Chapter 8
Manager Self Service

Overview

The Manager Self Service responsibility provides Self Service managers with the ability to access up-to-date employee information. Self Service Managers are able to view information for all employees that are below them in the Self Service Manager hierarchy.

The following functionality is currently available through the Manager Self Service responsibility:

- View Telephone Directory Listings
- Update Telephone Directory Information
- View Emergency Contacts
Accessing Pii (Oracle)

1. Open Internet Explorer (or another supported browser).
2. If Infoscope is not your home page, navigate to Infoscope by entering the following URL in the address box: http://infoscope.mcw.edu/display/router.asp?DocID=6072
3. Click on the Oracle/Pii link. It is located on the left had side of the screen.
4. Click on the Oracle Sign-in link. It is located on the left hand side of the screen.

5. Enter your username and password.

   **Login**

   | Username | Username: jjonese |
   | Password | Password: ********** |

6. Click the login button.

**Note:** If you experience problems accessing Pii (Oracle), please contact the IS Service Center (Helpdesk) at help@mcw.edu or 414-456-4357.
MCW Employee Self Service


7. After logging in, a Main Menu window will appear. The Main Menu provides a point of entry into Oracle Applications. The responsibilities displayed will depend on the user's security level.

8. Click on the MCW Manager Self Service link. The MCW Manager Self Service Main menu screen appears.

9. The Welcome Toolbar of the MCW Manager Self Service Main menu contains icons for the following functionality:

   - The Help icon opens the on-line help window.
   - The Create and Modify Pages icon opens the portal. (Not currently available).
   - The Exit icon exits Oracle.

10. Select the desired link in the MCW Manager Self Service section (View Telephone Directory Listings, Update Telephone Directory Information, or View Emergency Contacts). Beginning on page 6, each of these categories is described.
Common Links and Buttons

Several links or buttons are common within all Manager Self Service actions.

Links

It is best to use one of the following links to move to a previous screen:

- Home - Clicking on this link will return the user to the Main Menu (Portal Page) window where another Self Service or Application selection can be accessed.
- Logout - Clicking on this link will return the user to the Oracle login screen.

Buttons

- Cancel Cancels the action.
- Back Returns to the previous page.
- Update Displays a screen that will allow information to be updated
- Next Continues the action.
- Printable Page Display a page in a printable format.
- Submit Submits all pending changes to update the Human Resources database.
- Tip - Describes the field.
- Changed field - Designates the proposed changes.
- Quick Select - Allows user to quickly select from the results of a List of Values.

Entering/Editing Fields

In updating your information through Employee Self-Service, information is entered in fields in various ways. Below describes each type of entry.

- Blank field: Allows open-ended data entry. Type in the information required for that field.
- Drop-Down Arrow: Provides a limited list of items from which to select the most appropriate response.
- Flashlight Icon: Provides refined searching capabilities by selecting a filtered item to narrow a search. When clicking on the Flashlight button, another screen opens. Select the appropriate item in the drop-down list and then enter the first few letters in the text field. Both partial and wildcard (%) searches will further limit the search criteria. Then click the Go button and select the appropriate link to populate the field.
View Telephone Directory Listings

1. Click on the View Telephone Directory Listings link in the MCW Manager Self Service section.

2. The Telephone Directory screen will appear detailing the following information:
   - Employee Number
   - Full Name
   - Email Address
   - Work Phone Number
   - Business Location
   - Room Number
   - Business Mailing Location

3. Review the information displayed for accuracy. If any information needs to be updated or corrected, you may do so by using the Update Telephone Directory Information functionality. This functionality is described on the next page.

4. Click the Home link.
Update Telephone Directory Information

1. Click on the Update Telephone Directory Information link in the MCW Manager Self Service section. The People in Hierarchy screen will appear.

**Update Telephone Directory Information: People in Hierarchy**

<table>
<thead>
<tr>
<th>Focus Name</th>
<th>Email</th>
<th>Assignment Number</th>
<th>Job</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Jones</td>
<td><a href="mailto:jjanes@mcw.edu">jjanes@mcw.edu</a></td>
<td>16449</td>
<td>95100. Postdoctoral Fellow</td>
<td>Pediatrics Gastroenterology</td>
</tr>
<tr>
<td>Bricanda Bob</td>
<td><a href="mailto:jbricanda@mcw.edu">jbricanda@mcw.edu</a></td>
<td>16459</td>
<td>95100. IT Programmer</td>
<td>Information Services Database Administration</td>
</tr>
<tr>
<td>Jack Jackson</td>
<td><a href="mailto:jjackson@mcw.edu">jjackson@mcw.edu</a></td>
<td>16469</td>
<td>33100. Research Assistant</td>
<td>Pediatrics Endocrinology</td>
</tr>
<tr>
<td>Jane Minsky</td>
<td><a href="mailto:jminsky@mcw.edu">jminsky@mcw.edu</a></td>
<td>16462</td>
<td>95010. Research Assistant</td>
<td>Pediatrics Hematology/Oncology Oncology</td>
</tr>
<tr>
<td>Largemouth Bass</td>
<td><a href="mailto:lbass@mcw.edu">lbass@mcw.edu</a></td>
<td>16451</td>
<td>33040. Clinical Practitioner</td>
<td>Pediatrics Hematology/Oncology Oncology</td>
</tr>
<tr>
<td>Northern Pike</td>
<td><a href="mailto:npnorthern@mcw.edu">npnorthern@mcw.edu</a></td>
<td>16450</td>
<td>99000. Project Appointment Medicine Gastroenterology/Hepatology Research</td>
<td></td>
</tr>
<tr>
<td>Betty Perch</td>
<td><a href="mailto:bperch@mcw.edu">bperch@mcw.edu</a></td>
<td>16448</td>
<td>21000. Faculty</td>
<td>Pediatrics Quantitative Health Services</td>
</tr>
<tr>
<td>Striped Bass</td>
<td><a href="mailto:sbass@mcw.edu">sbass@mcw.edu</a></td>
<td>16447</td>
<td>63000. Clinical Support</td>
<td>Pediatrics Quantitative Health Services</td>
</tr>
</tbody>
</table>

2. Select the Action button for the employee you want to update. The Update Telephone Directory Information screen will appear. The following information will be displayed for the selected employee:
   - Phone numbers
   - Email address
   - Business addresses

3. Update the information you wish to change:
   a. To update the employee’s phone numbers:

   **Phone Numbers**

   Enter or update phone information. Click Add Another Row to add a new phone number.
   * Indicates required field

<table>
<thead>
<tr>
<th>Type</th>
<th>#Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>414-555-8595</td>
</tr>
<tr>
<td>Mobile</td>
<td>414-555-9856</td>
</tr>
<tr>
<td>Work</td>
<td>414-555-3216 x8956</td>
</tr>
</tbody>
</table>

   i. Go to the Phone Numbers section and make the appropriate changes:
      1. To change an existing phone number, change the phone number in the Number field.
      2. To add a new phone number, click on the Add Another Row button. A new Phone Number record will appear.
         a. Select the phone number type from the drop down list.
         b. Enter the phone number in the Number field.
b. To update the employee’s email address:

**Email Address**

<table>
<thead>
<tr>
<th>Email Address</th>
<th><a href="mailto:jjones@mcw.edu">jjones@mcw.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Format:</td>
<td><a href="mailto:jsmith@mcw.edu">jsmith@mcw.edu</a></td>
</tr>
</tbody>
</table>

i. Go to the Email Address section and enter the email address in the Email Address field.

c. To update the employee’s business addresses:

**Note:** If you are unfamiliar with the location codes used for the Business Location and Business Mail Location fields, you may click on the Location Abbreviations button to view a listing of all location codes and their descriptions.

**Business Addresses**

<table>
<thead>
<tr>
<th>Business Location</th>
<th>MEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Number</td>
<td>M0300</td>
</tr>
<tr>
<td>Business Mail Location</td>
<td>MEB</td>
</tr>
</tbody>
</table>

i. Go to the Business Addresses Section.

1. To change the business location:
   a. Select the appropriate location code from the Business Location drop down list.
   b. Enter a room number.

2. To change the Business Mailing Location:
   a. Select the appropriate location code from the Business Mail Location drop down list.

4. Once you have completed all of your changes, click on the Next button. A Review screen will be displayed.

5. Review your changes.

6. If the changes are correct, click on the Submit button. A Confirmation screen will be displayed stating that your changes have been applied.
   If your changes are incorrect, click on the Back button. Return to step 1.

7. Click on the Home button.
View Emergency Contacts

1. Click on the View Emergency Contacts link in the MCW Manager Self Service section. The People in Hierarchy screen will appear.

### Update Telephone Directory Information: People in Hierarchy

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Assignment Number</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bancuda Elal</td>
<td><a href="mailto:elalbancuda@mcw.edu">elalbancuda@mcw.edu</a></td>
<td>16549</td>
<td>95100 Postdoctoral Fellow</td>
<td>Pediatrics Gastroenterology</td>
</tr>
<tr>
<td>Jack Jackson</td>
<td><a href="mailto:jackson@mcw.edu">jackson@mcw.edu</a></td>
<td>16549</td>
<td>33100 IT Programmer</td>
<td>Information Services Database Administration</td>
</tr>
<tr>
<td>Jack Musky</td>
<td><a href="mailto:musky@mcw.edu">musky@mcw.edu</a></td>
<td>16532</td>
<td>95030 Research Assistant</td>
<td>Pediatrics Endocrinology</td>
</tr>
<tr>
<td>Largemouth Bass</td>
<td><a href="mailto:bassln@mcw.edu">bassln@mcw.edu</a></td>
<td>16541</td>
<td>32040 Clinical Practitioner</td>
<td>Pediatrics Hematology/Oncology/Oncology</td>
</tr>
<tr>
<td>Northern Pike</td>
<td><a href="mailto:northpm@mcw.edu">northpm@mcw.edu</a></td>
<td>16540</td>
<td>9820 Project Appointment Time/Laboratory Medicine Gastroenterology/Hepatology Research</td>
<td></td>
</tr>
<tr>
<td>Patty Perch</td>
<td><a href="mailto:perchp@mcw.edu">perchp@mcw.edu</a></td>
<td>16546</td>
<td>21000 Faculty</td>
<td>Pediatrics Quantitative Health Services</td>
</tr>
<tr>
<td>Striped Bass</td>
<td><a href="mailto:bassls@mcw.edu">bassls@mcw.edu</a></td>
<td>16547</td>
<td>52000 Clinical Support</td>
<td>Pediatrics Quantitative Health Services</td>
</tr>
</tbody>
</table>

2. Select the Action button for the employee you want to update. The View Emergency Contacts screen will appear.

### View Emergency Contacts

**Employee Name**: Jack Jackson  
**Organization Email Address**: jackson@mcw.edu  
**Employee Number**: 16458  
**Business Group**: Medical College of Wisconsin

### Emergency Contacts

<table>
<thead>
<tr>
<th>Name, Relationship</th>
<th>Home Number</th>
<th>Work Number</th>
<th>Mobile Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackon, Jenni</td>
<td>262-555-7777</td>
<td>414-652-7711</td>
<td></td>
</tr>
<tr>
<td>Jackson, Janelle</td>
<td>414-555-1111</td>
<td>414-555-3233</td>
<td></td>
</tr>
</tbody>
</table>

3. After you have finished reviewing the information, click the Back button.