



HR Connect's Manager Self-Service (MSS) automates and streamlines many traditional HR processes. From their desktops, managers can view real-time HR data online; initiate, approve, and track personnel actions; access and print a variety of workforce related reports; and access an extensive library of pre-classified position descriptions. Below is a brief summary of the major MSS features.

**People and Positions**

"People and Positions" is the centerpiece of MSS. It provides managers instant access to information about their employees including position, employment, performance, and award related data. Additionally - and perhaps more notably - MSS allows managers to initiate personnel actions online. Managers simply click on the name of the employee they want to initiate an action on, select the type of action, and electronically forward the request through the approval chain. *People and Positions* also introduces an automated means for managers to establish new positions and initiate recruitment requests.

**PEOPLE AND POSITIONS**

 View information on employees and positions reporting to you. If information below is incorrect, contact the Human Resources office or send an e-mail using the link at the bottom of the page.  
To initiate a personnel action request, click on the employee's name.

**Manager:** Baker, Susan G  
**Organization:** Technical Services Branch

EMPLOYEE NAME	POSITION TITLE	SUB ORG
<a href="#">Cooper, Angela M</a>	Human Resources Specialist	
<a href="#">Nelson, William K</a>	Secretary	
<a href="#">Sistare Ayres, Derdera L</a>	Administrative Assistant	
<a href="#">Stanfield, Veronica J</a>	Information Technology Specialist	
<a href="#">Wright Simms, Gloria</a>	Human Resources Specialist	

**POSITIONS**

[Vacant Positions](#)  
View vacant positions and begin recruiting.

[Establish New Position](#)  
Request a new position to be added to your organization.

**Profiles and Proxies**

While MSS is a valuable resource for managers, the designers recognized that quite often managers delegate a portion of their HR responsibilities to someone serving in an "acting" capacity or to their Secretary, Executive Assistant, or similar responsible staff member. To accommodate this, MSS offers the ability for managers to identify a "Proxy" to serve on their behalf. Depending on the options selected by the manager, proxies have the ability to initiate and authorize personnel actions during a specified period of time. Managers can also establish a default "profile" for routing actions for approval.

**PROFILES AND PROXIES**

 [Workflow Profile](#)  
Set up your typical routing profile.

[Pick a Proxy](#)  
Designate one or more of your employees to initiate or approve actions on your behalf.

## Worklist

When actions are routed from one manager to another, the authorizing manager is notified by email that an action is awaiting their review. This manager uses their MSS "Worklist" to access the personnel action, review the request, and approve or deny it.

WORKLIST		
To review and approve, click on the personnel action, or to get a more detailed view, click the EXPAND button.		
Worklist For ST1023: PREWITT		
PERSONNEL ACTION	PROPOSED EFF DATE	EMPLOYEE NAME
<a href="#">Change in Hours</a>	12/23/2007	Quincy, Darryl J
<a href="#">Reassignment</a>	12/23/2007	Massadona, Ryan M
<a href="#">Realignment</a>	12/23/2007	Oldham, Dingshin
<a href="#">Promotion</a>	12/23/2007	Purcell, John W
<input type="button" value="EXPAND"/>		

## Mass Actions

At times, managers may wish to initiate mass actions that impact a group of employees. MSS efficiently handles Mass Awards and Mass Realignments.

MASS ACTIONS	
To initiate the same action for a group of several employees, use the mass action process.	
<a href="#">Mass Awards</a>	Initiate awards for a group of employees.
<a href="#">Mass Realignment</a>	Initiate a realignment for a group of employees.

## Manager Tools

MSS offers a wealth of workforce information and analytical tools. Using MSS, managers have quick access to bureau (and sub-organization) data related to salary, headcount, retirement eligibility, diversity statistics, and numerous demographic charts and reports. Managers also have access to the Treasury-tier portion of *HR Connect's* PD Library.

MANAGER TOOLS	
	<a href="#">Workforce Analytics</a> Access the Human Resources reporting site to obtain statistics and demographics on the Department of the Treasury's workforce.
	<a href="#">PD Library</a> Search and preview the Treasury-tier position description library available for recruitment and staffing.

## Reports

The "Reports" feature of MSS allows managers to run a variety of useful reports including, an alphabetical employee roster, emergency contacts listing, performance appraisal summary report, and two types of status reports for pending and processed personnel actions, and much, much more.

REPORTS
Obtain specific information on the employees in your organization.
<a href="#">Alphabetical Roster</a> View an alphabetical listing of assigned employees.
<a href="#">Emergency Contacts</a> View emergency contacts and work location for your employees.
<a href="#">Employee Location Report</a> View a listing of Employees at a specific work location.
<a href="#">Performance Appraisal Summary Report</a> View most recent performance appraisals for your employees.
<a href="#">Pending Actions - All</a> View the status of pending personnel actions for your employees.
<a href="#">Pending and Processed Actions (Date Range)</a> View the status of pending and processed personnel actions for your employees within a specified date range.