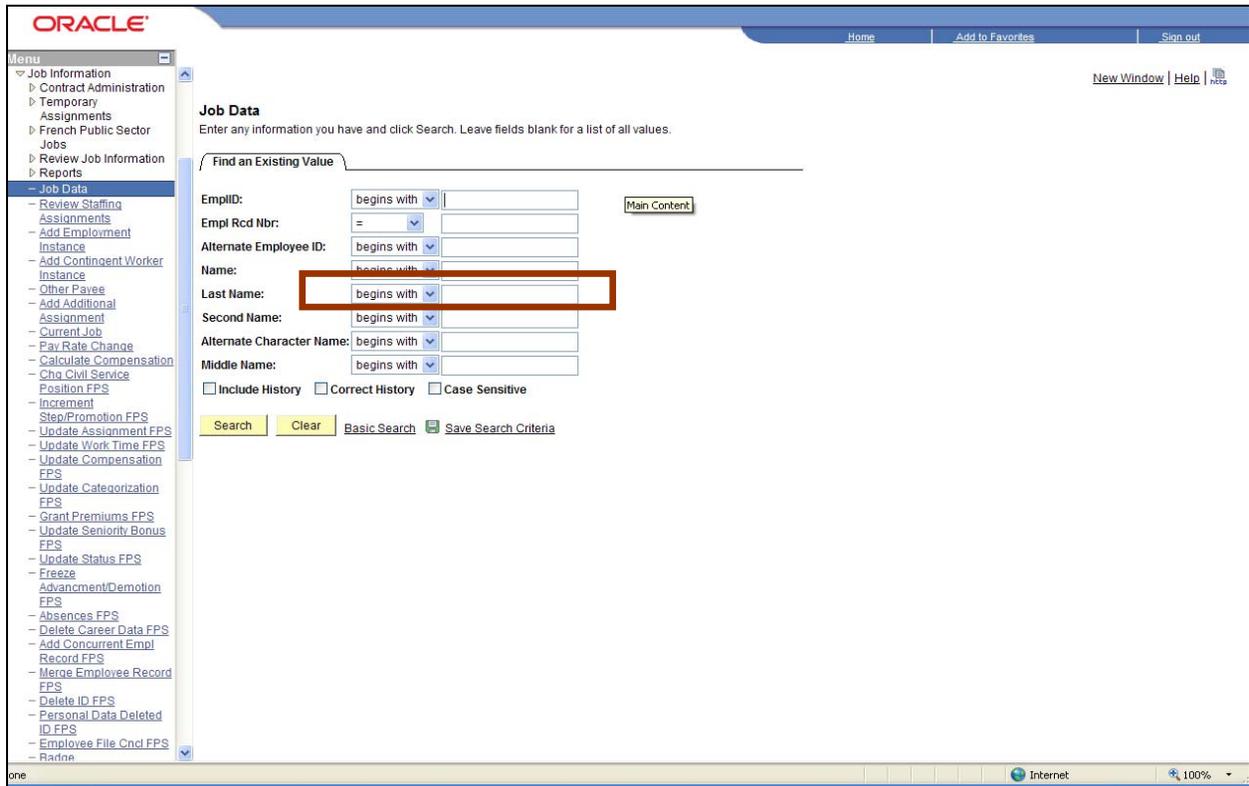
Enter your employee's information and click on the Job Information tab. Verify that you are listed in the Reports To field.

Figure 2



Select the **Job Data** link

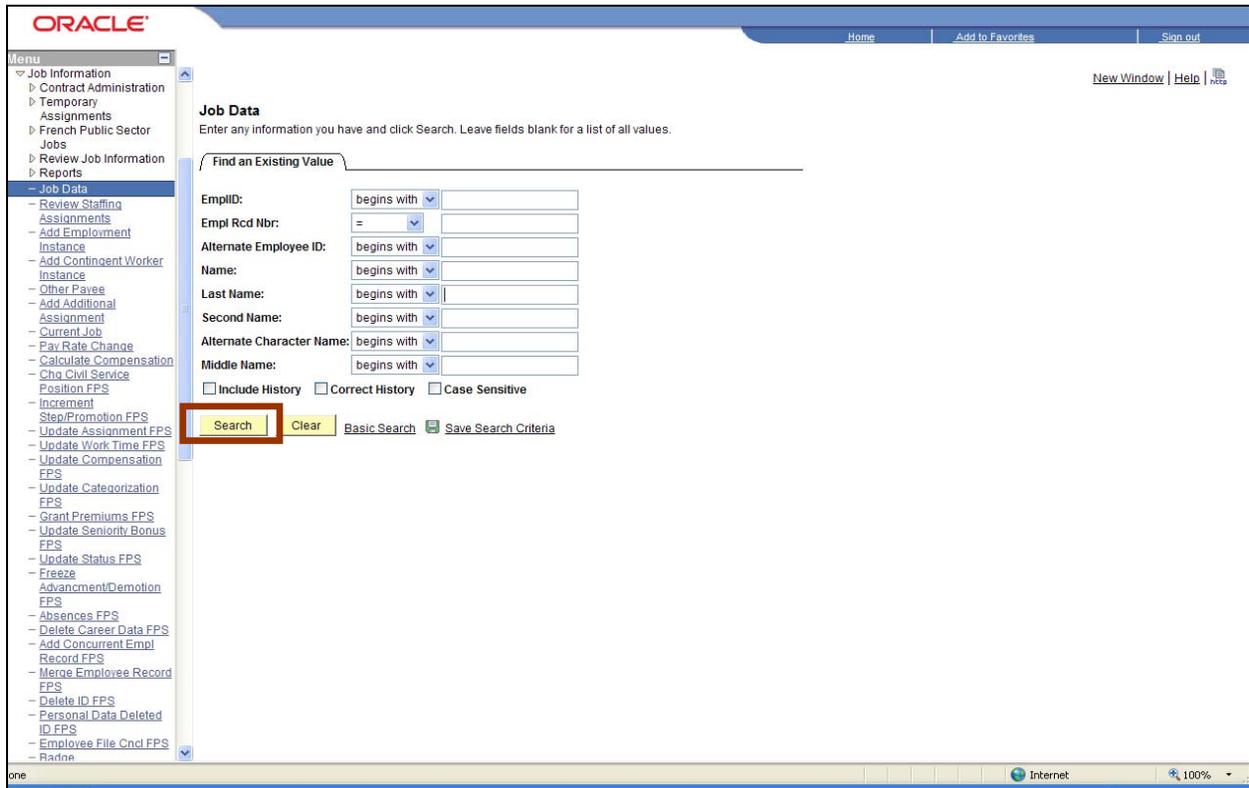
Figure 3



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.

Figure 4



Click the **Search** button

Figure 5

ORACLE

Home | Add to Favorites | Sign out

New Window | Help |

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

Find an Existing Value

EmplID: begins with []

Empl Rcd Nbr: = []

Alternate Employee ID: begins with []

Name: begins with []

Last Name: begins with [] LAST NAME

Second Name: begins with []

Alternate Character Name: begins with []

Middle Name: begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-15 of 15 Last

EmplID	Empl Rcd Nbr	Alternate Employee ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Sue
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		W
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		K
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		John
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Brian
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		P Teele
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		J
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		J
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Kenneth
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Brian
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Reinhardt
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Elizabeth
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Elizabeth
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Elizabeth
1000000000	9999999999		Employee Name	LAST NAME (blank)	(blank)		Elizabeth

wascript: submitAction_win0(document.win0,'#ICRow5');

Internet 100%

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

Figure 6

The screenshot shows the Oracle HRIS interface. The 'Job Information' tab is selected and highlighted with a red box. The page displays employee details for EMP (ID: 100000000) and job information for position 112382. The 'Reports To' field is highlighted in yellow. The page includes a navigation menu on the left, a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out', and a bottom status bar with 'Internet' and '100%' zoom.

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.

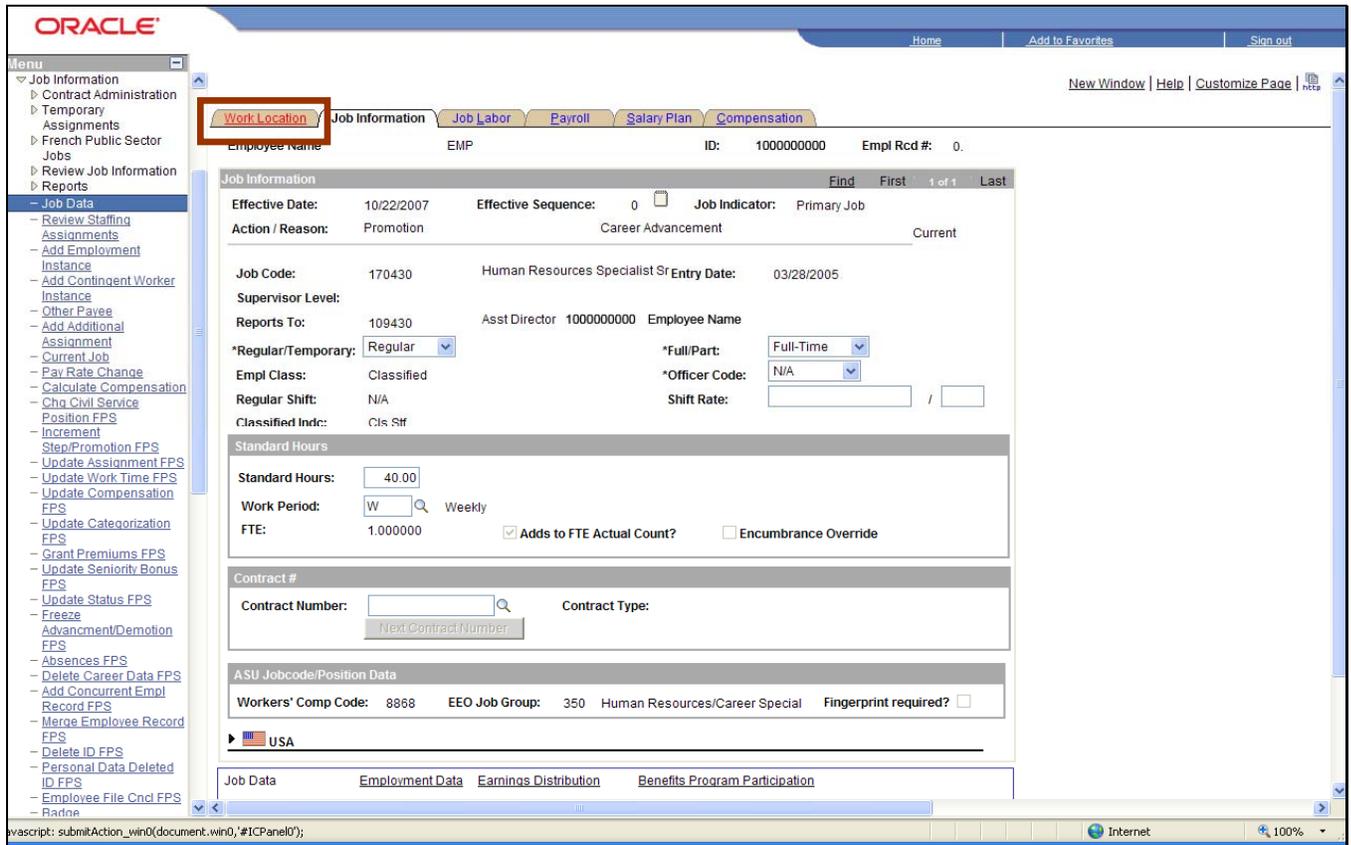
Figure 7

The screenshot shows the Oracle HRIS interface for an employee. The 'Job Information' tab is active, and the 'Job Code' field is highlighted with a red box. The employee's name is EMP, ID is 100000000, and Empl Rcd # is 0. The Job Information section shows an Effective Date of 10/22/2007, Effective Sequence of 0, and Job Indicator of Primary Job. The Action / Reason is Promotion, Career Advancement, Current. The Job Code is 170430, and the Entry Date is 03/28/2005. The Supervisor Level is Asst Director, and the Reports To is 109430. The Employee Name is Human Resources Specialist Sr. The Regular/Temporary status is Regular, and the Full/Part status is Full-Time. The Empl Class is Classified, and the Officer Code is N/A. The Regular Shift is N/A, and the Shift Rate is blank. The Standard Hours section shows Standard Hours of 40.00, Work Period of W Weekly, and FTE of 1.000000. The Contract # section shows Contract Number and Contract Type. The ASU Jobcode/Position Data section shows Workers' Comp Code of 8868, EEO Job Group of 350, and Fingerprint required? checkbox. The Job Data section shows Employment Data, Earnings Distribution, and Benefits Program Participation.

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.

Figure 8



The screenshot shows the Oracle HRIS interface with the 'Work Location' tab selected. The interface includes a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various HR functions, with 'Job Information' expanded. The main content area displays employee details for ID 100000000. The 'Work Location' tab is highlighted in a red box. Below the tab, the 'Job Information' section shows fields for Effective Date (10/22/2007), Effective Sequence (0), Job Indicator (Primary Job), and Action/Reason (Promotion). The 'Standard Hours' section shows 40.00 hours, Weekly work period, and FTE of 1.000000. The 'Contract #' section has a search field for Contract Number and a 'Next Contract Number' button. The 'ASU Jobcode/Position Data' section shows Workers' Comp Code (8868), EEO Job Group (350), and Fingerprint required? checkbox. The bottom of the screen shows a status bar with 'Internet' and '100%' zoom.

Click the **Work Location** tab

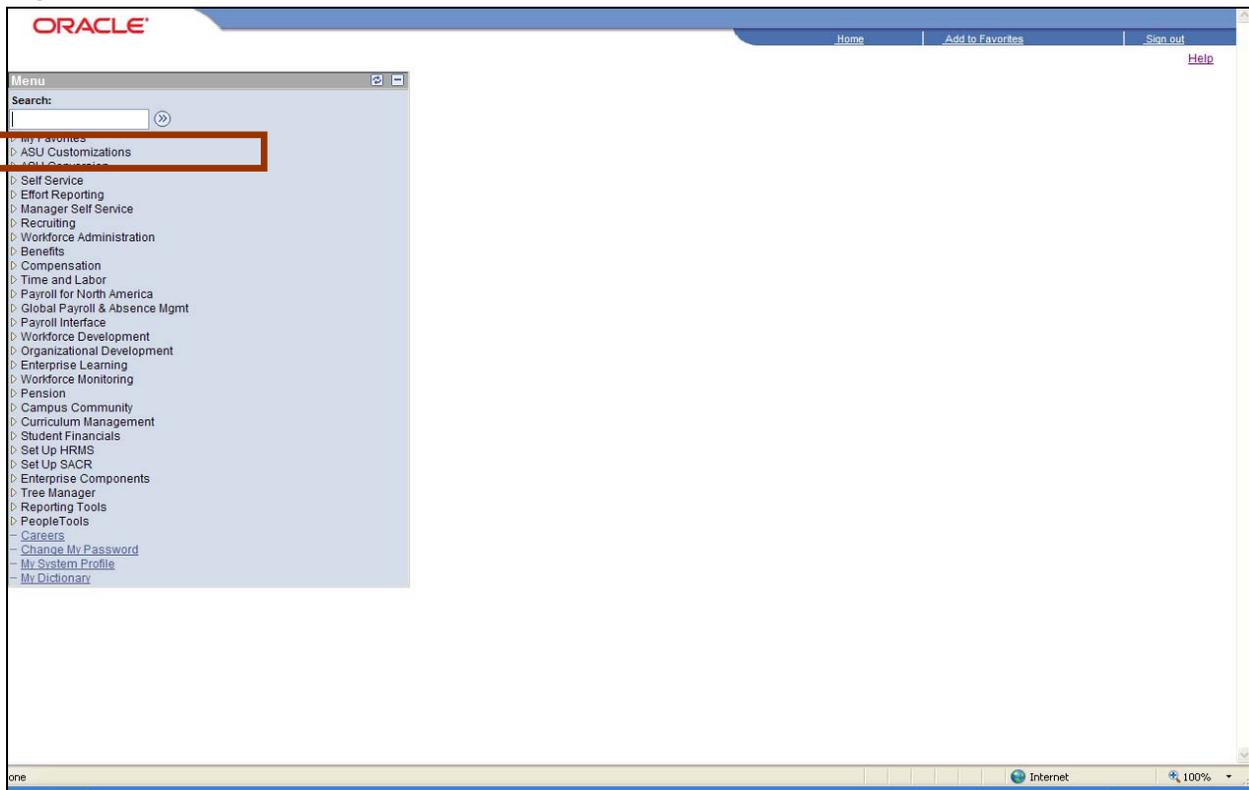
Figure 9

The screenshot displays the Oracle HRIS interface. At the top, the Oracle logo is on the left, and navigation links for 'Home', 'Add to Favorites', and 'Sign out' are on the right. The 'Home' link is highlighted with a red box. Below the logo is a menu with categories like 'Job Information', 'Temporary Assignments', and 'Job Data'. The main content area shows the 'Job Information' tab selected. It displays employee details for EMP ID 100000000. The 'Position Number' field is highlighted with a red box and contains the value 112382. Other fields include 'Effective Date' (10/22/2007), 'Payroll Status' (Active), 'Job Indicator' (Primary Job), 'Last Start Date' (03/28/2005), and 'Termination Date'. A 'Date Created' field shows 10/31/2007. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The browser status bar at the bottom shows 'Internet' and '100%' zoom.

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

Select the **Home** link

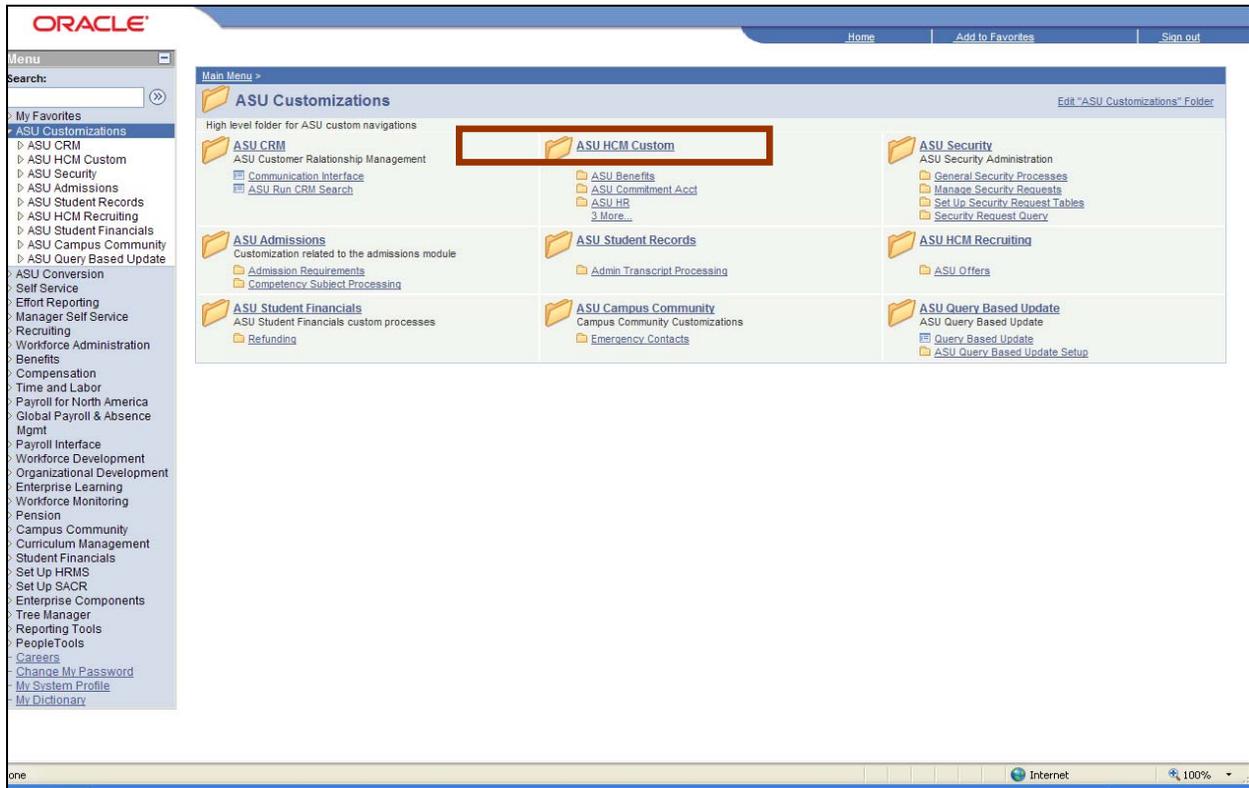
Figure 10



Select the **ASU Customizations** link

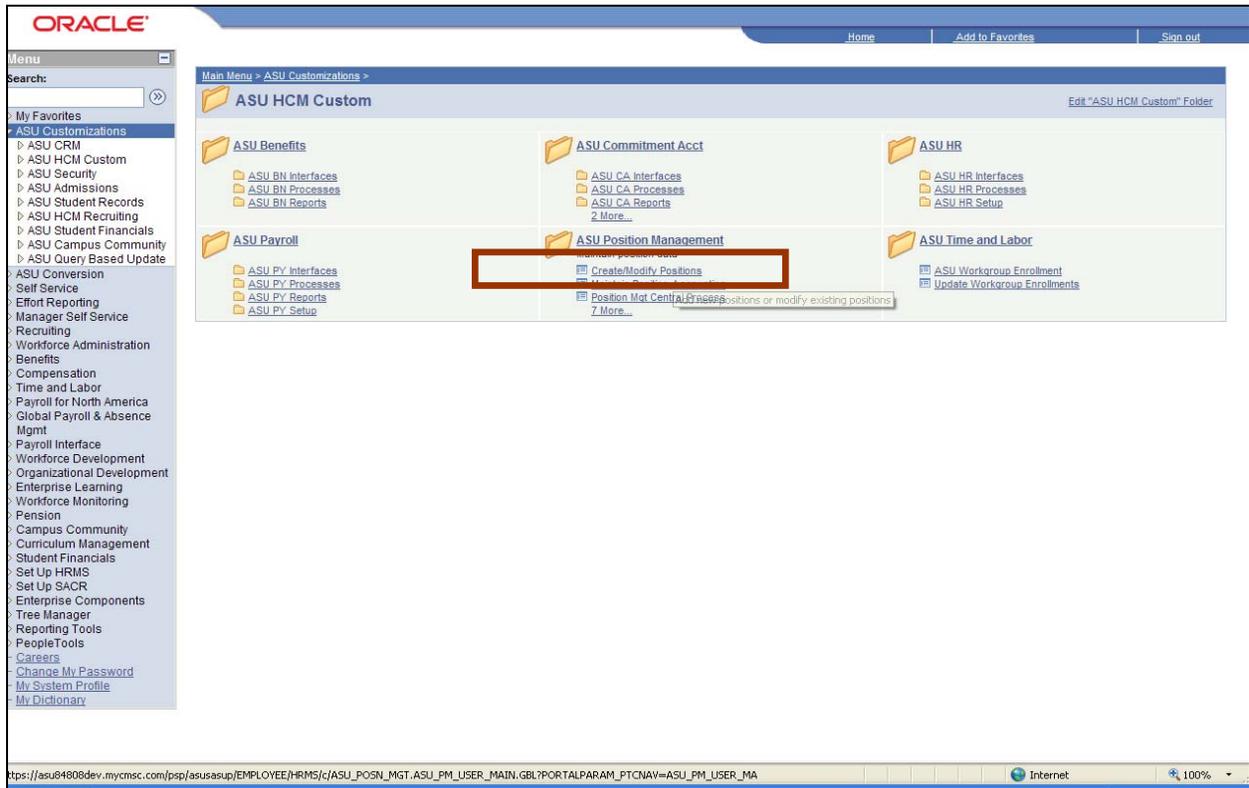
To access the Modify Position area start at the ASU Customizations link.

Figure 11



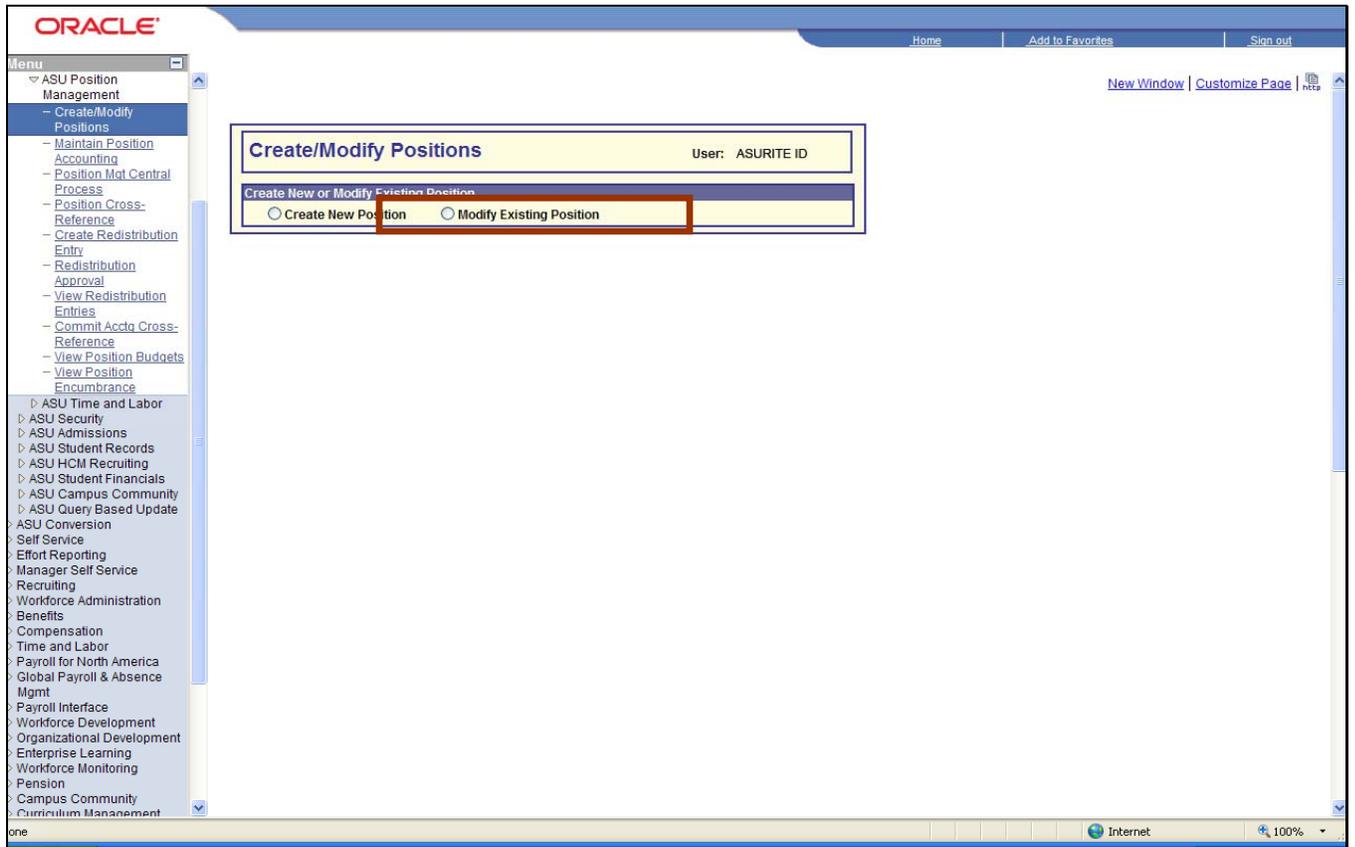
Select the **ASU HCM Custom** link

Figure 12



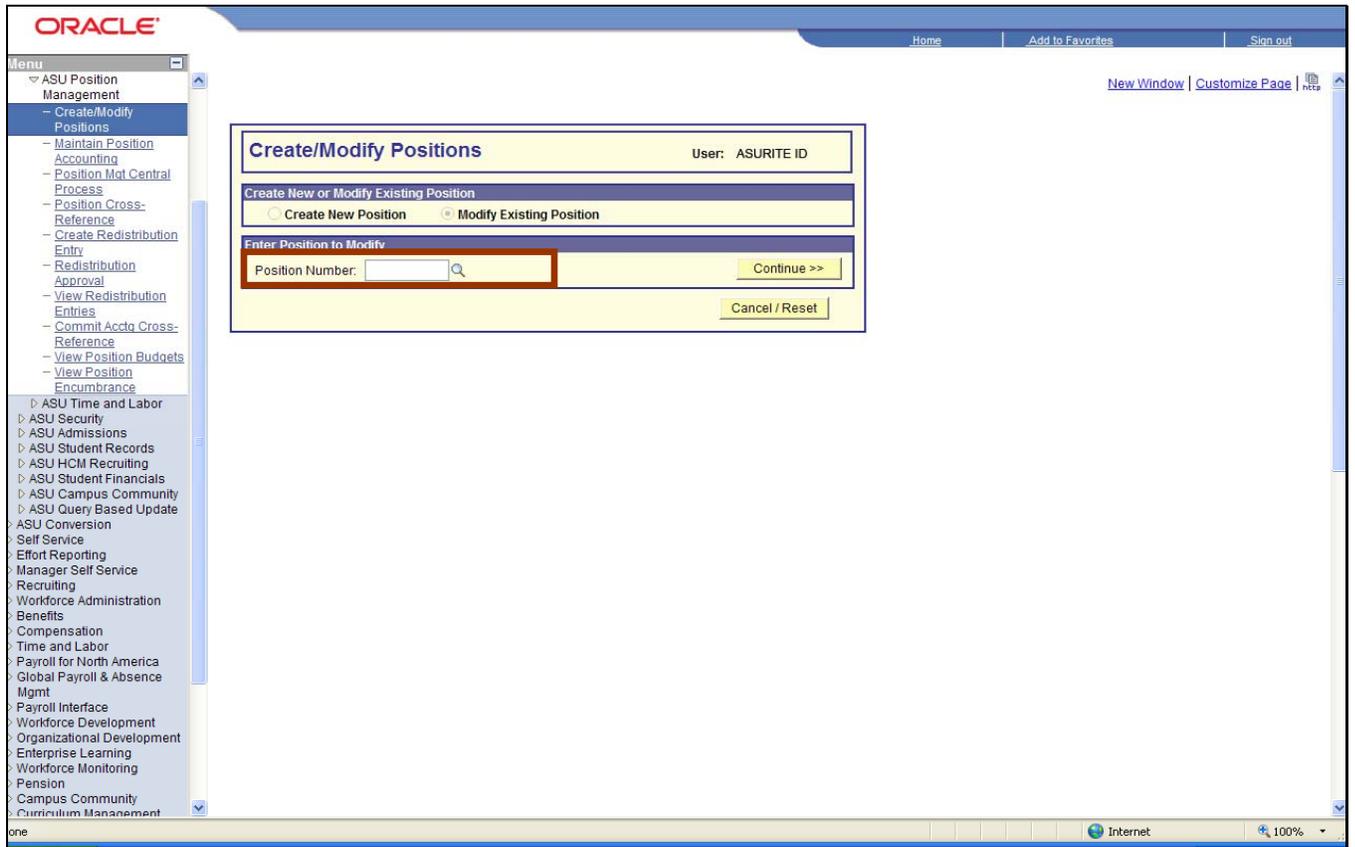
Select the **Create/Modify Positions** link

Figure 13



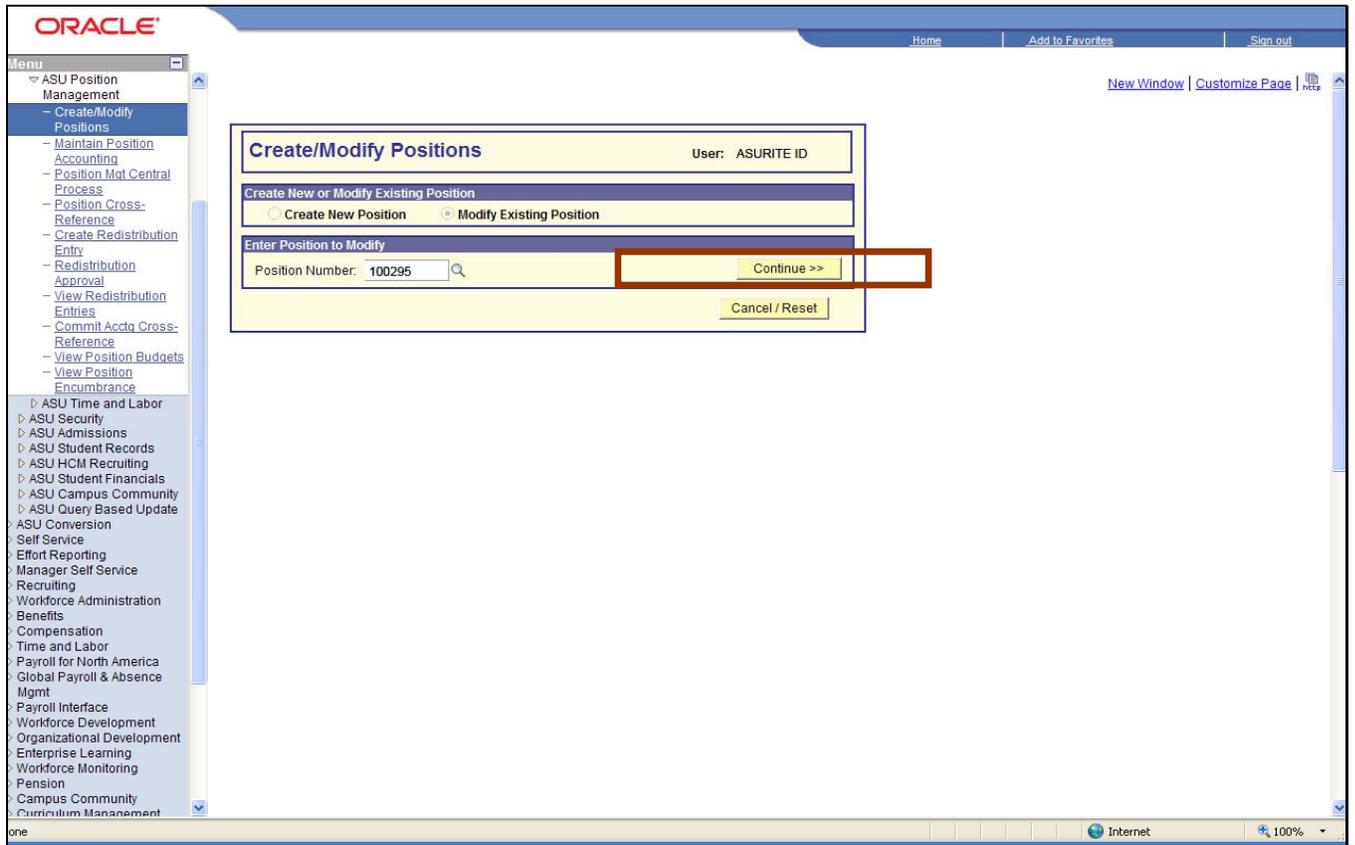
Select the **Modify Existing Position** radio button

Figure 14



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

Figure 15



Click the **Continue >>** button

Figure 16

ORACLE

Home Add to Favorites Sign out

New Window | Customize Page |

Menu

- ASU Position Management
 - Create/Modify Positions
 - Maintain Position Accounting
 - Position Mgt Central Process
 - Position Cross-Reference
 - Create Redistribution Entry
 - Redistribution Approval
 - View Redistribution Entries
 - Commit Acctg Cross-Reference
 - View Position Budgets
 - View Position Encumbrance
- ASU Time and Labor
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU HCM Recruiting
- ASU Student Financials
- ASU Campus Community
- ASU Query Based Update
- ASU Conversion
- Self Service
- Effort Reporting
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence
- Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Curriculum Management

Create/Modify Positions User: ASURITE ID

Create New or Modify Existing Position

Create New Position Modify Existing Position

Enter Position to Modify

Position Number: 100295 Manager

Proposed Position Data

Position Number: 100295 Status: Not Saved

Empl Class (BOR): Service Professional

Job Code: 191403 Manager

Effective Date: 11/15/2007 Effective Status: Active

Action Reason:

Detailed Title: Manager (254 char)

Position-Only Attributes

Standard Hours: 40.00 FTE per Head: 1.000000 Budgeted Position?

Max Head Count: 1 Budgeted FTE: 0.000 Fingerprint required?

EEO Job Group: 130 Administration-Managerial

Workers' Comp Code: 8868 Low Exposure

Class Indc: Service Professional S

Position Attributes Affecting Job (No Job Data Overrides)

Company: ASU Arizona State University

Pay Group: SAL Salaried

Business Unit: N0101 N - University Administration

Department: N0301006 Recruitment Staffing Services

Internet 100%

Scroll to the lower part of this page.

Figure 17

ORACLE

Home Add to Favorites Sign out

Menu

- ASU Position Management
 - Create/Modify Positions
 - Maintain Position Accounting
 - Position Mot Central Process
 - Position Cross-Reference
 - Create Redistribution Entry
 - Redistribution Approval
 - View Redistribution Entries
 - Commit Accto Cross-Reference
 - View Position Budgets
 - View Position Encumbrance
- ASU Time and Labor
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU HCM Recruiting
- ASU Student Financials
- ASU Campus Community
- ASU Query Based Update
- ASU Conversion
- Self Service
- Effort Reporting
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Curriculum Management

Job Code: 191403 Manager

Effective Date: 11/15/2007 Effective Status: Active

Action Reason: [Dropdown Menu]

Detailed Title: Manager (254 char)

Position-Only Attributes

Standard Hours: 40.00 FTE per Head: 1.000000 Budgeted Position?

Max Head Count: 1 Budgeted FTE: 0.000 Fingerprint required?

EEO Job Group: 130 Administration-Manual

Workers' Comp Code: 8868 Low Exposure

Class Indc: Service Professional S

Position Attributes Affecting Job (No Job Data Overrides)

Company: ASU Arizona State University

Pay Group: SAL Salaried

Business Unit: N0101 N - University Administration

Department: N0301006 Recruitment Staffing Services

Sal Admin Plan: SVPR Service Professional

Salary Grade: H H

FLSA Status: Exempted

Reports-To Posn: 103632 Sr Dir Human Resources

Position Attributes Affecting Job (May Override on Job Data)

Full/Part Time: Full-Time Reg/Temp: Regular

Location Code: TEMPE Campus: Tempe

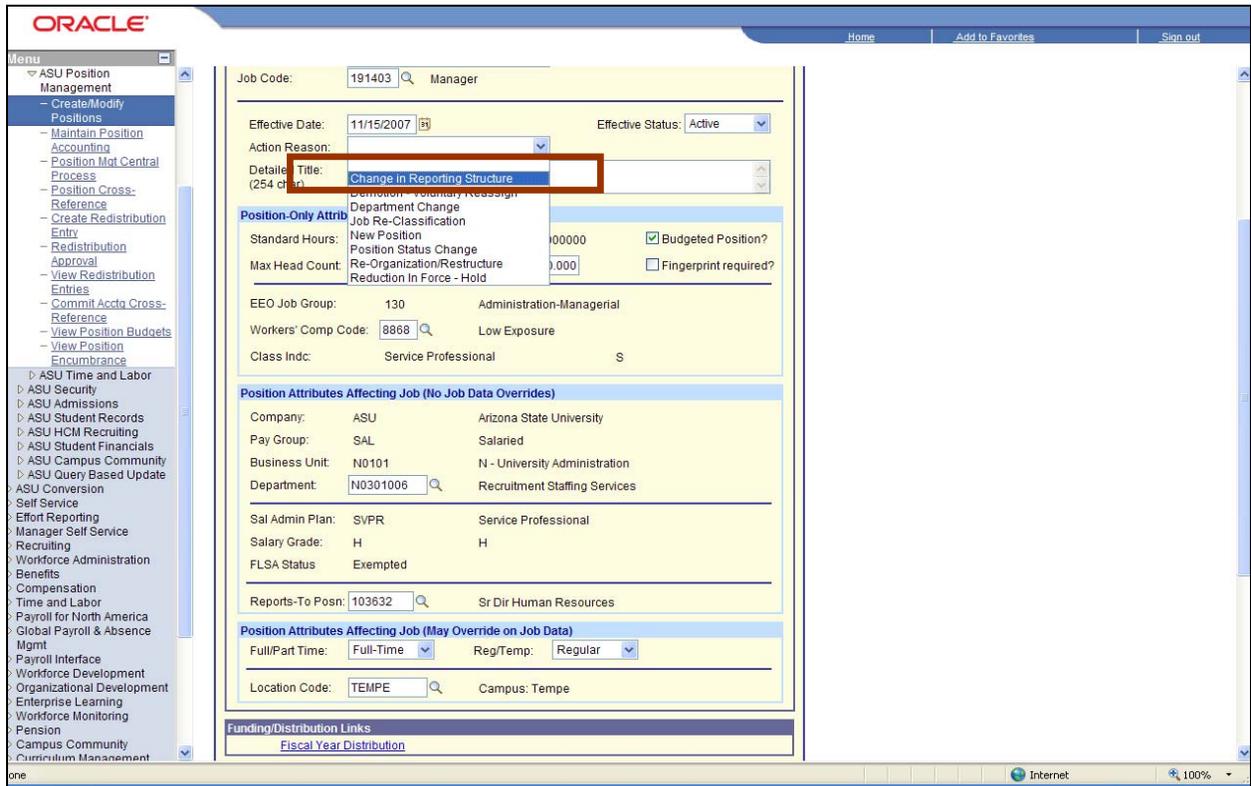
Funding/Distribution Links

[Fiscal Year Distribution](#)

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.

Figure 18



Select the **Change in Reporting Structure** item

Figure 19

The screenshot displays the Oracle HRIS interface for 'ASU Position Management'. The left sidebar contains a navigation menu with categories like 'ASU Position Management', 'ASU Time and Labor', and 'Compensation'. The main content area shows a form for Job Code '191403' (Manager). Key fields include 'Effective Date' (11/15/2007), 'Effective Status' (Active), 'Standard Hours' (40.00), 'FTE per Head' (1.000000), and 'Budgeted Position?' (checked). The 'Reports-To Posn' field is highlighted with a red box and contains the value '103632'. Other fields include 'Company' (ASU - Arizona State University), 'Pay Group' (SAL - Salaried), 'Business Unit' (N0101 - N - University Administration), 'Department' (N0301006 - Recruitment Staffing Services), 'Sal Admin Plan' (SVPR - Service Professional), 'Salary Grade' (H - H), and 'FLSA Status' (Exempted). The bottom of the form shows 'Funding/Distribution Links' with a link to 'Fiscal Year Distribution'.

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

Figure 20

ORACLE

Home Add to Favorites Sign out

Menu

- ASU Position Management
 - Create/Modify Positions
 - Maintain Position Accounting
 - Position Mot Central Process
 - Position Cross-Reference
 - Create Redistribution Entry
 - Redistribution Approval
 - View Redistribution Entries
 - Commit Accto Cross-Reference
 - View Position Budgets
 - View Position Encumbrance
- ASU Time and Labor
- ASU Security
- ASU Admissions
- ASU Student Records
- ASU HCM Recruiting
- ASU Student Financials
- ASU Campus Community
- ASU Query Based Update
- ASU Conversion
- Self Service
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- Manager Self Service
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- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Curriculum Management

Standard Hours: 40.00 FTE per Head: 1.000000 Budgeted Position?

Max Head Count: 1 Budgeted FTE: 0.000 Fingerprint required?

EEO Job Group: 130 Administration-Managerial

Workers' Comp Code: 8868 Low Exposure

Class Indc: Service Professional S

Position Attributes Affecting Job (No Job Data Overrides)

Company: ASU Arizona State University

Pay Group: SAL Salaried

Business Unit: N0101 N - University Administration

Department: N0301006 Recruitment Staffing Services

Sal Admin Plan: SVPR Service Professional

Salary Grade: H H

FLSA Status: Exempted

Reports-To Posn: 109430 Sr Dir Human Resources

Position Attributes Affecting Job (May Override on Job Data)

Full/Part Time: Full-Time Reg/Temp: Regular

Location Code: TEMPE Campus: Tempe

Funding/Distribution Links

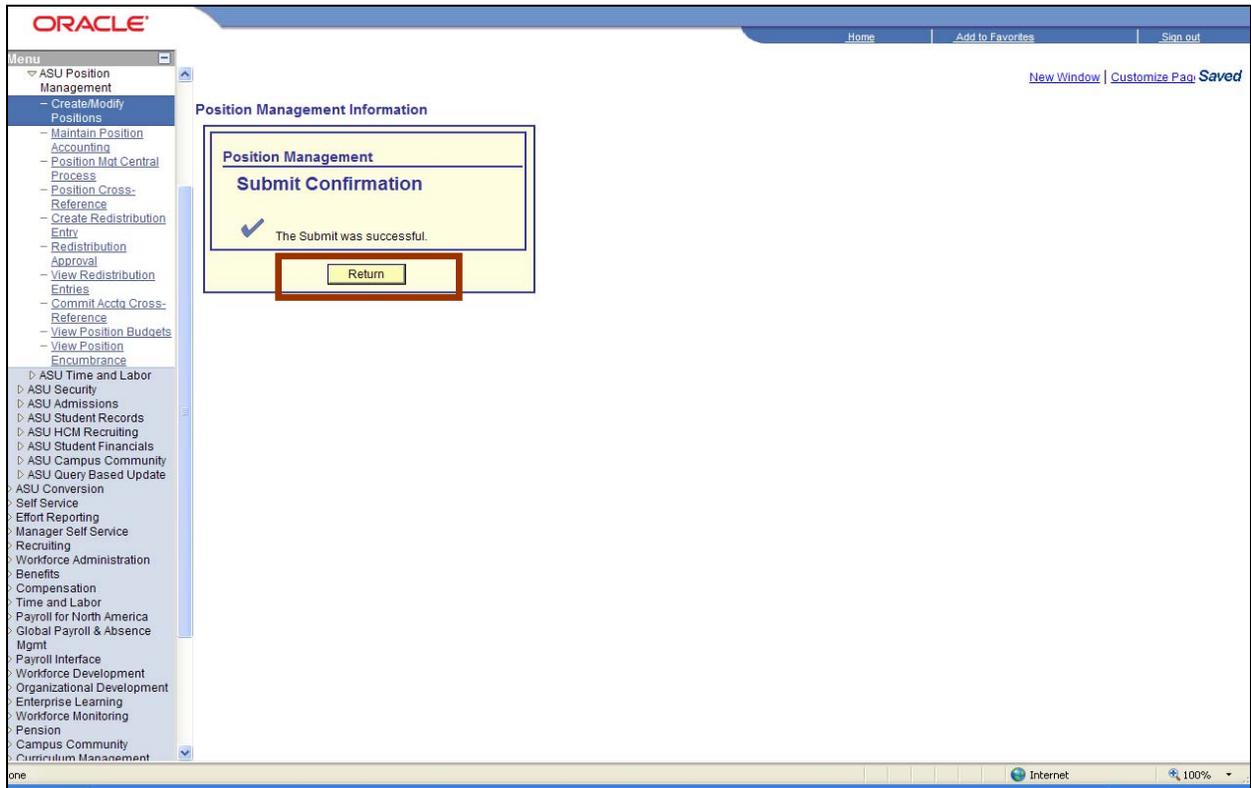
[Fiscal Year Distribution](#)

Save for Later Save and Submit Cancel / Reset

Internet 100%

Click the **Save and Submit** button

Figure 21



Click the **Return** button

Figure 22

The screenshot shows the Oracle HRIS interface. The top navigation bar includes links for Home, Add to Favorites, and Sign out. The Home link is highlighted with a red box. The main content area displays position details for a job. The left sidebar contains a menu with various HRIS functions. The main content area is divided into several sections:

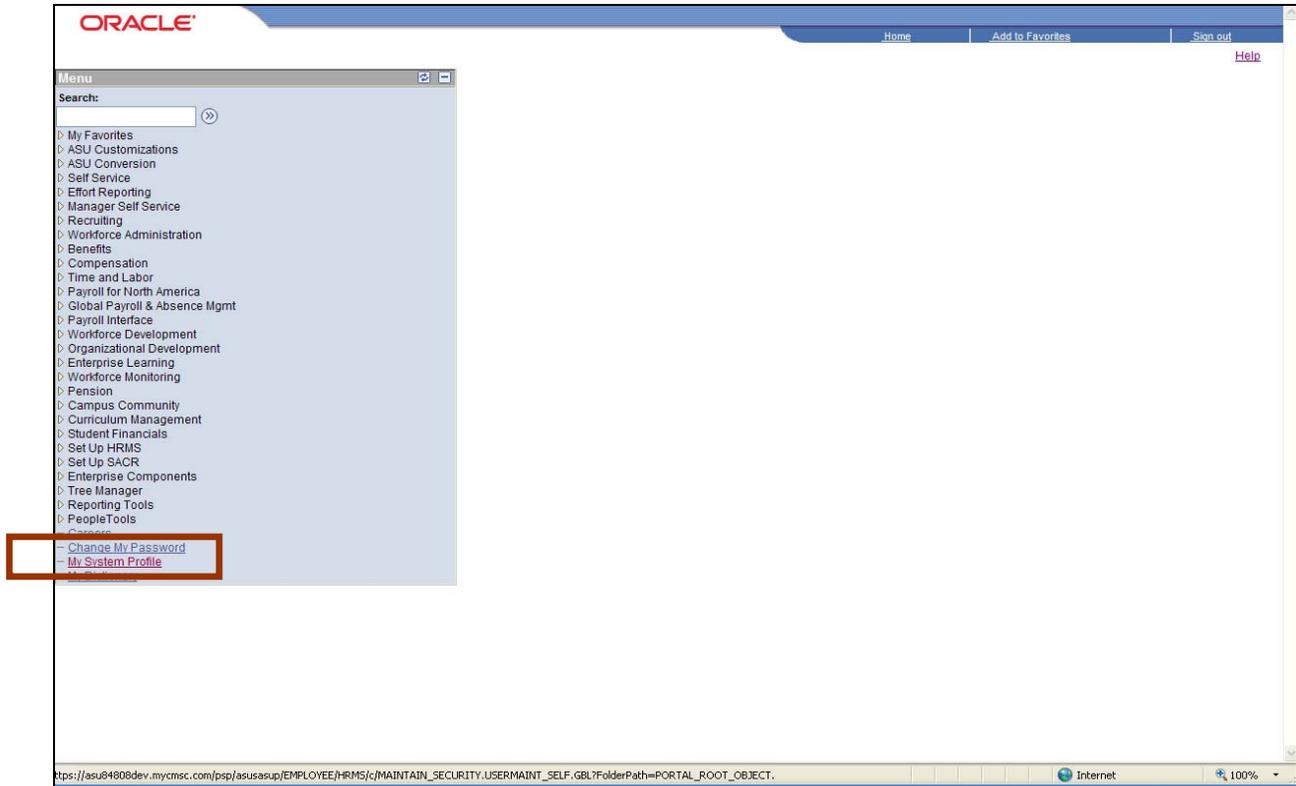
- Job Summary:** Standard Hours: 40.00, FTE per Head: 1.000000, Budgeted Position? (checked), Max Head Count: 1, Budgeted FTE: 0.000, Fingerprint required? (unchecked).
- Job Attributes:** EEO Job Group: 130, Administration-Managerial, Workers' Comp Code: 8868, Low Exposure, Class Indc: Service Professional, S.
- Position Attributes Affecting Job (No Job Data Overrides):** Company: ASU, Arizona State University, Pay Group: SAL, Salaried, Business Unit: N0101, N - University Administration, Department: N0301006, Recruitment Staffing Services.
- Position Attributes Affecting Job (May Override on Job Data):** Full/Part Time: Full-Time, Reg/Temp: Regular, Location Code: TEMPE, Campus: Tempe.
- Funding/Distribution Links:** Fiscal Year Distribution, Create Distribution Funding.
- Buttons:** Clear / Reset.

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

Not Receiving Confirmation Emails from HRIS?

If you do not receive emails notifying you 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.

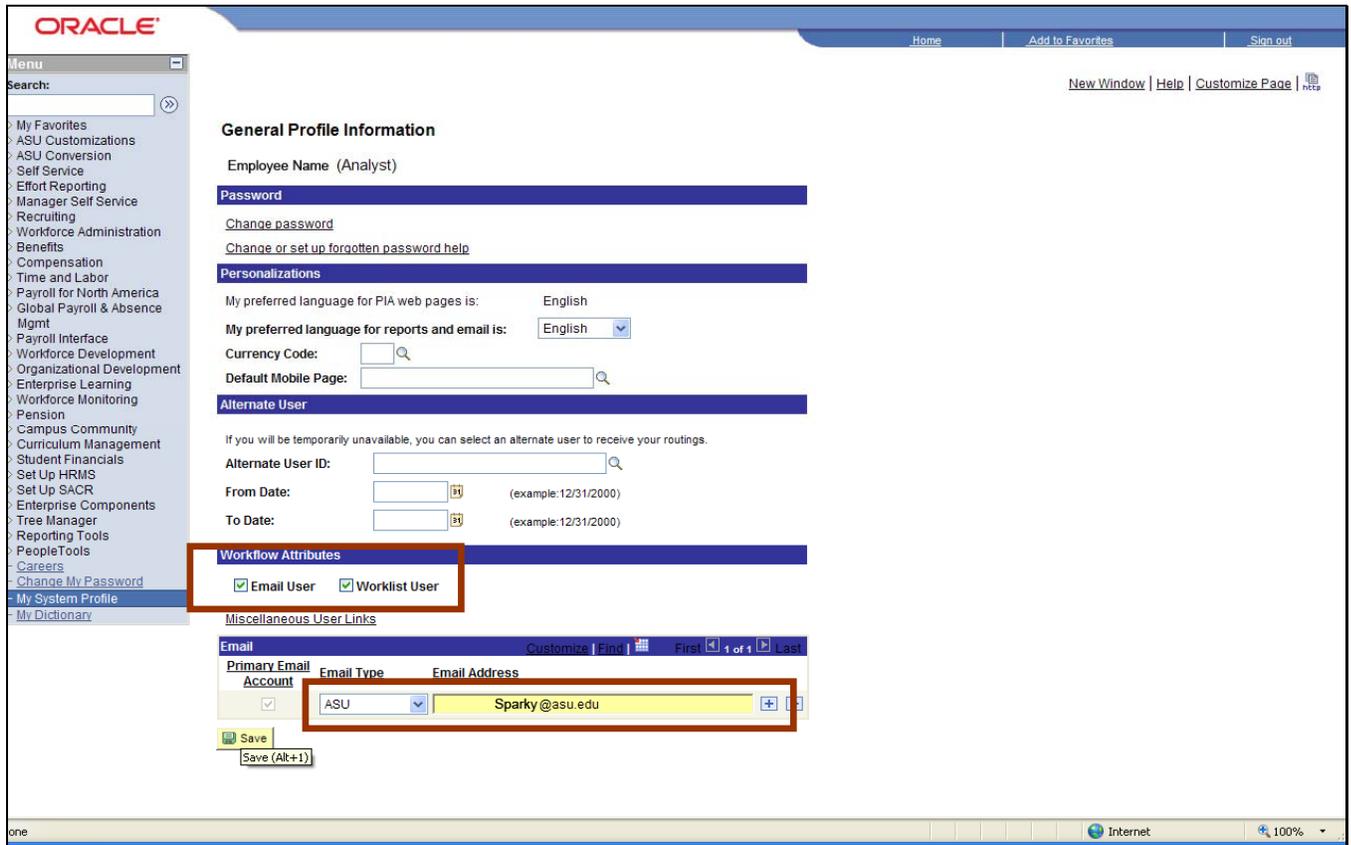
Figure 1



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 it isn't, make the changes and click Save. You will now begin to receive emails.

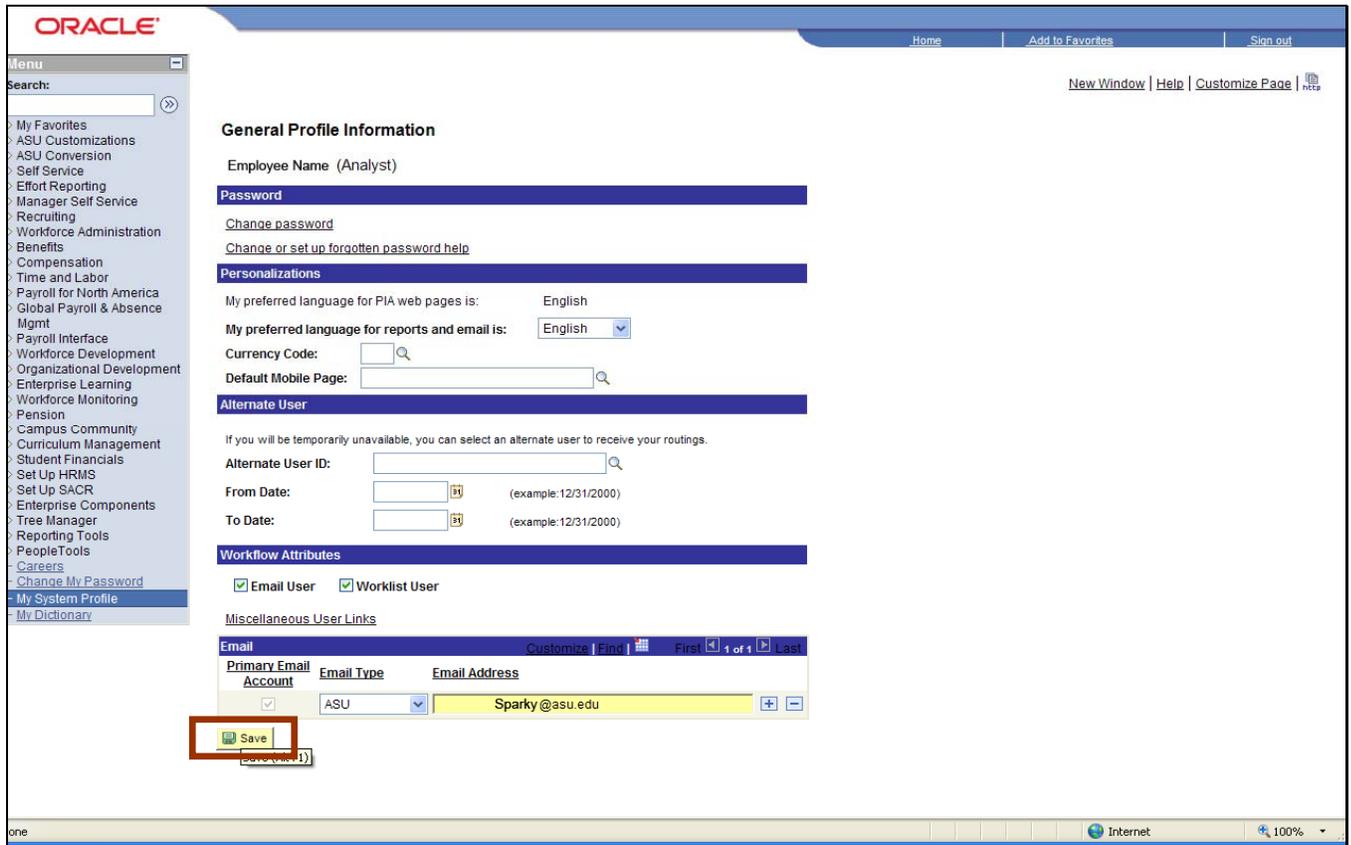
Figure 2



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

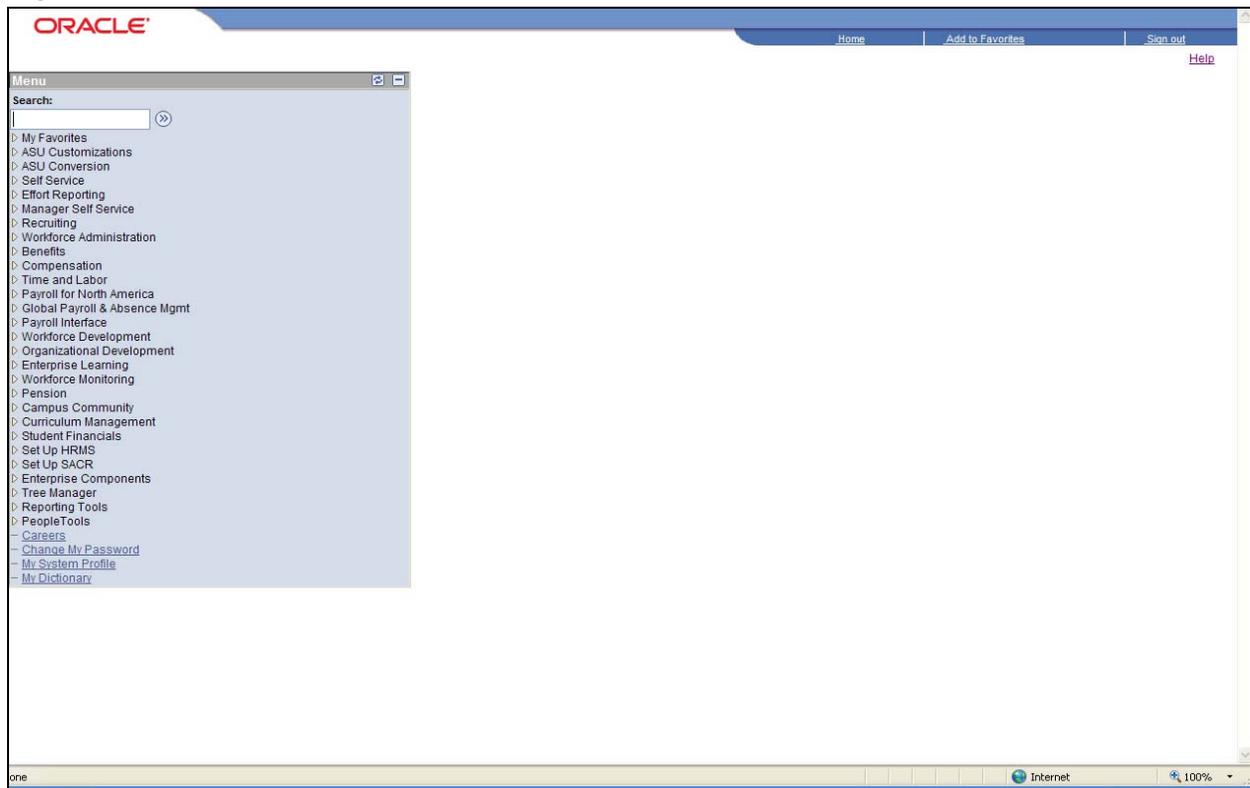
Click into the **Email Address** field and type in your email address.

Figure 3



Click the **Save** button

Figure 4



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 Attribute Email User information so that you will receive email notifications from Human Resources.