



MY TEAM QUOTA BALANCES OVERVIEW

MSS

MSS-6 | BUSINESS PROCESS PROCEDURE

The purpose of this Business Process Procedure (BPP) is to explain how to access and use the Quota Balance Overview in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to view team members and the quota balances available.

Business Process Procedure Overview:

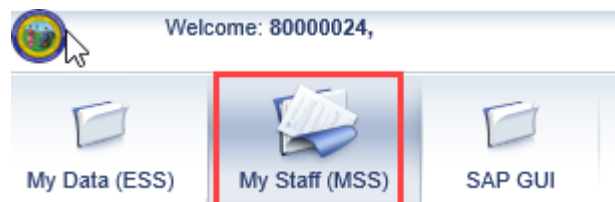
Manager Self-Service (MSS), or 'My Staff,' is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a 'Line Supervisor' (B 002) in the organizational structure to access MSS My staff functions.

The **Quota Balances Overview** report is located in the 'My Team' Workset in MSS. Managers will use this to view the quota balances for direct report employees.

Procedures

1. From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab



Information

The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.



CRITICAL!

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

My Data (ESS) My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY

My Work Overview My Team


My Staff (MSS) > My Work Overview

Approve Time Sheet Data

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple

Collective Approval								
Employee	Empl./appl.name	From	To	Message	Number	Target Time	Approval	RejectionReason
80000111	Lorna Sims	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000111	Lorna Sims	04/14/2019	04/20/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/14/2019	04/20/2019	!	48 H	40 H	Approve All	



Information MSS users are defaulted to the My Work Overview page.

- Go to the 'Detailed Navigation' panel on the left section of the screen. Navigate to the Quota Balances Overview by expanding the folders down the tree structure:

My Team-> Reporting > Quota Balances Overview.

- ▶ My Work Overview
- ▼ My Team
 - ▶ Employee Information
 - ▶ Employee Working Times
 - ▼ Reporting
 - Time Leveling Report
 - Working Time Report
 - **Quota Balances Overview**
 - ▶ Work Schedule Job Aid
- ▶ Help

3. Click on any direct report employee to view their quota balances.

Quota Balances Overview

Quota Balances Overview

Pers. No.	Name
80000022	Greg Pastor
80000124	Jessica Hunter
80000111	Lorna Sims
80000112	Shaunte Morrison
80000120	Simon Monsen

Employee Quota Details (Balances as of Today's Date)				
Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	01/16/2019	12/31/9999	39.99 HOURS	39.99 HOURS
Sick Leave	01/16/2019	12/31/9999	24.00 HOURS	24.00 HOURS
Holiday Comp Time	12/26/2008	12/31/9999	80.00 HOURS	80.00 HOURS
Holiday Leave	10/12/2008	12/31/9999	32.00 HOURS	16.00 HOURS
Community Service Leave	01/01/2019	12/31/2019	24.00 HOURS	24.00 HOURS

4. Click on a different team member from the list to display their quota balances.

NOTE: Time that is pending or not approved will not affect the quota balances. The information is available for viewing only.

Contact your Agency Time Administrator if you have any questions.