

## Manager Self-Service (MSS)...

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

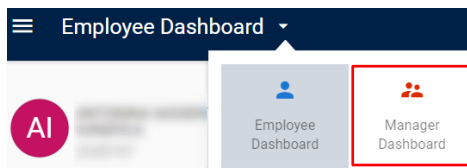
### 1. Log into HR Self-Service

Log into HR Self-Service via the Staff Gateway, using your **Single Sign-On**. For ESS navigation, refer to the Employee Self-Service How-to Guide.

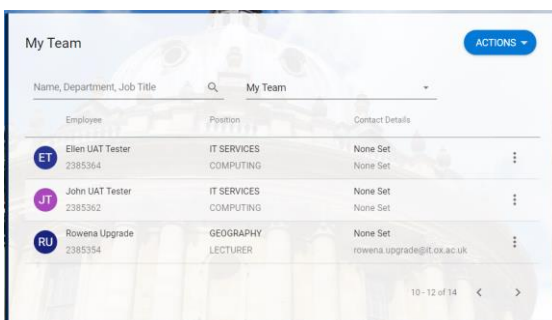
### 2. View team member records (Manager Dashboard)


The **Manager Dashboard** in HR Self-Service gives you access to your team members' records.

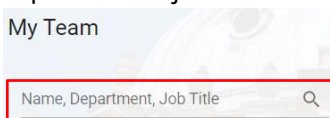
- 2.1. Click on the **Employee Dashboard** dropdown menu, at the top, and select **Manager Dashboard**.



This takes you to the **My Team** screen, with a list of your team members displayed. You will only see the records for which you have been assigned as Self-Service Manager.




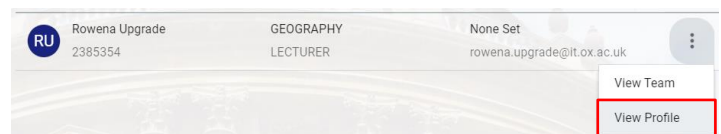
- 2.2. Search for a member of your team, by their name, department or job title. Click  to search.



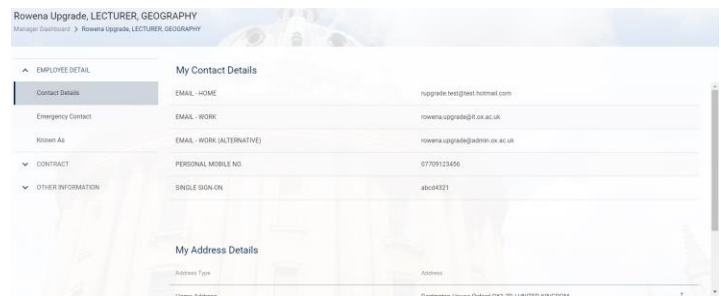
- 2.3. To return to the full list, click 'X'.



- 2.4. 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.



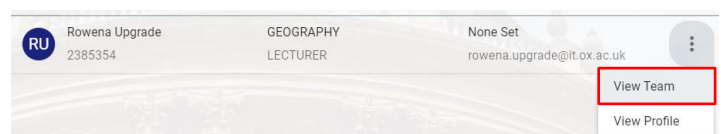
### 3. Return to My Team

- 3.1. Return to **My Team** by either clicking on the white arrow in the top left, or on **Manager Dashboard** in the 'breadcrumb' menu.



**Note:** If your team member also manages a team, you'll be able to view details about their team members as well.

- 3.2. Click on the icon  and select **View Team**.



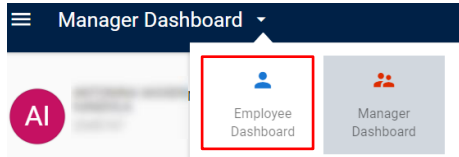
A list of team members will be displayed.

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



#### 4. Return to Employee Dashboard

Click on the **Manager Dashboard** dropdown menu, at the top, and select **Employee Dashboard**.



#### 5. Log out securely

Click on your initials, displayed in a small circle, 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 full security, always close your web browser (including all open tabs).