Manager Self Service
LINE MANAGER GUIDANCE

University of Reading
2019

Manager Self Service

Dear Line Manager,

You are about to use the Manager Self Service. It has been created to provide you with access to specific employment related information about the people you line manage (e.g. absence/attendance information, leave approval function, details relating to the employee contract, such as visa status, rate of pay, employment contract funding information). There are also some quick links to enable you to, for example, raise a Staffing Request Form (SRF).

You have a **view only** access, therefore please feel free to explore the information available to you. Should you notice that any of the details are recorded incorrectly or are soon to change, please contact HR via email hr@reading.ac.uk and let us know.

Best wishes

HR Team

Manager Self Service

LINE MANAGER GUIDANCE

Index

Manager Self Service

Manager Self Service can be accessed by this link - https://hrms.reading.ac.uk/

<u>On Campus</u>

If you're on campus and are already connected to the University network with your staff details, you will be automatically logged in like how you access other key University services (such as Office 365).

<u>Off Campus</u>

If you are accessing MSS externally or remotely you may be prompted for 'Additional security verification' prior to gaining access to the MSS login. Follow the onscreen guidance and refer to the DTS guide for remote service access if you need further help.
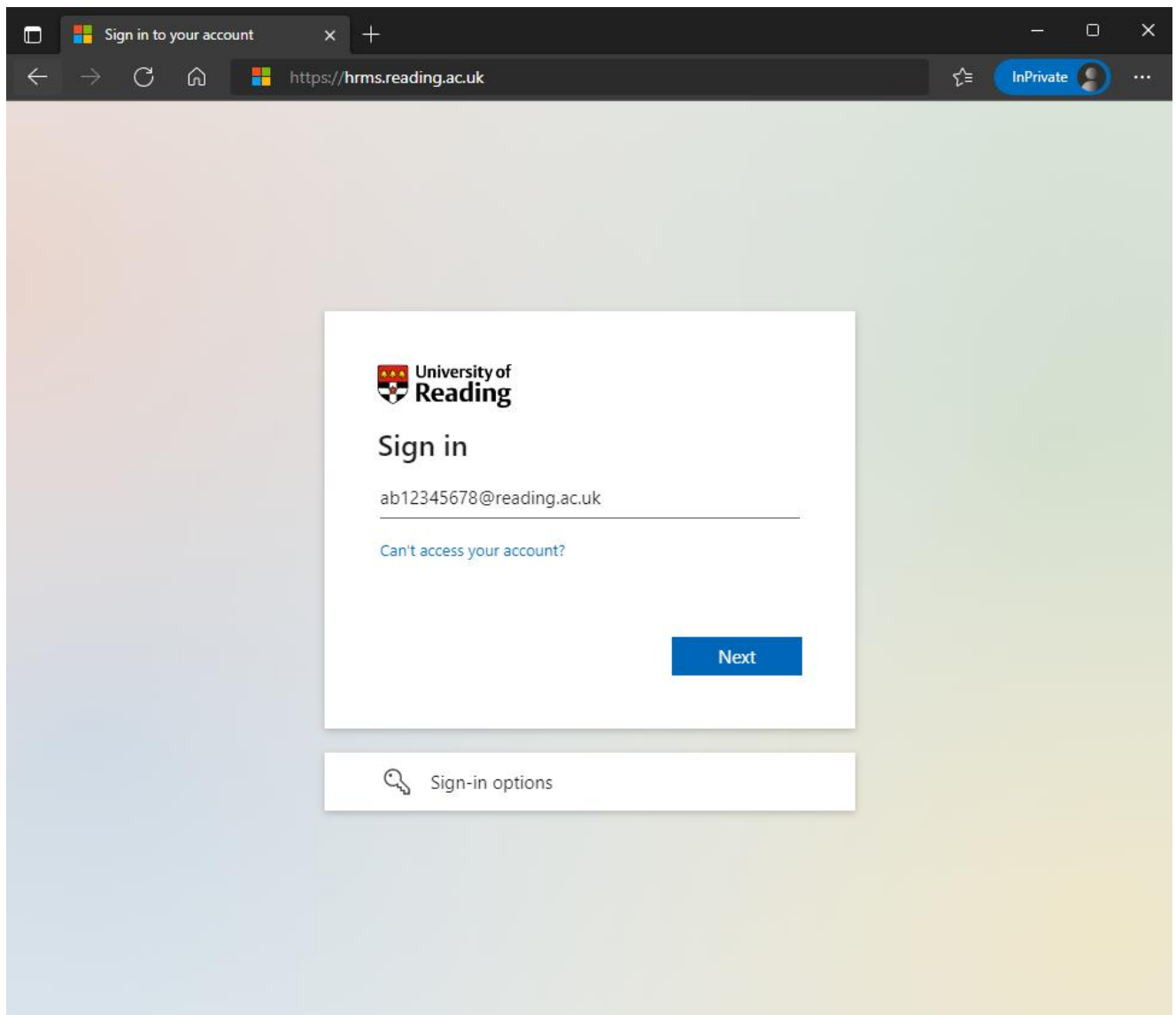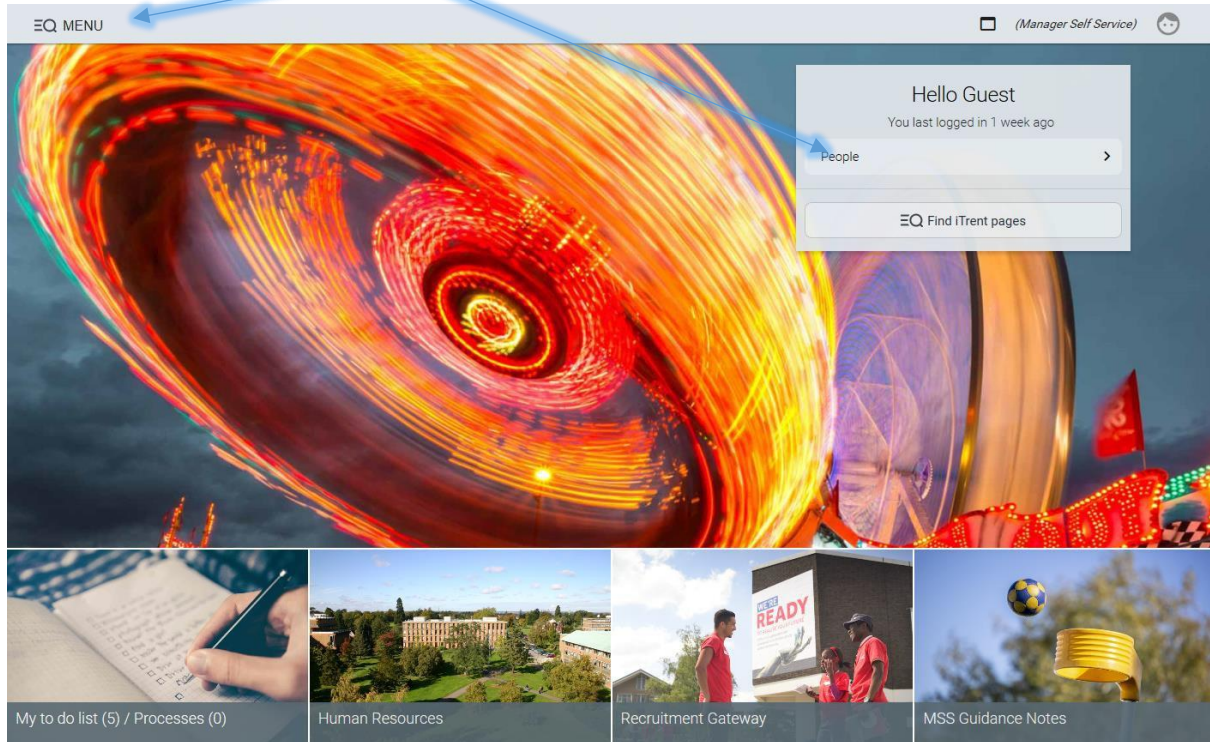
Manager Self Service
LINE MANAGER GUIDANCE

The following front-page screen will be shown.

Click on the word **'People'** and choose the employee's name you wish to view from the list on the left. Alternatively click on the **'Menu'** icon.

From the main page you can also access links to other useful pages (these may change over time). For instance:

- **'My to do list'**, to view any holiday absence requests which may require approval
- **Human Resources** website for any HR related information and forms
- **Recruitment Gateway** to raise an SRF, contact Campus Jobs, engage a contractor or contact a Recruitment Agency
- **Manager Self Service (MSS)** guidance notes.

Manager Self Service
LINE MANAGER GUIDANCE

Click on the name of the person on the left. After selecting the individual, the **main page** below will appear.

On the right-hand side you can also click between employees.

NB! Please contact the HR Operations team if there is anyone on the list of employees whom you do not line manage, if someone is missing or if they are leaving.

This is a summary page, where it is possible to access the following:

- Employee's **personal information** – which also leads through to the Key dates screen (further details below)
- **Employment details** – leading through to the Hours and basis scree and the Payscale values screen
- **Leave calendar** – to view their full calendar, holidays, days off sick
- **Links** – to various contractual details, absence, quick links and email contacts.
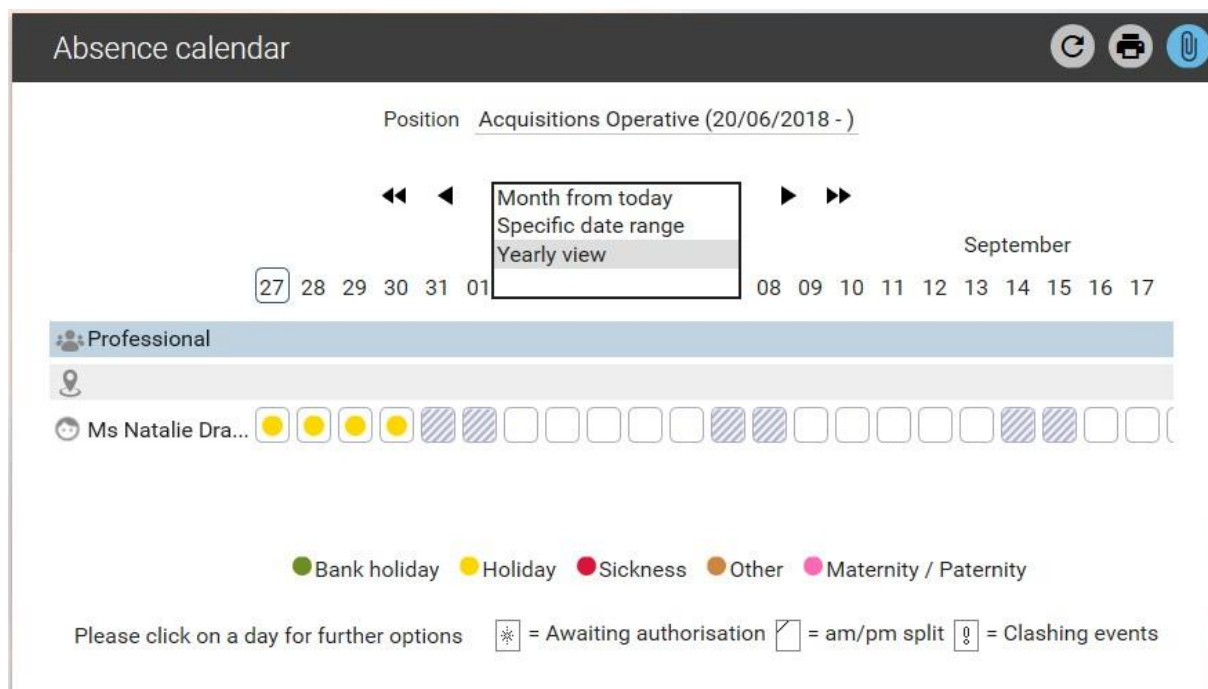
Manager Self Service
LINE MANAGER GUIDANCE

Calendar

To access the full calendar, please click on the **👁 VIEW FULL CALENDAR** icon on the main page.

The following page will appear. Here it is possible to **switch between positions** (if the individual has several roles).
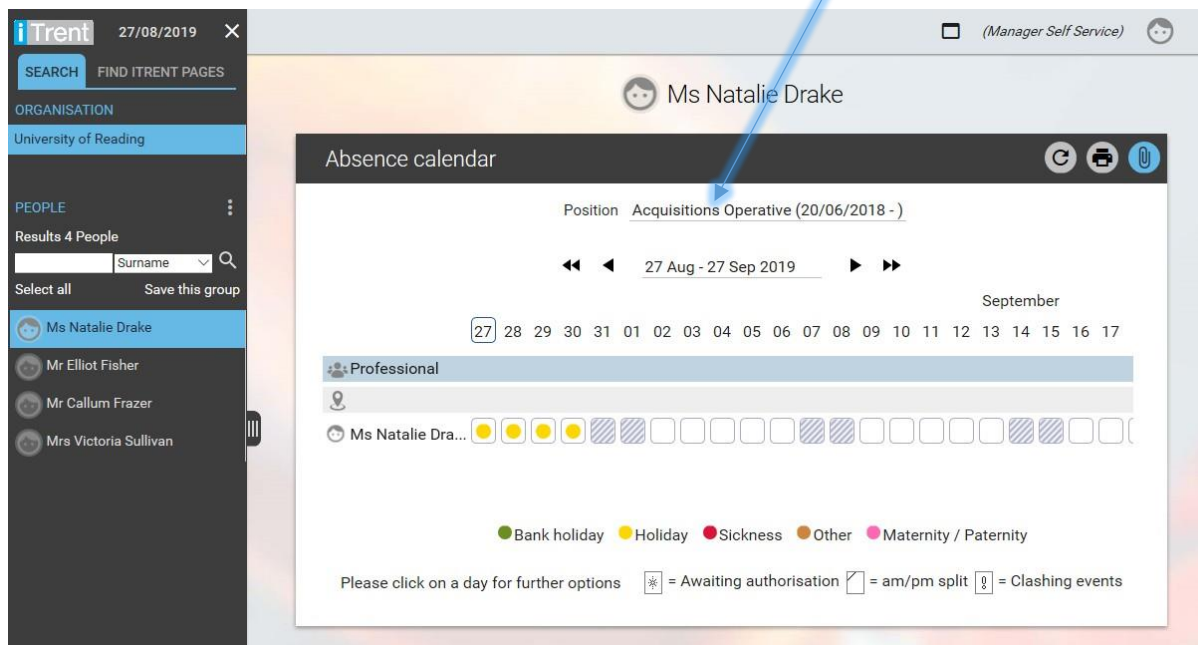
You can select a different date range (Month from today, Specific date range or Yearly view) and see what type of leave the employee has booked (Holiday, Bank holiday, Maternity/Paternity, Other).

Manager Self Service
LINE MANAGER GUIDANCE

The following screen will then appear.

This is one person's yearly calendar view, please note that it is not possible to compare multiple employees' calendars at the same time.

Click here to enter the **Holiday Entitlement Screen**

Manager Self Service
LINE MANAGER GUIDANCE

Holiday Entitlement Page

From the main page, it is also possible to access the **Holiday Entitlement Screen**, which shows a list view of all the Annual Leave booked, Bank holidays and Closure days.

Please note that the total holiday allowance is made up of **bookable leave** + **Bank holidays** and **Closure days**. Should the employee leave before their fixed term contract ends or before the end of the annual leave year, their entitlement will be **calculated pro-rata.**

The system will also allow to:

- Look at their entitlement in different roles
- Review previous annual leave years.

NB: For any **further queries regarding absence**, please follow this link to our Absence and leave page or to our Employee Self Service Absence page.

Our **Family Leave policies** can be found here.

Manager Self Service
LINE MANAGER GUIDANCE
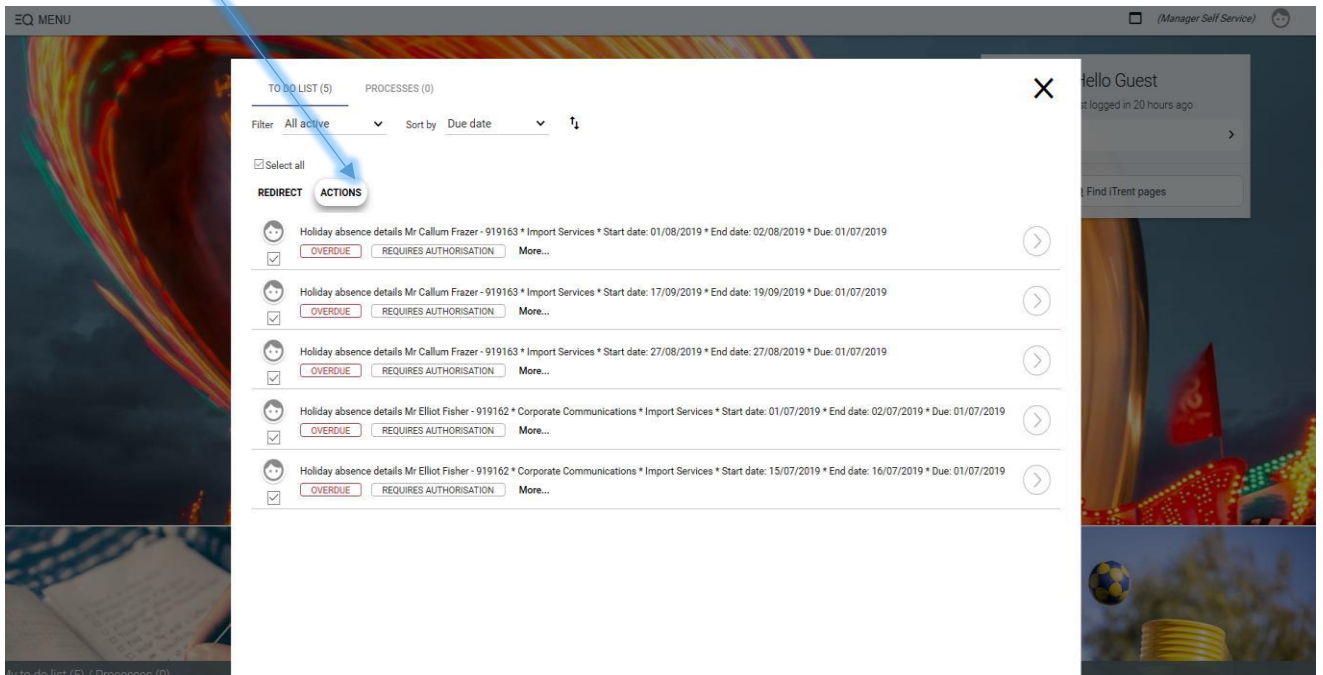
Authorising Leave

In order to authorise leave, click on the highlighted '**My to do list/processes' tab.** Please note that this can still be done via ESS as well.
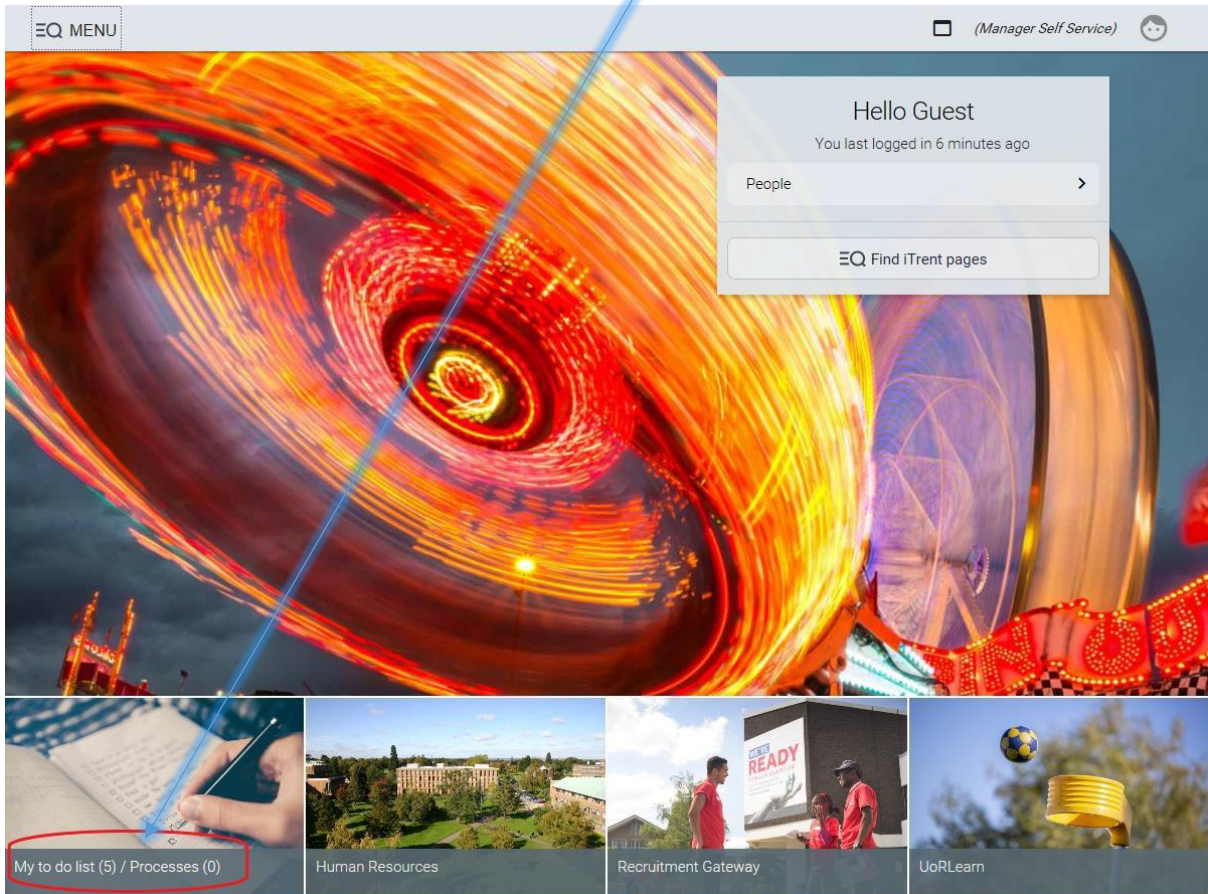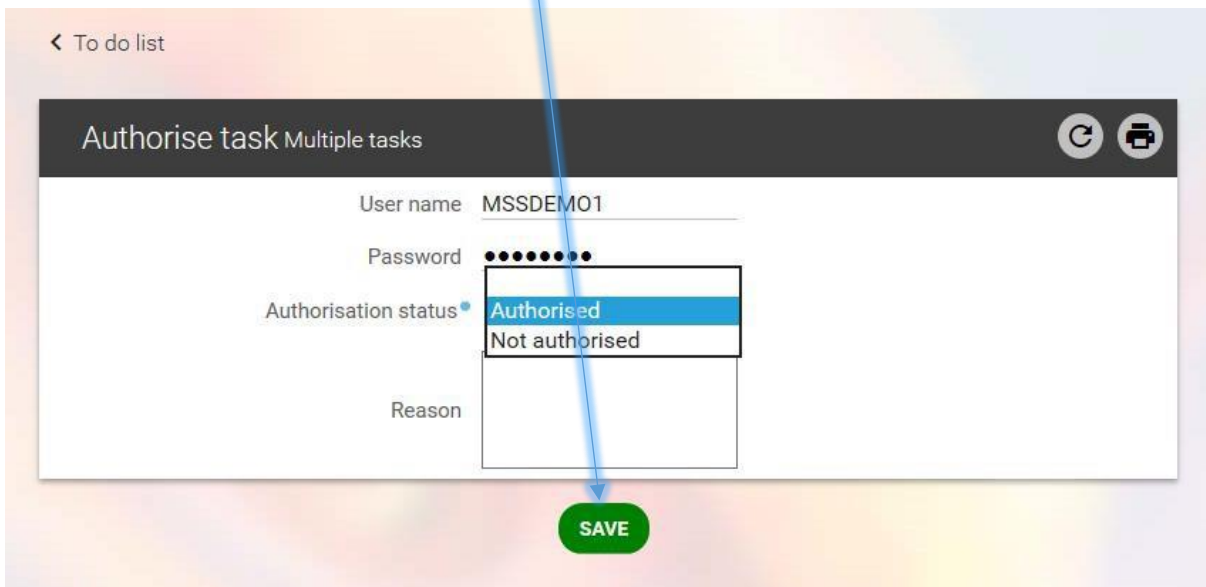
Manager Self Service
LINE MANAGER GUIDANCE

To authorise requests for holiday for multiple days and/or from a number of staff in your team – select **Actions tab.**

Authorise screen with options expanded (**save** to complete).

Manager Self Service

Links

Links will give you quick access to other contractual information.

To view an employee's salary details, please click on the **Pay details** tab on the Quick menu. The same information can also be found under the **Employment tab**.

Manager Self Service
LINE MANAGER GUIDANCE

The following page will appear. Please follow this link to view our current Salary Scales and on costs.

The **increment dates** depend on employees' contract type. 1st August (Grades 1- 5 Academic Administrative Support roles) 1st October (Grades 6 – 8 Professional and Managerial roles and Grades 6 – 8 Academic roles) and the anniversary of their appointment for Research posts.

Click on the **Costing details** tab, to view the Account code, Cost code and Project code. Please note that you will need to raise an SRF to change any of this information.

You will need to expand the **side menu** to view the details.

Manager Self Service
LINE MANAGER GUIDANCE

Hours and Details tab provides information about contractual working hours.

NB! Please raise an SRF if there are any changes to the below or notify the HR team of any **working pattern changes**.

Where the request for a change of hours or working pattern has come from an individual, please ask the individual to complete a Flexible Working Request form and if you approve the request you will need to raise an SRF to confirm then proposed change and effective date.

Please make sure you contact your area HR Advisor for advice where needed *before* agreeing any permanent changes to hours of work, flexible retirement or extending a fixed term contract.
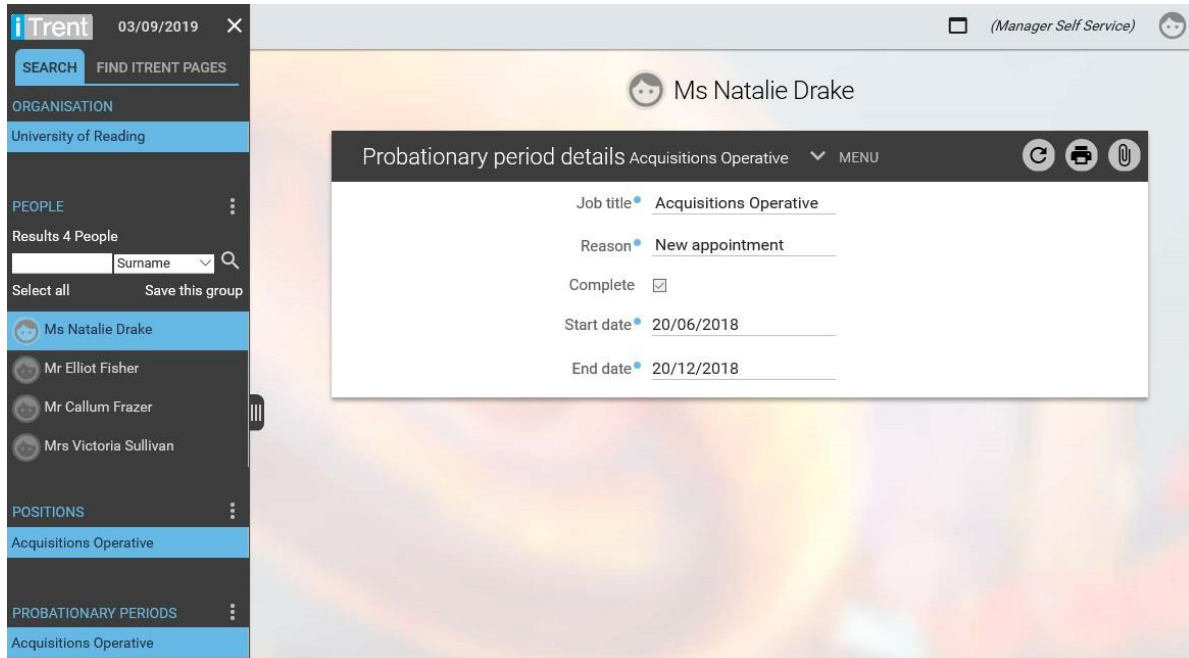
Manager Self Service
LINE MANAGER GUIDANCE

Click on the **Probationary period details tab** to obtain information about an employee's probationary period.

For further information about University's Academic (newly appointed Lecturers) and Contractual (all other employees) probation, please follow this link.

Manager Self Service
LINE MANAGER GUIDANCE

The **Absence link** will bring up the Holiday Absence Details Screen for further information about an employee's leave.

This information can also be accessed when you hover over the dates on the left.

Manager Self Service
LINE MANAGER GUIDANCE

Click on the **Absence history tab**, to view leave within a specific time period. Please enter the date range you are interested in reviewing.

The following screen will appear.



This may be useful for using it in conjunction with the calendar, to understand patterns of absence. Please contact your area HR Advisor if you have any concerns.
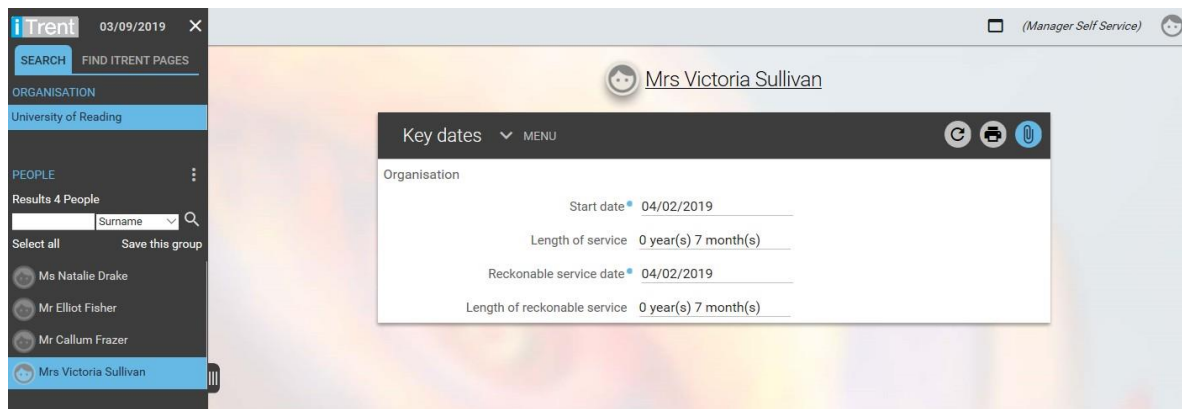
Manager Self Service
LINE MANAGER GUIDANCE

Click on the **Personal Information tab**, to view information about **work permits** and when they end, especially when planning to extend fixed term contracts of employment. Please visit our Immigration and Visas (including Visitors) page if you have any further questions about visas.

The following screen will appear.
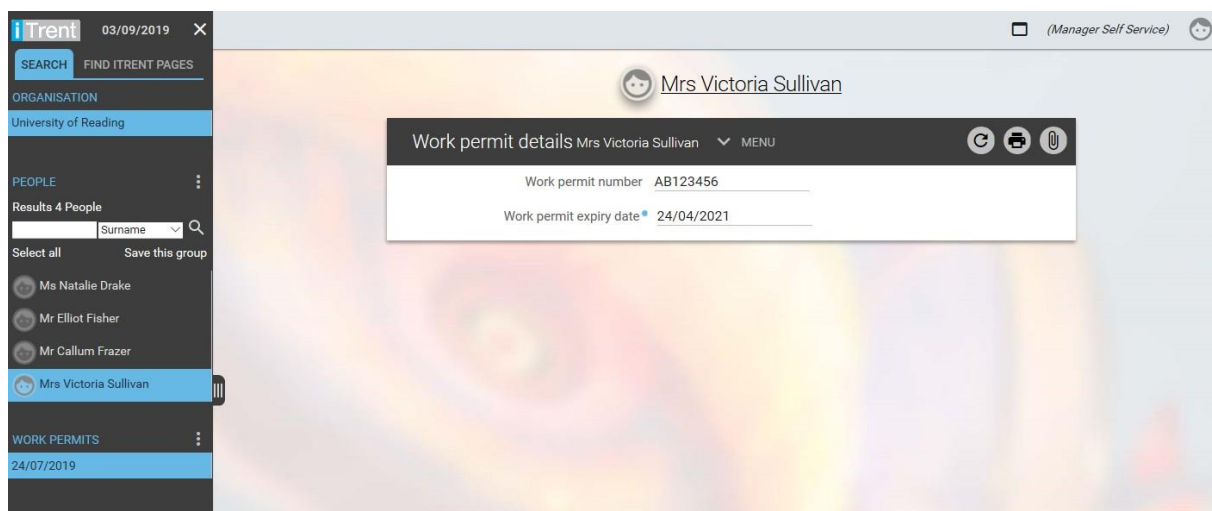
Click on the **Key Dates screen**, to view information about the employee's start date, length of service, reckonable service date and length of employment at the University.

This may be useful for submitting reward cases or for calculating redundancy entitlement.

Manager Self Service
LINE MANAGER GUIDANCE

The **Quick Links tab** provides line managers with easy access to many useful websites.

Click on the following:

- **Staffing Request Form (SRF) tab**, to raise an SRF
- **Human Resources tab,** to access the HR webpage
- **HR Forms** tab, to access forms line managers may require
- **Change of details tab takes you to the HR page with further information on how to change details. For instance:** bank details, name/title, address, reporting manager, job title, working hours, working pattern, Account Code/Salary Costing information, Organisational/Unit structure.

Manager Self Service
LINE MANAGER GUIDANCE

Click on the **Email Contacts** tab, to contact HR regarding working pattern changes (if there is no change to the hours worked) and to request a change of reporting manager. To maintain accuracy and in order to avoid complications, this has to be done *before* the changes takes effect.

End of Document

Manager Self Service

Version Control: Version 1, December 2019.