

Manager Self Service

Correcting Reports To Information

Human Resource Information System (HRIS)

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

Step	Action
1.	Select the Workforce Administration link
2.	Enter your employee's information and click on the Job Information tab. Verify that you are listed in the Reports To field.
3.	Select the Job Data link
4.	Select the Last Name link or use any of the other available criteria to search for your employee.
5.	Click the Search button
6.	Click on the name of the employee you are searching for.
7.	Select the Job Information tab Access the Job Information tab to view the Reports To field. Check to see if the Reports To number matches your position number. If it doesn't you'll need to correct that.
8.	In order to make that correction, first obtain this employee's correct position number by returning to the Work Location tab.
9.	Click the Work Location tab
10.	Make a note of this employee's position number before proceeding to the Modify Position area.
11.	Select the Home link
12.	Select the ASU Customizations link To access the Modify Position area start at the ASU Customizations link.
13.	Select the ASU HCM Custom link
14.	Select the Create/Modify Positions link
15.	Select the Modify Existing Position radio button
16.	Click into the Position Number field and enter the employee's Position Number you noted from the Work Location tab.
17.	Click the Continue >> button
18.	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.
19.	Select the Change in Reporting Structure item
20.	Step B. Click into the Reports To field to enter your position number.
21.	Click the Save and Submit button
22.	Click the Return button
23.	Select the Home link

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.

Step	Action
1.	Select the My System Profile link
2.	Make sure the Workflow Attribute Email User checkbox is checked
3.	Click into the Email Address field. Click the Save button
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.