



Capital Health

**HASP**

**Health Administrative  
Systems Project**

# **Manager Self Service form reference: PeopleSoft to SAP**

## **For Managers**

*Healthy People, Healthy Communities*



## MSS Forms – Used prior to hire

PS Form	SAP Form	Used When
N/A	Create Position	<i>After</i> a new position or an permanent FTE change of a position has been approved, the manager submits this to notify HR to create the position.
N/A	Change Position	If a manager decides to change the details of a position in their org unit, they submits this to notify HR to make the requested changes to the position.



## MSS Forms – Used to hire or transfer

PS Form	SAP Form	Used When
External Hire (no posting)	External Hire	After an employee is hired into a position, this form includes all the necessary details to take a new employee into the organization.
Internal hire (no post)/ Status Change	Internal Transfer	The manager uses this form to notify HR to move an employee from one of his/her org units to another one of his/her org units. <i>Security stays with old position!</i>
Internal hire/ Status Change	External Transfer	The manager uses this form to notify HR to move an employee completely out of his/her org units, into another manager's org unit. <i>Security stays with old position!</i>
Internal Hire (no posting)	Additional Assignment	An existing employee has accepted an additional position in the organization. This is what a manager would use to set an employee up in concurrent employment if the employee is already with in that managers org units.



## MSS Forms – Used to hire or transfer

PS Form	SAP Form	Used When
Leave of Absence	No Change	An employee has requested a LOA, and the manager has already discussed the particulars with HR. This form is submitted to notify HR to process the leave
Return from Leave	No Change	An employee who is on a leave of absence notifies their manager of their return to work. The manager submits this form to notify HR, Payroll & Benefits of the impending return.
Termination	No Change	An employee has told their manager of their intention to terminate employment <i>or</i> the manager has made a decision to terminate an employee.
Termination	Retirement	Used only when an employee is able to retire. CDHA only; other DHAs use Termination form.



## MSS Forms – Used to hire or transfer

PS Form	SAP Form	Used When
Certification Pay	n/a	Online form
Employee Premium	n/a	Online Form



## Report Sampling: Key to Managers

Reports	Used When
<ul style="list-style-type: none"><li>● Flexible Employee Data Report</li></ul>	<ul style="list-style-type: none"><li>● You require employee data, either personal or organizational.</li><li>● Will display employee data in a flexible way</li></ul>
<ul style="list-style-type: none"><li>● Employee List Report</li></ul>	<ul style="list-style-type: none"><li>● You require an employee list, for example, a list of new employees hired in a specific period of time..</li></ul>
<ul style="list-style-type: none"><li>● Run Date Monitoring Report</li></ul>	<ul style="list-style-type: none"><li>● You need retrieve specific data for analysis, action, or information purposes, for a period of time Examples of data which can be retrieved within this report are: <i>CPR recertification, End of Assignment, Expected Return Date, Expiry of Probation, Merit Increases, Next Appraisal, Produce ROE</i></li></ul>
<ul style="list-style-type: none"><li>● List of Maternity Data Report</li></ul>	<ul style="list-style-type: none"><li>● You want to obtain an overview list of maternity leaves and the accompanying absence codes associated with the leave.</li></ul>