



Capital Health **NEW:**

Manager Self-Service Changes

The way you access and use Managers Self-Service (MSS) will change after SAP is implemented in early April. Some things to keep in mind are:

Before SAP	After SAP
Managers work through Cost Centres to manage employee information and MSS forms.	Managers will work with MSS forms and employees according to their Organizational Units (or Org Units).
Managers contact PeopleSoft Help to set up employees as delegates.	Managers will set up their own delegates using MSS.
Managers work with the term 'employees' in MSS.	Managers will work with the term 'positions'. SAP is 'position-driven'.
Managers complete premium changes through MSS.	Managers will complete a manual form for premium changes outside MSS.
Managers access both E-Recruit and MSS forms through PeopleSoft.	Managers will access E-Recruit through PeopleSoft and MSS forms through SAP.
Managers complete Certification Pay through MSS.	Managers will complete a manual form for Certification Pay outside MSS.
Managers can set up different delegates to complete MSS forms.	No change.
Managers submit Employee MSS forms showing which job an employee is filling.	<ul style="list-style-type: none">• Using MSS forms, Managers will change and create positions within their Org Units for employees to hold.• Managers will state which position number they want to fill. A position number will be required when submitting forms.
Organizational structures are based on Cost Centres within the PeopleSoft system.	Organizational structures will be based on HR reporting structures - who reports to whom.

Managers can change the job an employee holds.	Managers will manage “positions” and move employees in and out of positions.
Vacant positions are managed outside of the system by Managers.	Vacant positions will be known within the SAP system as we further refine our OM structure.
<p>Important additional information: Remember that security access to SAP is based on ‘positions’. When an employee moves from one position to another, the security for SAP remains with the position. This means the next person hired into that position will have the SAP security of the person who vacated the position. When employees move from one position to another it is important to think about the security impacts. Some questions for Managers to ask themselves are:</p> <ul style="list-style-type: none"> • Do you want the new employee to have the same SAP access as the previous person? • Do you want the person who is moving to have the same SAP security in their new position as they had in their previous position? 	

For help with MSS: Call Information Management, Phone: 473-5757, Option 5