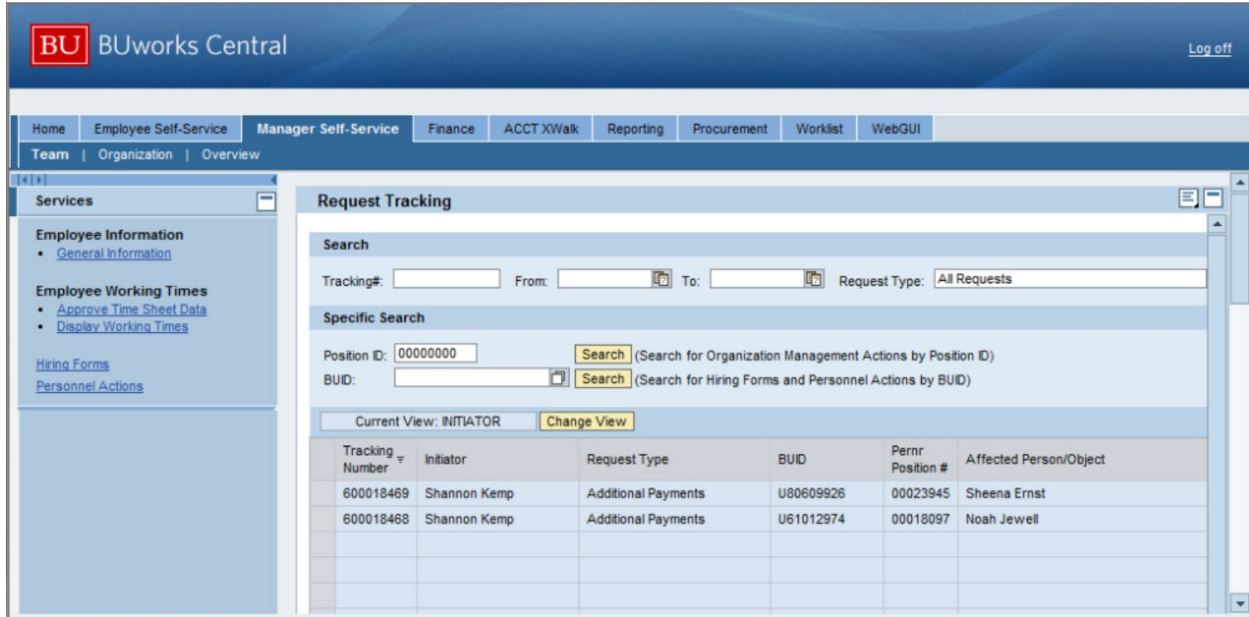


Manager Self-Service

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.



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



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.

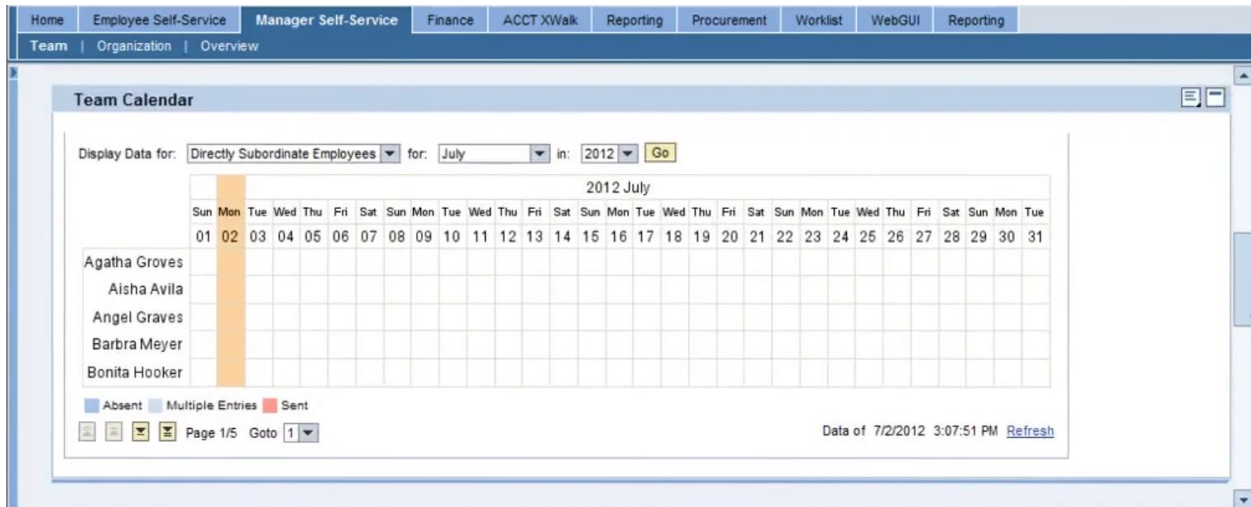
Tracking Number	Initiator	Request Type	BUID	Pernr Position #	Affected Person/Object
600018469	Shannon Kemp	Additional Payments	U80609926	00023945	Sheena Ernst
600018468	Shannon Kemp	Additional Payments	U61012974	00018097	Noah Jewell

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

Tracking Number	Initiator	Request Type	BUID	Pernr Position	Request Date	Status	C
600018469	Shannon Kemp	Additional Payments	U80609926	00023945	06/04/2012	Submitted	R
600018468	Shannon Kemp	Additional Payments	U61012974	00018097	06/04/2012	Submitted	R
600018467	Shannon Kemp	Additional Payments	U85566893	00034679	06/04/2012	Submitted	H
600018466	Shannon Kemp	New Recurring Payments	U27357763	99996326	06/04/2012	Submitted	R
600018465	Shannon Kemp	Salary Cost Distribution	U18677083	00005624	06/04/2012	Submitted	R

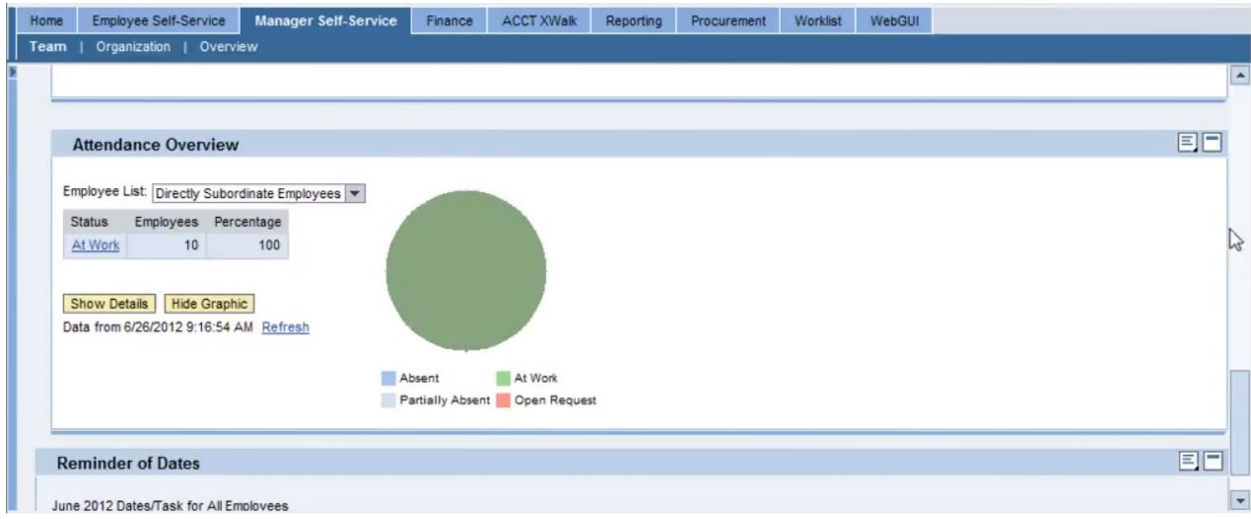
Payroll Coordinators will only have the Request Tracking application on the Team page. Managers have additional functions on the Team page.

A team calendar is displayed below the Request Tracking application.



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.



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

The screenshot shows a web application interface for employee management. At the top, there is a header "General Information" with a "History BackForward" link. Below this is an "Employee Search" section with a dropdown menu for "Employee Selection" set to "Direct Reports" and a "Display" dropdown set to "Organizational Information". A table lists five employees with columns for Name, Personnel Number, Manager, Position, Job, Organizational Unit, Home Cost Center, and Personnel Area. The first row is highlighted. Below the table is a pagination control showing "Row 1 of 10".

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
Reyes 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 Camp
Tuan Russo	00028054	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp


Below the table is a "General Data" section for Edwardo Escobar (00019244). It includes links for "Organizational Assignment" and "Personnel Structure". The data shows: Org. Unit: 047175A, Personnel Area: Charles River Campus, Position: TECHNICIAN II, BROADCAST REC, and Pers. Subarea: L2324-Cler/Tech. To the right, there are sections for "University Prop" (No data available) and "Related Activi".

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

The screenshot shows a "Related Activities" page with a blue header. The main heading is "Changes on Behalf of My Employees". Below this is a list of seven underlined links: "Home Address and Emergency Contact", "Office Address", "BU Alert Information", "Record Working Time", "Release Working Time", "Time Off Request", and "Quota Overview".

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

Employee Search

Employee Selection: 

Display:

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 Camp
Tuan Russo	00028054	Broderick Childers	TECHNICIAN II, BROADCAST REC	Tech II, Broadcast Recording	047175A	PROD	Charles River Camp

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

Tracy Hollingsworth 00027366

Organizational Assignment [Organizational Assignments](#)

Org. Unit: 047175A
 Position: TECHNICIAN, SR, BROADCAST REC
 Cost Center: PROD
 Payroll Area: Weekly Payroll

Personnel Structure

Personnel Area: Charles River Campus
 Pers. Subarea: L2324-Cler/Tech
 EE Group: Staff-NonExempt FT
 EE Subgroup: Cler/Tech/Svc/RSCler

Communication Data

E-Mail Address: Tracy.Hollingsworth@scrambled.etc

Personal Data

Permanent Residence: Tracy Hollingsworth
 6349 Waverly Road
 Georgetown MA 01373

Monitoring of Tasks

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

Filter inactive

Period 6/25/2011 - 6/25/2013

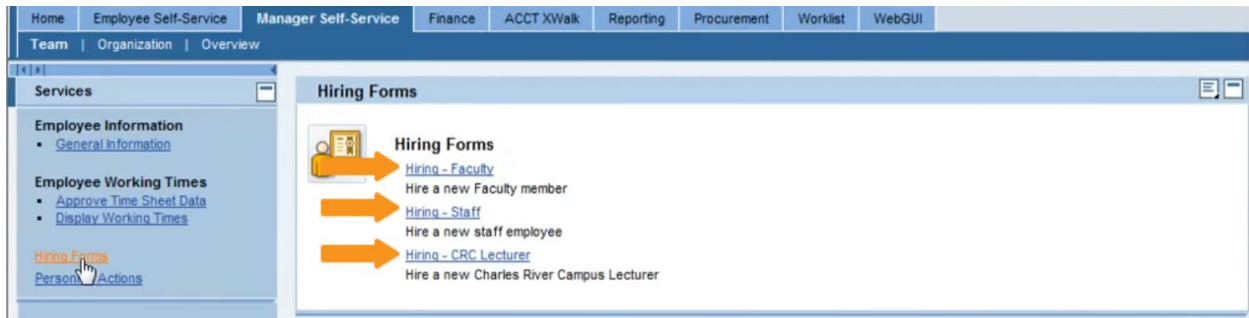
Period	Days	Description
10/4/2011 - 10/4/2011	0.13	Vacation
8/31/2011 - 8/31/2011	0.38	Vacation
8/17/2011 - 8/17/2011	1	Vacation
8/16/2011 - 8/16/2011	1	Vacation
8/15/2011 - 8/15/2011	1	Vacation

Row 1 of 12 

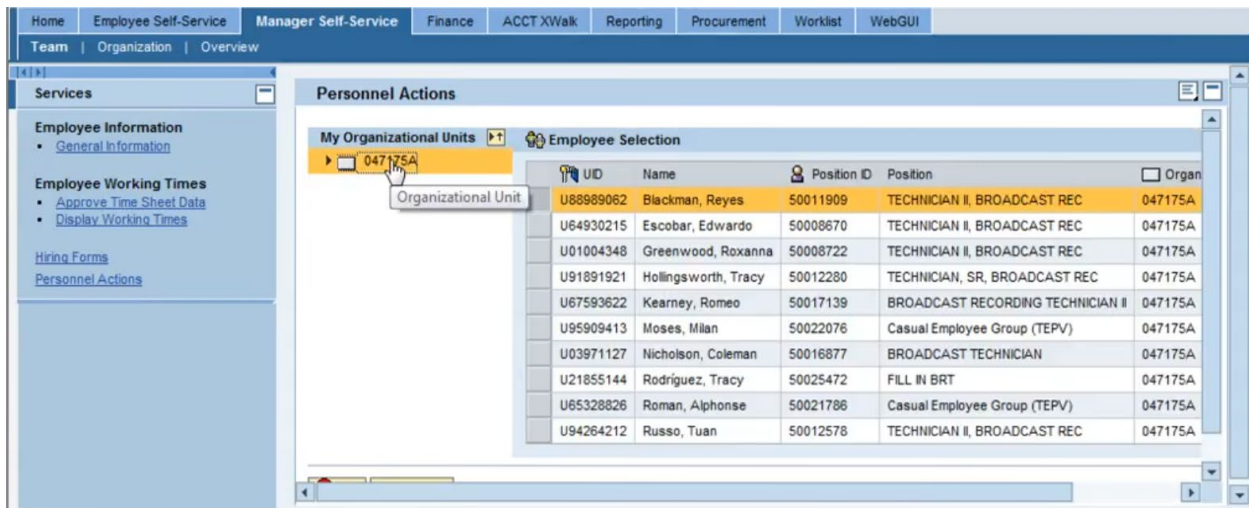
August 2011 September 2011

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
32	31	1	2	3	4	5	6	36	28	29	30	31	1	2	3
33	7	8	9	10	11	12	13	37	4	5	6	7	8	9	10
34	14	15	16	17	18	19	20	38	11	12	13	14	15	16	17
35	21	22	23	24	25	26	27	39	18	19	20	21	22	23	24
36	28	29	30	31	1	2	3	40	25	26	27	28	29	30	1
37	4	5	6	7	8	9	10	41	2	3	4	5	6	7	8

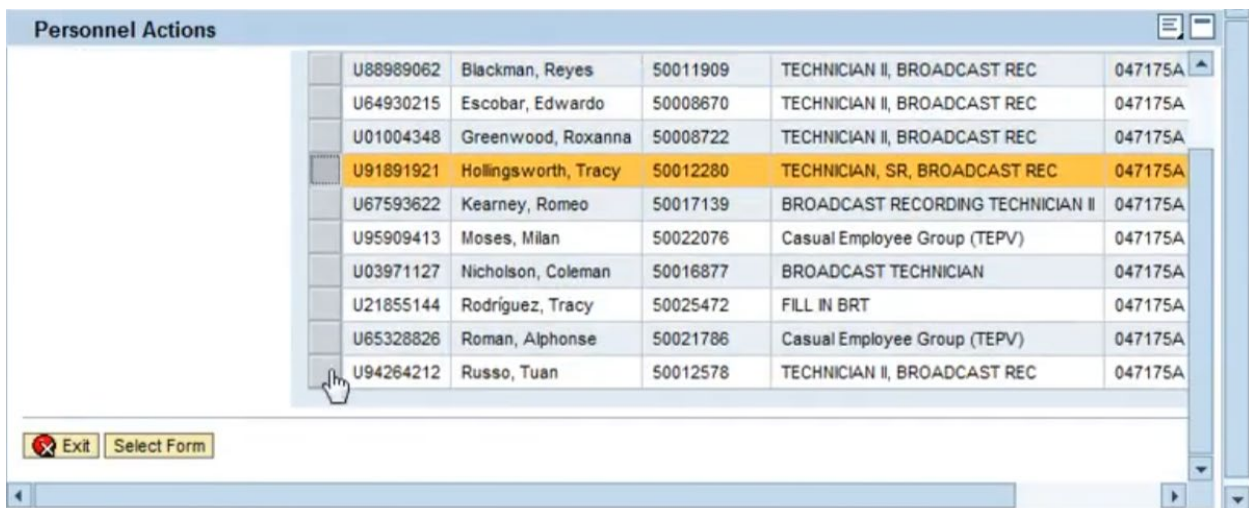
Click the Hiring Forms link when you need to hire a new employee.



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



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



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

Personnel Actions

Employee Name: Hollingsworth, Tracy
UID: U91891921
Position ID: 50012280
Position: TECHNICIAN, SR, BROADCAST REC
Org.Unit: 047175A

Form Selection

- No Selection
- Additional Payments
- Faculty Contract Update
- Leave of Absence / Return from Absence
- Position Change
- Position Revision
- Recurring Payments
- Retirement

The Organization Page

Home | Employee Self-Service | **Manager Self-Service** | Finance | ACCT XWalk | Reporting | Procurement | Worklist | WebGUI

Team | **Organization** | Overview

Services

- Organizational Overview**
 - [Organizational Profile](#)
 - [Position Profile](#)
- Organization**
 - [View Organizational Chart](#)
 - [Organizational Unit Request Form](#)
- Organization Management Actions**
 - [Create Position](#)
 - [Maintain Position](#)
 - [Delimit Position](#)

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

Organizational Profile [History] [BackForward]

Organizational Unit Search

Organizational Unit Selection: All Organizational Units

Display: Organizational information

Personalize Filter On

Organizational Unit	Organizational Unit ID	Manager	Home Cost Center
047175A	10001768	Broderick Childers	PROD

Row 1 of 1

Data as of 6/25/2012, 7:09:23 PM Refresh

Account Assignment Features

Organizational Unit: 047175A

Business Area: Charles River Campus
 Personnel Area: Charles River Campus
 Personnel Subarea: L2324-Cler/Tech
 Controlling Area: Trustees of Boston Univ

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

Position Profile [History] [BackForward]

Position Search

Position Selection: Directly Subordinate Positions

Personalize Filter On

Position	Position ID	Organizational Unit	Home Cost Center	Position Holder	Posted On
TECHNICIAN II, BROADCAST REC	50008670	047175A	PROD	Edwardo Escobar	
TECHNICIAN II, BROADCAST REC	50008722	047175A	PROD	Roxanna Greenwood	
TECHNICIAN II, BROADCAST REC	50011909	047175A	PROD	Reyes Blackman	
TECHNICIAN, SR, BROADCAST REC	50012280	047175A	PROD	Tracy Hollingsworth	
TECHNICIAN II, BROADCAST REC	50012578	047175A	PROD	Tuan Russo	

Row 1 of 11

Data as of 6/25/2012, 7:12:16 PM Refresh

Compensation

Position TECHNICIAN, SR, BROADCAST REC

Pay Scale Type: L2324-Cler/Tech
 Pay Scale Area: Boston
 Pay Scale Group: GR26 To: GR26
 Pay Scale Level: 01 To: 04
 Amount: 18.1000 To: 28.5000

Position Cost Distribution

Position TECHNICIAN, SR, BROADCAST REC

Controlling Area	Cost Center	Order	WBS Element	Percentage
Trustees of Boston Univ	WBUR PRODUCTION			100

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

Position Profile History BackForward

Compensation

Position TECHNICIAN, SR, BROADCAST REC
Pay Scale Type: L2324-Cler/Tech
Pay Scale Area: Boston
Pay Scale Group: GR26 To: GR26
Pay Scale Level: 01 To: 04
Amount: 18.1000 To: 28.5000
Time Unit: Hourly
Currency: USD4

Position Cost Distribution

Position TECHNICIAN, SR, BROADCAST REC

Controlling Area	Cost Center	Order	WBS Element	Percentage
Trustees of Boston Univ	WBUR PRODUCTION			100

Row 1 of 1

Position Holders

Position TECHNICIAN, SR, BROADCAST REC

Holders
Tracy Hollingsworth

Row 1 of 1

Employee Group

Position TECHNICIAN, SR, BROADCAST REC
Employee Group: Staff-NonExempt FT
Employee Subgroup: Cler/Tech/Svc/RSCLer

Account Assignment Features

Position TECHNICIAN, SR, BROADCAST REC
Company Code: Trustees of Boston Univ
Business Area: Charles River Campus
Personnel Area: Charles River Campus
Personnel Subarea: L2324-Cler/Tech