When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, Manager Self-Service (MSS), My Team, Team Overview, Team Calendar

Transaction Code

MYSCEmployee MSS

Roles

Managers (or Supervisors) as assigned by the agency

Purpose

Use this procedure in Manager Self-Service (MSS) as a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

- The **Team Calendar** service is located on the *Team Overview* page in MSS. Managers will use the **Team Calendar** to monitor their employees' scheduled absences, pending leave requests, and approved working time. The calendar will also assist with schedule planning. The calendar will default to the current month view, but other months can be displayed by selection of the monthly drop down menu. NOTE: If selecting a different month and year, click the "start" button to display the data.

Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to display the team calendar and monitor scheduled time off.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Tips and Tricks

- None.

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Related Transactions

- None.

Step-by-Step Work Instructions

1. Start all MSS application by logging on to the MySCEmployee Portal:

2. As required, complete/review the following fields:

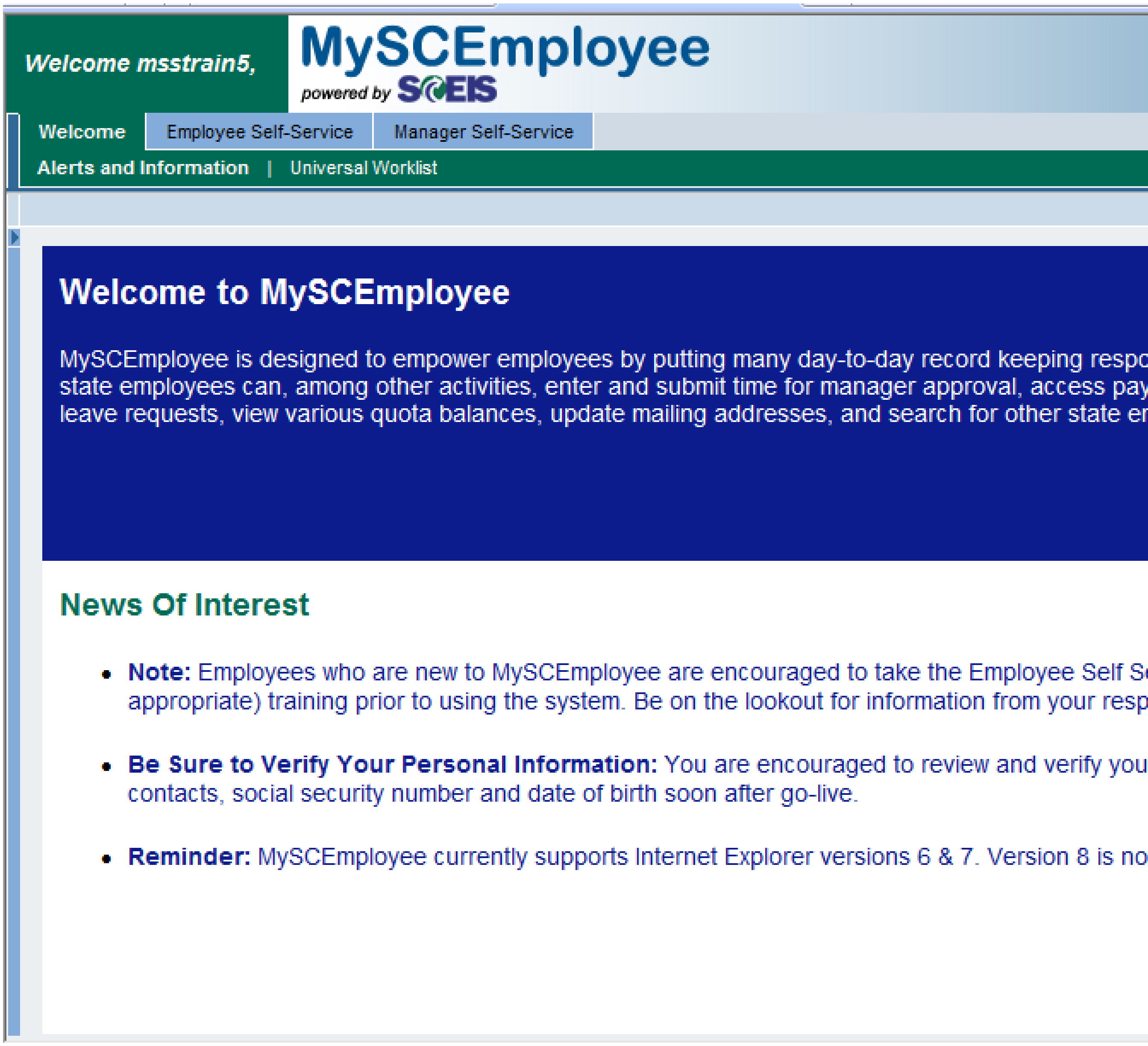
Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button Log on.

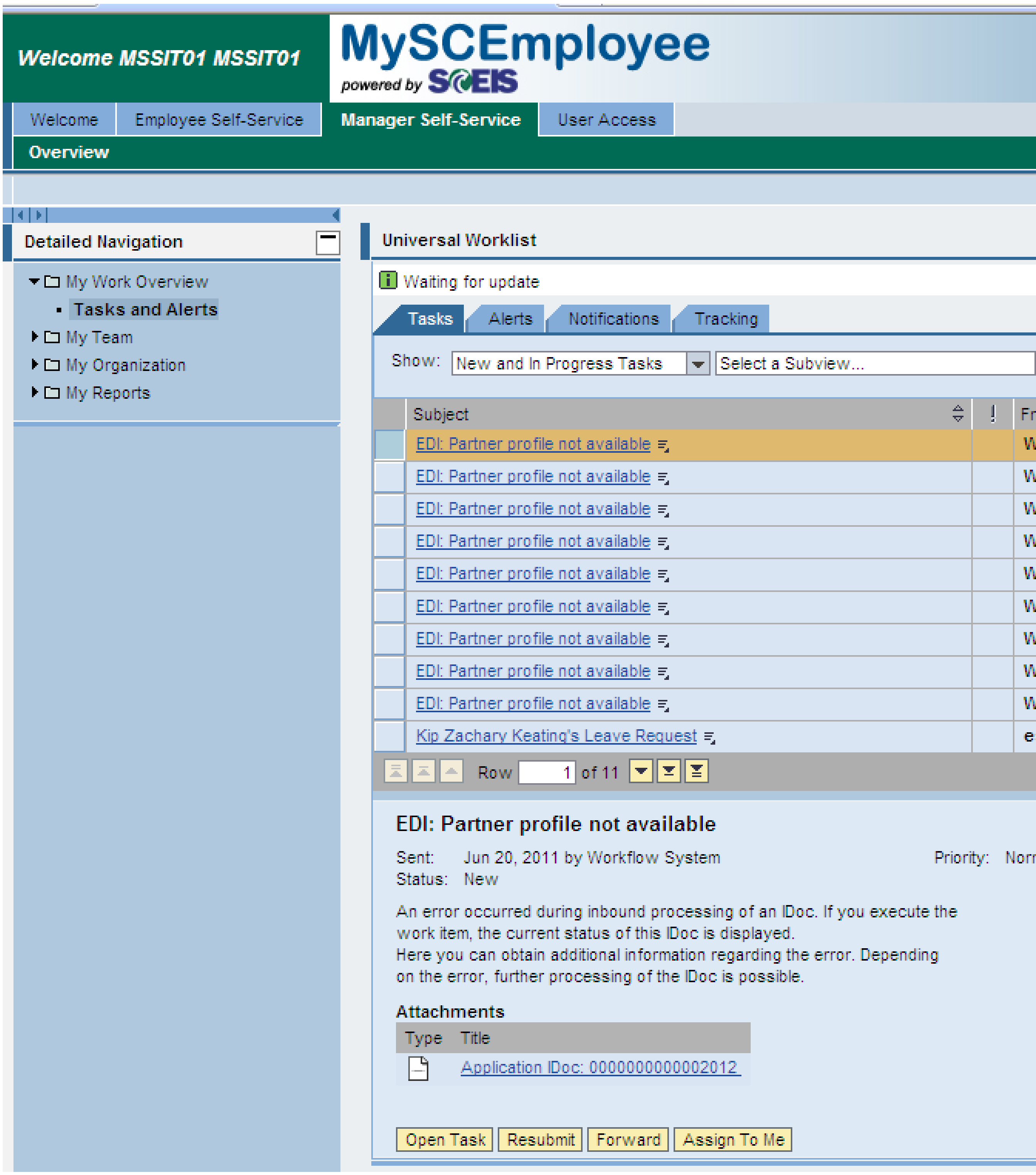
After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

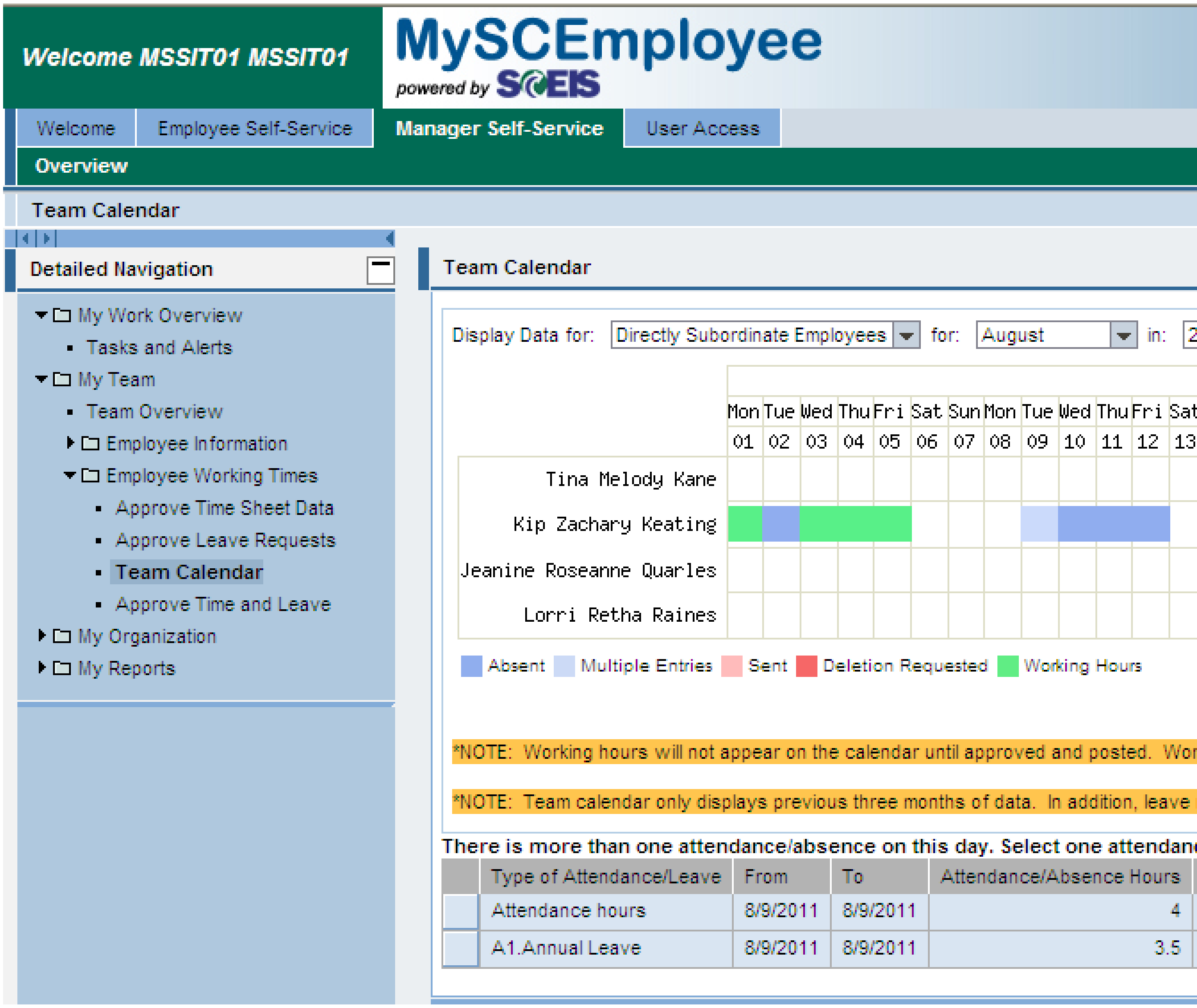


5. Click the **Manager Self-Service** tab Manager Self-Service.



MSS users will be defaulted to the **'Tasks and Alerts'** page.

6. Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Team Calendar** by expanding the folders down the tree structure.



The **Team Calendar** will default to display the current month. However, other monthly views can be displayed by selecting a month from the drop-down and clicking Start.

Select a date from the **Team Calendar** to view details of the leave request or working hours.

7. The **Team Calendar** has a color code to represent the absences:

Color / Code	**Notes**
Blue - Absent	**Absent** - Indicates a scheduled/approved leave request. It can also indicate a previously taken absence.
Light Blue - Multiple Entries	**Multiple Entries** - Indicates a pending leave request that includes more than one absence type for one work day (e.g 4 hours Annual Leave and 4 hours Comp Time).
Pink - Sent	**Sent** - Indicates a pending leave request to be approved or rejected.
Red - Deletion Requested	**Deletion Requested** - Indicates a previously rejected leave request. The action is one the employee to either delete the request or resubmit it.
Green - Working Hours	**Working Hours** - Indicates working time that has been approved and posted in the system.

Results

You have displayed the Team Calendar for your employees.

Comments

None.