## **Manager Self-Service**

The Manager Self-Service tab can be found at https://ppo.buw.bu.edu/

Note: The functions available to you are linked to your security access within the system.

BU BUworks Cer	ntral	1						-	Log off
Home Employee Self-Service Team   Organization   Overvi	Manag ew	ger Self-Service	Finance ACCT X	Walk Reporting	Procurement	Worklist	WebGUI		
Services		Request Trac	king						E 🗖 🕯
Employee Information  General Information  Employee Working Times  Approve Time Sheet Data Display Working Times  Hiring Forms Personnel Actions		Search Tracking#: Specific Searc Position ID: DUD: Current Vi	h 00000	Search (Search	To:	Management and Personne	uest Type: All Actions by Posite Actions by BU	Requests tion ID) D)	
		Tracking Number           600018469           600018468	Initiator Shannon Kemp Shannon Kemp	Request Type Additional Paym Additional Paym	ients I	BUID J80609926 J61012974	Pernr Position # 00023945 00018097	Affected Person/Object Sheena Ernst Noah Jewell	

The Manager Self-Service tab has three tabs: Team, Organization, and Overview

Home	Employee Self-Service	Manager Solf-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI	
Team	Organization   Overvi	iew 💙							

The Overview page is split into two sections: Team and Organization



The Team page has a menu section on the left and the Request Tracking section is on the right.

The Request Tracking application shows all of the transactions related to your employees.

Home	Employee Self-Service	Manage	er Self-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI					
Team	n   Organization   Overvi	ew												
Serv	rices		Request Trac	cking							=			
Emp • _	loyee Information General Information		Search											
Emp	Employee Working Times     Tracking#:     From:     Image: Tracking#:     All Requests       • Approve Time Sheet Data     Specific Search													
- 0	Approve Time Sheet Data     Display Working Times													
Hiring	Hiring Forms         Position ID:         00000000         Search (Search for Organization Management Actions by Position ID)           Personnel Actions         BUID:         Image: Search (Search for Hiring Forms and Personnel Actions by BUID)													
			Current V	iew: INITIATO	R Change	View								
			Tracking <sub>=</sub> Number	Initiator	ş	Request Type		BUID	Pernr Position #	Affected Person/Object				
			600018469	Shannon K	emp 🖌	Additional Paym	nents	U80609926	00023945	Sheena Ernst				
			600018468	Shannon K	emp /	Additional Paym	nents	U61012974	00018097	Noah Jewell				

You can use Request Tracking to search for any transactions that are not displayed.

Home	Employee S	Self-Service	Manager Self-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI	Repor	rting		
Team	Organizati	on   Overvi	ew										
Re	quest Trac	king											
no	questinae	ang											
Se	arch												
Tra	acking#:		From:	то:	R	equest Type:	Salary Change			The s	Status: All	▼ S	earch
50	anifin Conro	<b>b</b>					Leave of Absend	ce / Return fro	om Absence	2			
sp	ecific searc	n					Maintain Position						
Po	sition ID: 000	000000	Search (Sear	h for Organ	ization Manageme	nt Actions by F	Position Change	ete					
BU	ID:		Search (Search	h for Hiring	Forms and Person	nel Actions by	Recorning Payme	ints					
							Salary Change						
	Current V	ew: INITIATOR	Change View				Salary Cost Distr	ibution					
	Tracking <sub>=</sub> Number	Initiator	Request Type		BUID	Pernr Position	Security Role Re	quest			Request Date	Status	с
	600018469	Shannon Ker	np Additional Pay	ments	U80609926	000239	Transfer			-	06/04/2012	2 Submitted	B
	600018468	Shannon Ker	np Additional Pay	ments	U61012974	000180	97 Noah Jewell	1		(march)	06/04/2012	2 Submitted	B
	600018467	Shannon Ker	mp Additional Pay	ments	U85566893	000346	79 Judson Holto	nc			06/04/2012	2 Submitted	H
	600018466	Shannon Ker	np New Recurrin	Payments	U27357763	999963	26 Taylor Span	gler			06/04/2012	2 Submitted	8
	600018465	Shannon Ker	np Salary Cost Di	stribution	U18677083	000056	24 Lucretia Sm	art			06/04/2012	2 Submitted	B

Payroll Coordinators will only have the Request Tracking application on the Team page. Managers have additional functions on the Team page.

A team calendar is displayed below the Request Tracking application.

ream calenda	11																															
Display Data for:	Dire	ctly s	Subo	rdina	ate Er	nploy	ees	▼ fc	or:	July		_	•	in:	201	2 💌	0	60														
															20	12 J	uly															
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun M	Non	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Agatha Groves																																
Aisha Avila																																
Angel Graves																																
Barbra Meyer																																
Bonita Hooker																																
_				-																												1

The calendar displays the time off requests of your employees for a specific month.

Below the Team Calendar is an Attendance Overview section showing you the attendance status of your employees and a Reminder of Dates section telling you the important upcoming dates.

lome	Employee Self-Service	Manager Self-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI		
eam	Organization   Overvie	ew .								
_										
A	Attendance Overview								E	
Em S A Da	ployee List: Directly Subor tatus Employees Perc 4t Work 10 how Details Hide Graphi ta from 6/26/2012 9:16:54 A	dinate Employees entage 100 M Refresh								
		A	bsent	At Work						
		= P	artiality Abser	u 🔤 Open Reque	к					
Rei	minder of Dates								E	
June	2012 Dates/Task for All Em	plovees								

The General Information page gives you the relevant information related to the employees that work for you.

Employee Search	h						
mployee Selection: Dir	rect Reports		1				
isplay: Organizational	Information 💌						
Name	Personnel Number	Manager	Position	Job	Organizational Unit	Home Cost Center	Personnel Area
Edwardo Escobar	00019244	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River C
Roxanna Greenwood	00000316	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River C
Reves Blackan	00026525	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River C
Tracy Hollingsworth	00027366	Broderick Childers	TECHNICIAN, SR, BROADCAST REC	Sr Tech, Broadcast Recording	047175A	PROD	Charles River C
Tuan Russo	00028054	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River C
KOW 1							
General Data						E	University P
General Data						Ξ.	University P
General Data dwardo Escobar	00019244					E	University P No data availabl
General Data dwardo Escobar Irganizational Assign	00019244 nment Organizations	al Assignments	Personnel Structure			E	University P No data availabl
General Data dwardo Escobar Irganizational Assigi Irg. Unit:	00019244 nment <u>Organizationa</u> 047175A	al Assignments	Personnel Structure Personnel Area: Charles	River Campus		E.	University P No data availabl Related Acti

The General Information page is also the page where you can access actions you need to do on behalf of your employees.



The default view of the Employee Search is a list of your direct reports. The table displays organizational information for the employees.

Employee Search	h												
Employee Selection: Dir	ect Reports	¥	2										
Display: Organizational Information 💌													
					-								
Name	Personnel Number	Manager	Position	Job	Organizational Unit	Home Cost Center	Personnel Area						
Edwardo Escobar	00019244	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp						
Roxanna Greenwood	00000316	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp						
Reves Blackman	00026525	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp						
Tracy Hollingsworth	00027366	Broderick Childers	TECHNICIAN, SR, BROADCAST REC	Sr Tech, Broadcast Recording	047175A	PROD	Charles River Can						
Tuan Russo	00028054	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp						
Z = A Row 1	of 10 👻 🔟												

Clicking on the name of the employee will display their information on other sections of the page.

Clicking on an employee's name in the Employee Search section will display their Organizational Assignments in the General Data section. The Personal Data section has the employee's address and the Monitoring of Tasks section has a list of tasks that you need to complete for your employee.

General Data				E.C
Tracy Hollingsv Organizational As Org. Unit: Position: Cost Center: Payroll Area:	worth 00027366 signment <u>Organizational Assignments</u> 047175A TECHNICIAN, SR, BROADCAST REC PROD Weekly Payroll	Personnel Structo Personnel Area: Pers. Subarea: EE Group: EE Subgroup: Communication D	charles River Campus L2324-Cler/Tech Staff-NonExempt FT Cler/Tech/Svc/RSCler	
		E-Mail Address:	Tracy, nomings worthiggs crampled, etc	
Personal Data				EL
Permanent Residen	ce: Tracy Hollingsworth 6349 Waverly Road Georgetown MA 01373			
Monitoring of	Tasks			E
No data available				

Under the Monitoring of Tasks section is the Absence of Days section which will tell you when an employee was absent from work.

Absence Days																			
Define Filter Filter ina	ctive																		
Period 6/25/2011 - 6/25	/2013																		
Period	Days	Description												_					
10/4/2011 - 10/4/2011	0.13	Vacation		1	C.,	Au	gus	t 20	111 Th	E.	C.a.		e.,	Sep	temi	ber i	201	1	•
8/31/2011 - 8/31/2011	0.38	Vacation		32	31	1	2	3	4	5	6	36	28	29	30	31	1	2	3
8/17/2011 - 8/13/2011	1	Vacation		33	7	8	9	10	11	12	13	37	4	5	6	7	8	9	10
(11)				34	14	15	16	17	18	19	20	38	11	12	13	14	15	16	17
8/16/2011 - 8/16+2011	1	Vacation		35	21	22	23	24	25	26	27	39	18	19	20	21	22	23	24
8/15/2011 - 8/15/2011	1	Vacation		36	28	29	30	31	1	2	3	40	25	26	27	28	29	30	1
Row 10	of 12 🔽	- <u>-</u>		37	4	5	6	7	8	9	10	41	2	3	4	5	6	7	8
								-		-			-		-		-		

Click the Hiring Forms link when you need to hire a new employee.

Home Employee Self-Service Mana	ager Self-Service Finance ACCT XW	alk Reporting Procuremen	nt Worklist WebGUI	
Team   Organization   Overview				
Services	Hiring Forms			E
Employee Information General Information Employee Working Times Approve Time Sheet Data Display Working Times Employee Time Sheet Data Display Working Times Display Working Times	Hiring Forms Hiring - Faculty Hire a new Faculty member Hiring - Staff Hire a new staff employee Hiring - CRC Lecturer Hire a new Charles River C	ampus Lecturer		

The Personnel Actions link will tell you which organizational unit/s you are responsible for and the employees that belong to those units.

Home Employee Self-Service Mar	nager Self-Service Finance ACC	CT XWalk Repo	orting Procurement	Worklist V	NebGUI	
Team   Organization   Overview						
Services	Personnel Actions					E.
Employee Information <u>General Information</u>	My Organizational Units	🚯 Employee Se	lection			<b>^</b>
Employee Working Times	• 04/14/5A	au 🕅	Name	8 Position ID	Position	Organ
<u>Approve Time Sheet Data</u>	Organizational Unit	U88989062	Blackman, Reyes	50011909	TECHNICIAN II, BROADCAST REC	047175A
Display Working Times		U64930215	Escobar, Edwardo	50008670	TECHNICIAN II, BROADCAST REC	047175A
Hiring Forms		U01004348	Greenwood, Roxanna	50008722	TECHNICIAN II, BROADCAST REC	047175A
Personnel Actions		U91891921	Hollingsworth, Tracy	50012280	TECHNICIAN, SR, BROADCAST REC	047175A
		U67593622	Kearney, Romeo	50017139	BROADCAST RECORDING TECHNICIAN II	047175A
		U95909413	Moses, Milan	50022076	Casual Employee Group (TEPV)	047175A
		U03971127	Nicholson, Coleman	50016877	BROADCAST TECHNICIAN	047175A
		U21855144	Rodríguez, Tracy	50025472	FILL IN BRT	047175A
		U65328826	Roman, Alphonse	50021786	Casual Employee Group (TEPV)	047175A
		U94264212	Russo, Tuan	50012578	TECHNICIAN II, BROADCAST REC	047175A

Select an employee and click the Select Form button to find the form that you need.

	U88989062	Blackman, Reyes	50011909	TECHNICIAN II, BROADCAST REC	047175A
	U64930215	Escobar, Edwardo	50008670	TECHNICIAN II, BROADCAST REC	047175A
	U01004348	Greenwood, Roxanna	50008722	TECHNICIAN II, BROADCAST REC	047175A
	U91891921	Hollingsworth, Tracy	50012280	TECHNICIAN, SR, BROADCAST REC	047175A
	U67593622	Kearney, Romeo	50017139	BROADCAST RECORDING TECHNICIAN II	047175A
	U95909413	Moses, Milan	50022076	Casual Employee Group (TEPV)	047175A
	U03971127	Nicholson, Coleman	50016877	BROADCAST TECHNICIAN	047175A
	U21855144	Rodríguez, Tracy	50025472	FILL IN BRT	047175A
	U65328826	Roman, Alphonse	50021786	Casual Employee Group (TEPV)	047175A
Dra	U94264212	Russo, Tuan	50012578	TECHNICIAN II, BROADCAST REC	047175A
-0					

Once you click the Select Form button, the page shown below will appear.

Personnel /	Actions
Employee Nam UID: Position ID: Position: Org.Unit:	ne: Hollingsworth, Tracy U91891921 50012280 TECHNICIAN, SR, BROADCAST REC 047175A
Form	Selection
No Selection	on
O Additional	Payments
O Faculty Co	intract Update
O Leave of A	Absence / Return from Absence
O Position Ch	nange
O Position Re	evision
O Recurring	Paycents
C Retirement	t
001 0	

## The Organization Page

Home Employee Self-Service Man	nager Self-Service	Finance	ACCT XWalk	Reporting	Procurement	Worklist	WebGUI
Team   Organization   Overview							
Services							
Organizational Overview							
Organizational Profile     Position Profile							
Organization							
Organizational Unit Request Form							
Organization Management Actions							
<u>Create Position</u>							
Delimit Position							
- Dominic Position							

Click on the Organizational profile link to be given more information about the organizational unit.

nizational Profile				History_Ba
Organizational	Unit Search			
Organizational Unit S	election: All Organizatio	nal Units 💌		
Display: Organizatio	nal Information 💌			
		Pers	sonalize Filter On	
Organizational Unit	Organizational Unit ID	Manager	Home Cost Center	
047175A	10001768	Broderick Childers	PROD	
T A Pow	1011			
KOW			7.00.00 PM D.(	
		Data as of 6/25/2012,	7:09:23 PM Retresh	
Account Assign	nment Features			
Organizational	Unit: 047175A			
Business Area:	Charles River Campus			
Personnel Area:	Charles River Campus			
Personnel Subarea:	L2324-Cler/Tech			
Controlling Area:	Trustees of Boston Uni			

Click on the Position Profile Link to be brought to a page that will give you more information on the description of each position.

tion Profile									History Ba	IckForv
Position Search										E
osition Selection: Directly Subordinat	e Positions	•								
				Personalize	Filter On	]				
osition	Position ID	Organizational Unit	Home Cost Center	Position Holder	Posted O	n				
ECHNICIAN II, BROADCAST REC	50008670	047175A	PROD	Edwardo Escobar						
ECHNICIAN II, BROADCAST REC	50008722	047175A	PROD	Roxanna Greenwood						
ECHNICIAN II, BROADCAST REC	50011909	047175A	PROD	Reyes Blackman						
ECHNICIAN, SR. BROADCAST REC	50012280	047175A	PROD	Tracy Hollingsworth						
ECHNICIAN II, BROADCAST REC	50012578	047175A	PROD	Tuan Russo						
	T									
	لتساد		-							
			Data	as of 6/25/2012, 7:12:16	PM Refre	sh				
Compensation			E	Position Co	st Distrik	oution				E
Scale Type: 12324 Cler/Tech	CAST REC			Position TEC	HNICIAN,	SR, BROADCAST REC	Order	WDC Element	Decenters	
v Scale Area: Boston				Controlling Area	aton Ilaire	WRUP PRODUCTION	Order	WD5 Element	Percentage	1
y Scale Group: GR26 To	: GR26			Trustees of Bo	sion only	WBUR PRODUCTION			100	-
y Scale Level: 01 To	: 04						-			-
mount: 18.1000 To	28.5000									

The compensation, employee group, and position cost distribution can all be viewed from the Position Profile as well.

sition Profile						History_8a	ckForwar
Compensation	Position	Cost Distr	ibution				
Position TECHNICIAN, SR, BROADCAST REC	Position	TECHNICIAN	SR, BROADCAST REC	Order	WRC Element	Percentage	
Pay Scale Area: Boston Pay Scale Group: GR26 To: GR26	Trustees o	f Boston Univ	WBUR PRODUCTION	Ulder	WDS Liement	100	
Pay Scale Level: 01 To: 04 Amount: 18.1000 To: 28.5000 Time Ital: Hourty							
Currency: USD4		Row 1 of	1				
Position TECHNICIAN SR BROADCAST REC	Employe	e Group					E
Holders Tracy Hollingsworth	Position Employee Gr Employee Su	TECHNICIAN roup: Sta ubgroup: Cle	, SR, BROADCAST REC ff-NonExempt FT r/Tech/Svc/RSCler				
	Account	Assignme	nt Features				E
Row 1 of 1	Position Company Co Business Ar Personnel A	TECHNICIAN de: Trus ea: Cha rea: Cha	, SR, BROADCAST REC ttees of Boston Univ rles River Campus rles River Campus				
	Personnel S	ubarea: L23	24-Cler/Tech				