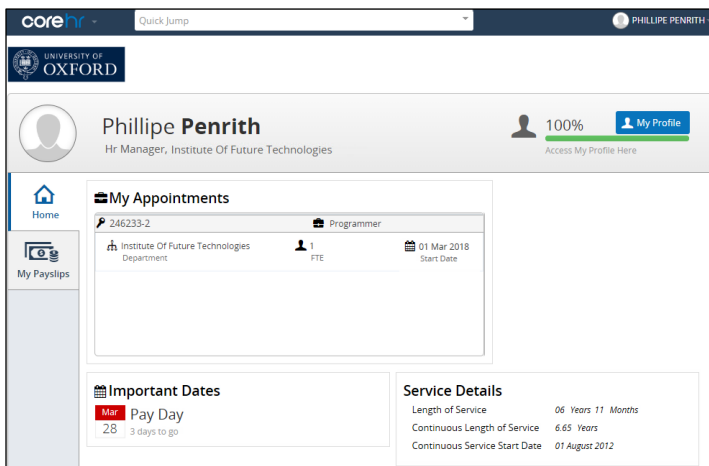


Manager Self-Service (MSS)...

...gives you (as a designated Self-Service Manager) a dashboard that allows you to view useful contractual information about your team. This guide helps you navigate the system. If you spot any information that appears incorrect in your manager dashboard please contact your local HR team.

1. Logging in

Log in to HR Self-Service via the Staff Gateway using your **Single Sign-On**.



2. Logging out

Once you have finished using HR Self-Service ensure you click on your name at the top of the screen and select **Log Out**.

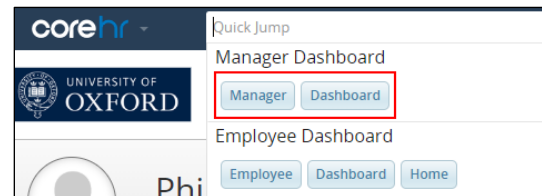
On the next screen, click 'Proceed with Single Sign-On Logout' to ensure you have fully logged out.

For complete security you should always close down your web browser(s) once you have finished.

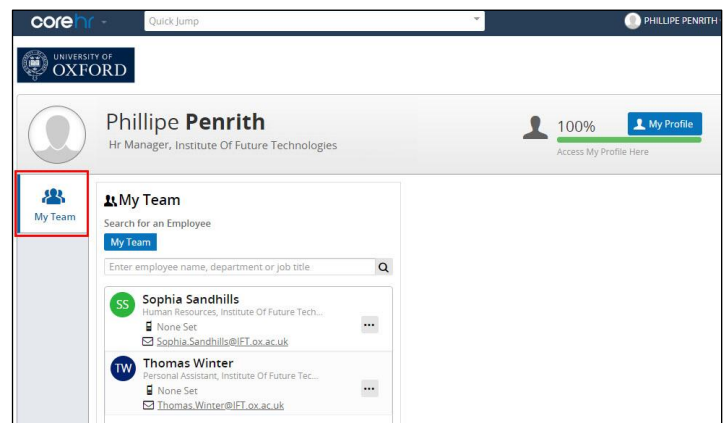
3. Viewing team member records

There are two dashboards available to managers, the **Employee Dashboard**, enabling you to see your own details and the **Manager Dashboard**, through which you can access your team members' records.

3.1. Click on the **Quick Jump** dropdown menu and select **Manager Dashboard**.



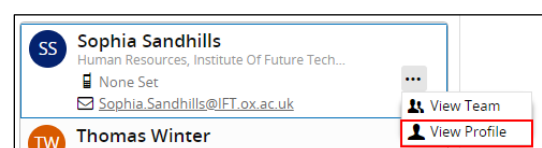
The **My Team** tab will be active and a list of team members displayed.



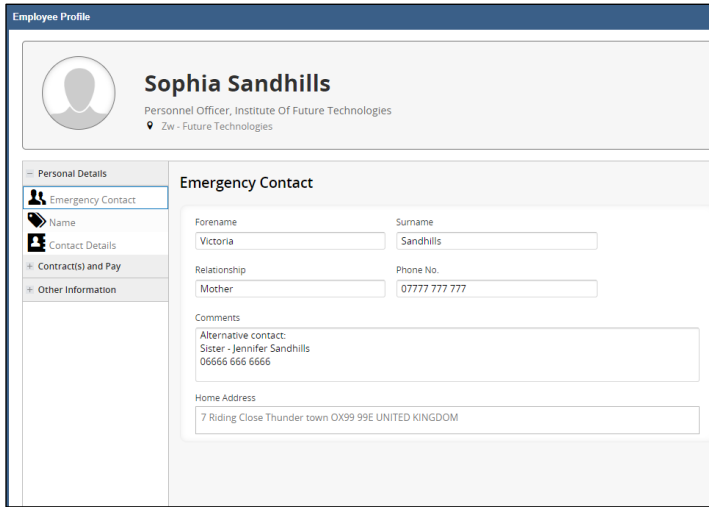
3.2. To search for a member of your team in the list use the search box and click on the icon.

3.3. To return to the full list of team members click the **My Team** button.


3.4. To view the profile of a team member click on the icon to the right of the name and select **View Profile**.

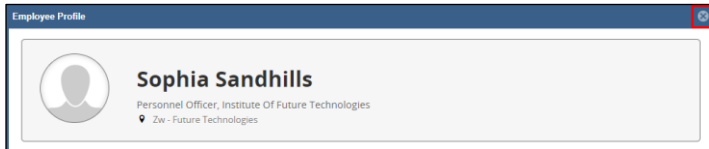


Note: All fields are read-only in this view. As a manager you do not have access to change any data or to view the diversity details, payslips or bank details of your team members.



4. Return to My Team

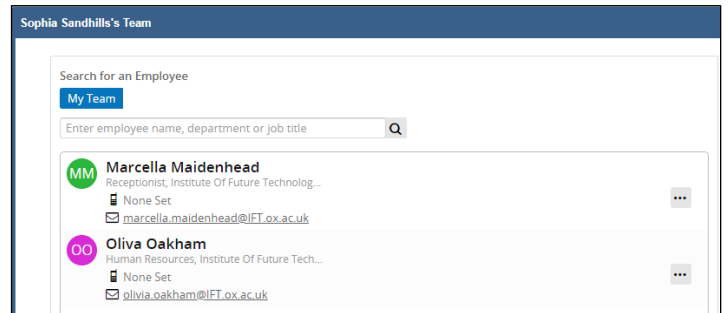
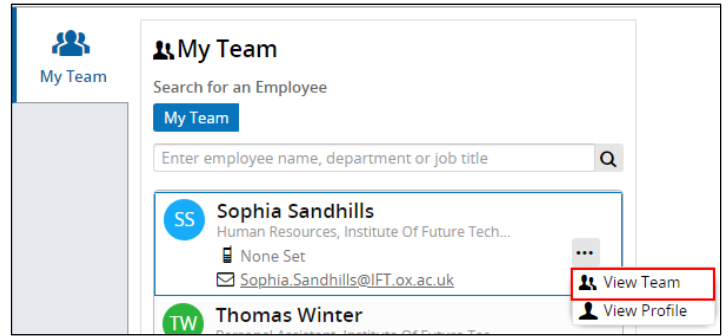
4.1. Click on the  icon at the top right of the Employee profile window.



Note: If a team member also manages a team, the manager can 'drill down' and view some limited information about those team members as well. Managers cannot see information about the contract or pay for any staff other than their direct reports.

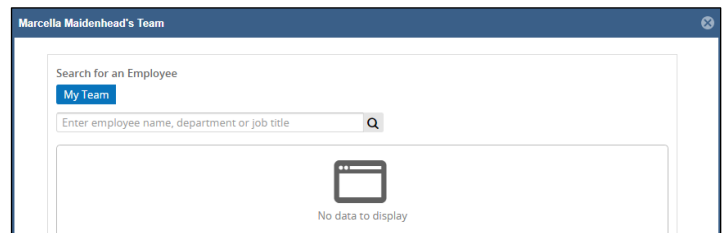
In the example shown in **Section 3**, Sophia Sandhills is a member of Phillipe Penrith's team and she also manages her own team. Phillipe Penrith is able to view Sophia's details as well as the limited details of all the members of Sophia's team.

4.2. Click on the  icon and select **View Team**.



A list of team members will be displayed.

Note: If no further teams exist the following message will be displayed.



5. Return to Employee Dashboard

Click on Dashboards and select **Employee Dashboard**.

