

WORKDAY INFO SHEET: MANAGER SELF-SERVICE

In Workday, Manager Self-Service (MSS) is the ability for anyone with employees reporting to them to have the role of Manager, granting them a certain level of access to the system.

MANAGING YOUR DIRECT REPORTS

Manager Self-Service provides supervisors with job, position, and compensation information for their direct reports, including access to numerous built-in reports to support HR-related analytics and decisions. Data like direct deposit and benefits enrollment/pension/retirement won't be visible to managers.



SUPERVISORY ORGANIZATION

Workday groups employees under one manager into Supervisory Organization(s). Organizations are arranged hierarchically to map out the university's full structure.

TIME MANAGEMENT RESPONSIBILITIES

As a Manager, you will be responsible for approving your employees' time sheets and vacation requests. To ensure employees are paid accurately and on time, Managers need to monitor and complete time and absence-related tasks in Workday.



MONITOR YOUR 'MY TASKS'

The tasks and actions you need to complete will go to your Workday Inbox, which automatically sends a message to your GVSU email account.

TOOL AND RESOURCES FOR MANAGERS

Workday applications give you easy access to relevant reports and information. Personalize your apps in Workday's Menu section. The My Team app, for example, shows you who reports to you directly and indirectly. You can access quick links to employees' profiles from this app, or you can select "My Org Chart," which gives you an interactive organizational chart to navigate to everyone's profiles.



For More Information:

www.gvsu.edu/workday