MSS Reports

Manager Self Service allows the manager to closely monitory and direct their team toward the strategic goals of the organization. The Reports functionality allows managers the ability to view information about the employees who report to them. Managers have the ability to filter report listings by defined header labels and generate Manager Self Service Reports.

This section is divided into the following report topics:

Performance Summary

Detailed Staff Report

Staff Summary – Series

Staff Summary – Location

Retirement Eligibility

Award Request Report

Performance Summary

This section will explain how to view a performance summary an employee(s).

To view a Performance Summary report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Performance Summary*** from the View drop-down menu. The Performance Summary window (**Figure 773**)is displayed. This is the summary information for this report.

Figure 773. Performance Summary window

4. Click the **`Direct Reports`** box for the applicable employee. The Direct Reports Performance Summary listing will display.

Detailed Staff Report

This section will explain how to view a detailed staff report.

To view a Detailed Staff Report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Detailed Staff Report*** from the View drop-down menu. The Detailed Staff Summary Report window (**Figure 774**)is displayed.

Figure 774. Detailed Staff Summary Report window

4. Click the **`Check On The Box To Generate Detailed Staff Report`** .

5. Click the ***View Detailed Summary*** link to view detail summary information. The Detail Summary window (**Figure 775**)is displayed.

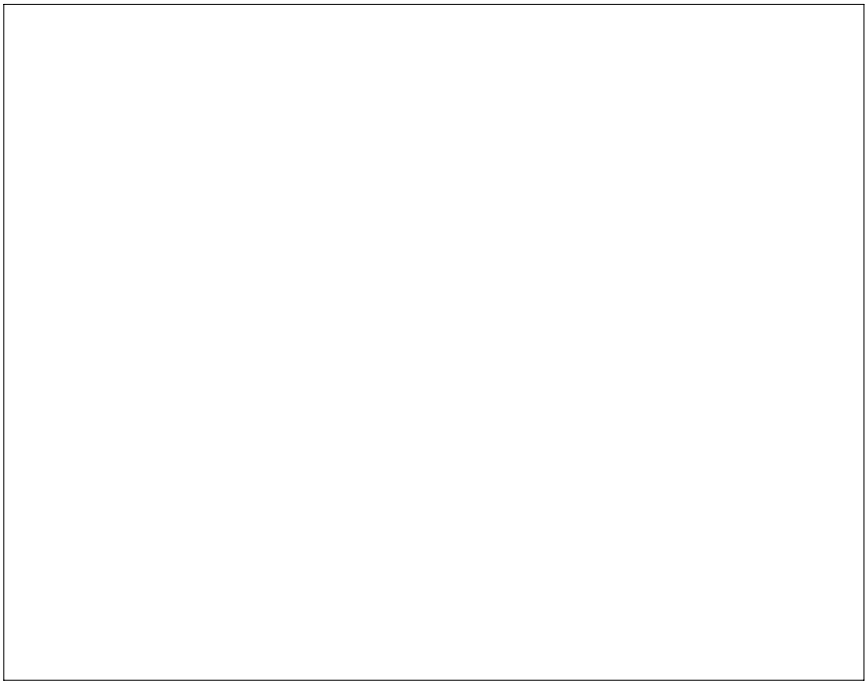

Figure 775. Detail Summary window

6. Click **Notify** to send information to another manager.

Staff Summary - Series

This section will explain how to view a detailed staff summary series report.

To view a Staff Summary - Series detailed report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Staff Summary - Series*** from the View drop-down menu. The Staff Summary By Series Report window (**Figure 776**)is displayed.

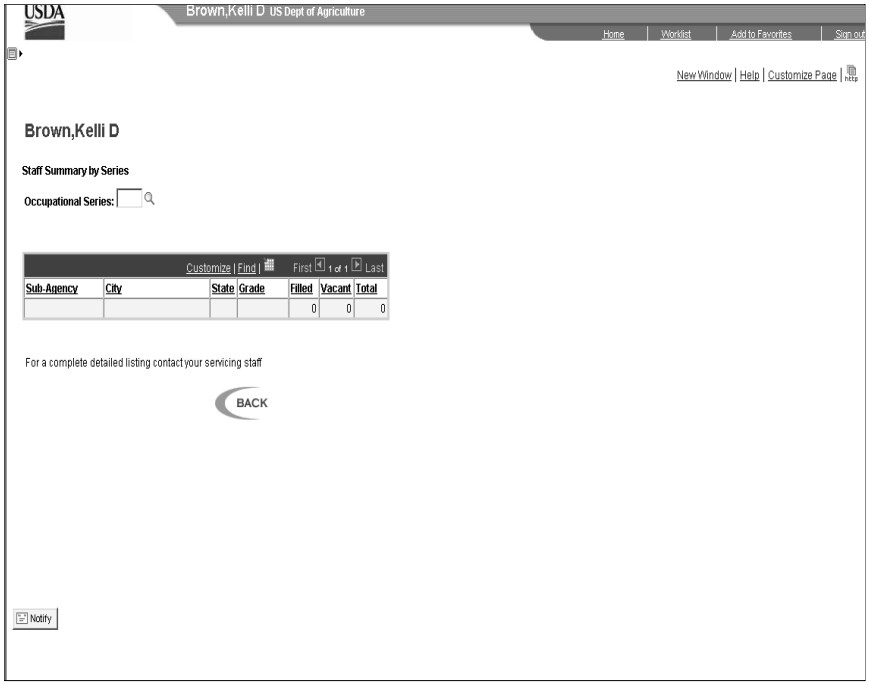

Figure 776. Staff Summary By Series window

4. Enter the applicable Occupational Series information or search data by clicking the search icon. The staff summary by series report is displayed.
5. Click **Notify** to send information to another manager.

Staff Summary - Location

This section will explain how to view a detailed staff summary location report.

To view a Staff Summary - Location detailed report:

1. Select ***Manager Self Service*** from the menu.

2. Select ***Reports*** from the Manager Self Service menu.

3. Select ***Staff Summary - Location*** from the View drop-down menu. The Staff Summary By Location Report window (**Figure 777**)is displayed.

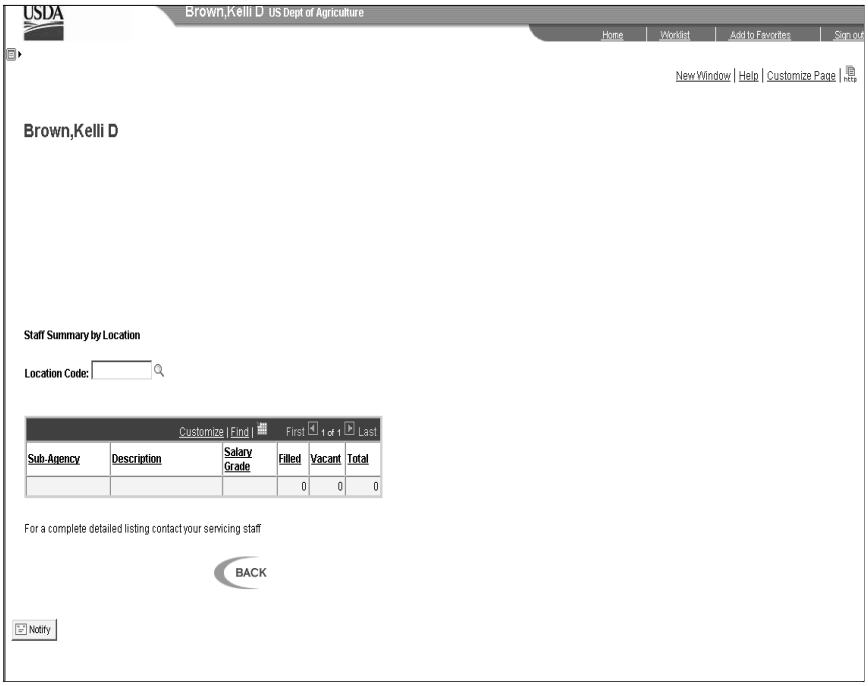

Figure 777. Staff Summary By Location window

4. Enter the applicable Location Code information or search data by clicking the search icon. The staff summary by location report is displayed.

5. Click **Notify** to send information to another manager.

Retirement Eligibility

This section will explain how to view a detailed retirement eligibility report.

To view a Retirement Eligibility report:

1. Select ***Manager Self Service*** from the menu.

2. Select ***Reports*** from the Manager Self Service menu.

3. Select ***Retirement Eligibility*** from the View drop-down menu. The Retirement Eligibility Report search window (**Figure 778**)is displayed.

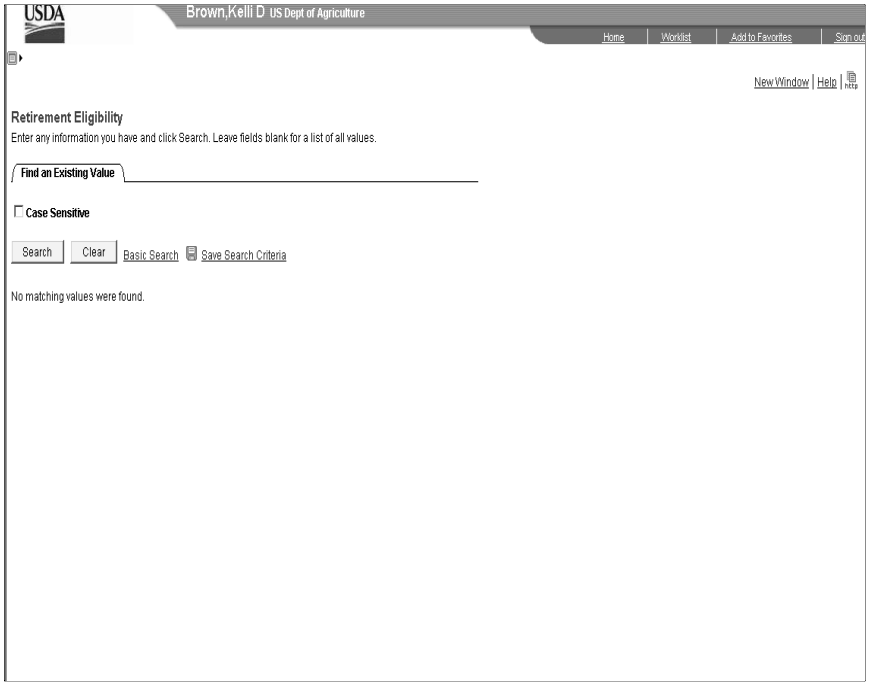

Figure 778. Retirement Eligibility search window

4. Check the **`Case Sensitive`** box to search for an existing value using case sensitive data, or leave blank

5. Click **Search** to search for a value.
6. Enter a Proposed Retirement Date or select a date from the calendar icon.
7. Click **Display**. A list of eligible employees are displayed.
8. Click **Notify** to send information to another manager.