



REMINDER OF DATES

MSS-7 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure (BPP) is to explain the Reminder of Dates page and its use in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to display the Reminder of Dates page

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' (B002) in the organizational structure to access MSS My staff functions.

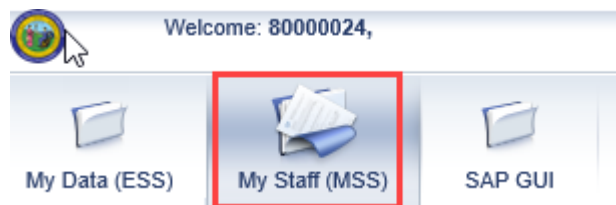
The **Reminder of Dates** page is located on the main 'My Staff' page in MSS.


Managers will use the **Reminder of Dates** to monitor important upcoming dates and deadlines for their employees. The reminders include tasks from *Infotype 0019, Monitoring of Tasks* on the employees' master Human Resources records. [See the Notes section in this document for a table containing the list of Monitoring of Tasks codes for a given event.](#)


The reminder events include Training, Credentials Checks, Return from LOA, etc. The employees' birthdays are also included in this display.

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.
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 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.
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Employee	Empl./appl.name	Frm	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	<p>MSS users are defaulted to the My Work Overview page.</p>
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2. Go to the 'Detailed Navigation' panel on the left section of the screen. Navigate to the Reminder of Dates by expanding the folders down the tree structure:

My Work Overview > Reminder of Dates.

REVIEWING REMINDER DATES

Reminder of Dates is used to monitor upcoming important dates and deadlines for your employees. The reminder will alert you of events such as Training, Credential Checks, and Returns from LOA. Your employees' birthdays are also included.

1. The default view is the current month, but the Previous and Next buttons are useful to view past or future months. [Display Month](#) [Previous](#) | [Next](#)

Date	Event	Name
12/8/2009	10 Days	Greta Van Buren
12/17/2009	Date of Birth	Teresa A Schwartz


Row 1 of 2

Display Month [Previous](#) | [Next](#)

NOTE: The reminder dates originate from the employees' master records; you do not add your own dates.

2. To view the details of a particular event, select the link and the Monitoring of Tasks screen appears in a new window.

- Click the browser tab to go back to the MSS screen.

 CRITICAL!	If a Monitoring of Tasks Date has passed (i.e. expired), contact your Agency's HR Office
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NOTE

The table below contains the list of the *Monitoring of Tasks (IT0019)* codes used for a given event.

Code(s)	Description	Purpose
01	End of Probation	The normal probation period is three to nine months.
02	End of Training Progression	Reminder based on the length of the specific timeframe.
04	Acting Pay	Reminder based on the length of the specific timeframe.
05	Credential Verification	Reminder to be verified within 90 days per policy.
06	Temporary Appointment	Reminder based on the length of the specific timeframe.
07	Workers' Comp (seven Day)	Reminder for the end of the workers' comp waiting period to change the action for the appropriate reason for the eighth (8th) day of the workers' comp.
08	S/T Disability (60 Days)	Reminder for the end of the short-term disability waiting period to change the action for the appropriate reason for the 61st day if the disability.
09	Military RAD 30 Days Paid	Reminder for the end of the 30 days to change the action for the appropriate reason.
19	End of Contract	Reminder for the end of the contract.
20	JB Appointment Ends	For Judicial Branch use only.
21	Elected Appt Ends	Reminder for the end of the appointment.
22	RIF Eligibility Ends	Reminder for the end of the RIF eligibility.
24	Est Leave Run Out	Reminder for the end of the leave.
25	Est Return Date	Reminder for the return date.
26	Est End of Sal Cont	Reminder for the end of the salary continuation.
27	STD/Extended Ends	Set the reminder based on the length of the specific time frame.
30	FMLA Ends	Set the reminder based on the length of the specific time frame.
31	FIL Ends	Set the reminder based on the length of the specific time frame.
32	Check Leave Balances	Set the reminder based on the length of the specific time frame.
33	License Renewal	Set the reminder based on the length of the specific time frame.
34	Work Against	Set the reminder based on the length of the specific time frame.
35	Alternate WSR	Set the reminder based on the length of the specific time frame.

Code(s)	Description	Purpose
36	Time Limited Ends	Set the reminder based on the length of the specific time frame.
37	Service Award Due	Set the reminder based on the length of the specific time frame.
38	Secondary Employment	Set the reminder based on the length of the specific time frame.
39	Other	Set the reminder based on the length of the specific time frame.
40	Research Asst 60 Mth	Set the reminder based on the length of the specific time frame.