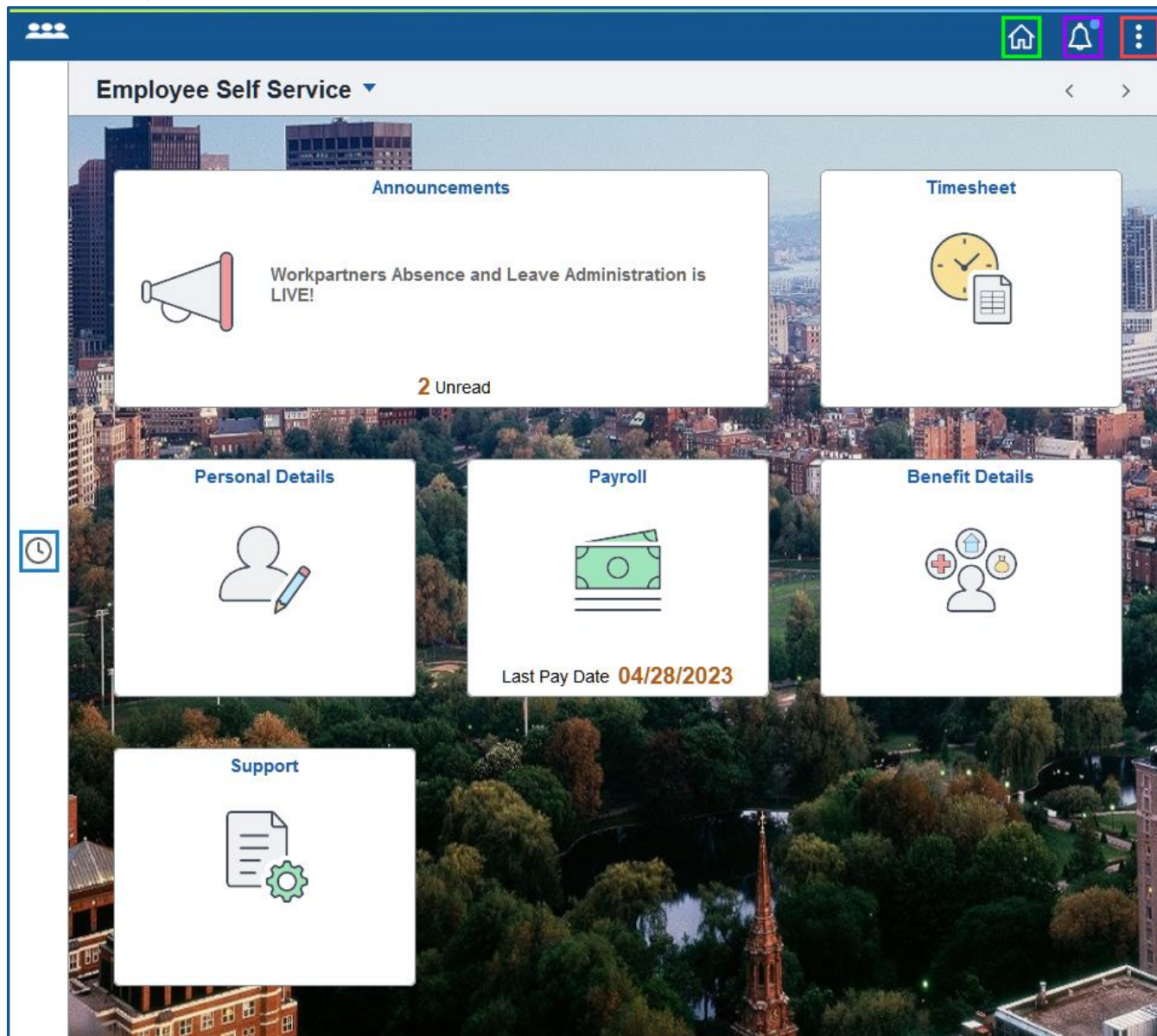




- The **Home** icon brings you to My Homepage.
- The **Notification** icon shows Actions and Alerts. It will show a blue dot if you have a new or unread notification.
- The **Action** icon shows Refresh, New Window, My Preferences, and Sign Out. My Preferences is where you can change to an accessible layout.
- The **Recently Visited** Icon will show recent pages.
- The Employee Self Service top drop down is to switch to Manager Self Service for time approvers. Non approvers will only have the Employee Self Service option available.
- The Announcements tile will show all employee announcements, by default it will always show the last announcement.
- The Timesheet tile takes you to your timesheet.
- The Personal Details tile contains the tiles for Addresses, Additional Information, Contact Details, Disability, Emergency Contacts, Ethnic Groups, Gender Identity, Health and Safety, Name, and Talent Profile.
- The Payroll tile contains the tiles for Direct Deposit, Paychecks, Reimbursement, State Tax M-4 Information, W-2/W-2c Consent, W-2/W-2c Forms, and W-4 Tax Information.
- The Benefit Details tile contains the tiles for Form 1095-C Consent, Paid Family and Medical Leave, and View Form 1095-C.
- The Support tile contains the tiles for Contact Employee Svc Center (Opens Employee Self Service | Mass.gov webpage), Delegations, MassCareers (To Opt In/Out of syncing your information with MassCareers), My System Profile (Change or Set up forgotten password help and update SSTA contact email) and Change My Password.

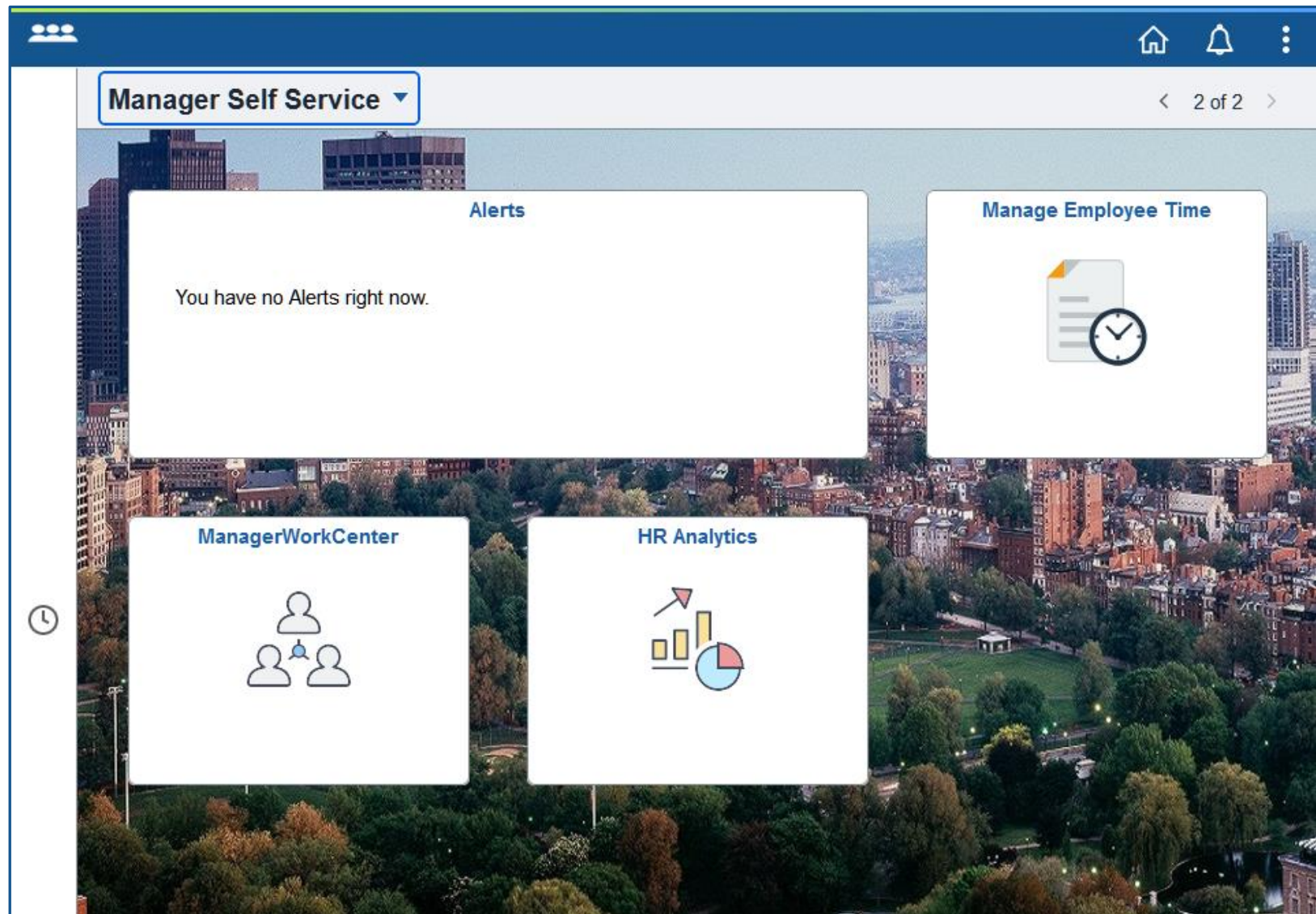


Employee and Approver Job aids to enter information into Employee Self Service Can be found at

[Employee Self-Service | Mass.gov](https://www.mass.gov/employee-self-service)

## Overview of Manager Self Service

- The Alerts tile is where you get notices about your employees such as License Expirations and Employee years-of-Service Anniversaries.
- The Manage Employee Time tile brings you to the Time and Labor Workcenter. On this page you can Approve Reported Time, View Timesheets, View Leave Balances, View Payable Time, View Schedules and Manage Timesheet Exceptions.
- The Manager WorkCenter tile brings you to the My Team page. which has a new set up to show employee's information. Details are below.
- HR Analytics opens the HR Analytics Application.



## Overview of Manager WorkCenter Tile

- The My Team Summary tab shows the employees name/title, directs/total, department/location, email/phone and whether the employee is off. Using the Directs/Total link will drill down to your subordinates' employees. Today's status shows scheduled off days as Off, Leave time entered in the timesheet will show as a Planned Absence, Holiday will show from an employee's holiday plan.
- The My Team Compensation tab shows the employee annual salary, the midpoint, minimum and maximum of the salary plan and a graph of where the employee is in the salary plan.
- The My Team Leave Balances tab shows employee's sick and vacation balances. Personal and Compensatory balances are viewable on the Manage Employee Time tile.
- The Drop down next to employees' names brings up the **Actions** menu.
- The Talent Summary page shows the employees current and historical job and salary information as well as any licenses, certifications, and education.  
**Note:** you need to select the Return to Manager Self Service button on the left middle of the page to exit.
- The Employee Personal Info page has more information for the employee as well as Emergency Contact information.
- The Team Profiles page shows your employees qualifications, educations and civil service information that is entered in Person Profile.

ManagerWorkCenter

ManagerWorkCenter

Happy Employee [Change Team](#)  
Administrator VIII

Summary Compensation Leave Balances

Employee One  
Human Resources Specialist I

Employee Four  
Fiscal Officer VI

Employee Three  
Auditor IV

Employee Two  
Office Support Specialist I

Directs / Total

Department / Location

Email / Phone

Today's Status

Employee One  
Human Resources Specialist I

1/2

Operational Services Division  
Boston-1 Ashburton Place

employee.one@mass.gov  
123/456-7890

Planned Absence

Employee Four  
Fiscal Officer VI

1/2

Operational Services Division  
Boston-1 Ashburton Place

employee.four@mass.gov  
123/456-7890

Off

Employee Three  
Auditor IV

2/2

Operational Services Division  
Boston-1 Ashburton Place

employee.three@mass.gov  
123/456-7890

Off

Employee Two  
Office Support Specialist I

Operational Services Division  
Boston-1 Ashburton Place

employee.two@mass.gov  
123/456-7890

Off

Actions

Talent Summary

Employee Personal Info

Team Profiles