Work Logs: Manager Self Service

Dreamy Pujara
Oracle Functional HCM Intern - 2024
Mastek
Ahmedabad

Abstract—**This log covers the concept of Manager Self Service. It also covers Viewing the team , Changing working hours , Allocate Checklists and promotion and termination.**
Index Terms—**Manager Self Service**

I. WHAT IS MSS

Manager Self-Service (MSS) in Oracle Fusion HCM is a feature designed to streamline tasks and empower managers. It provides a user-friendly interface for managers to handle various employee-related tasks without relying solely on the HR department.

II. LINE MANAGER

Line manager role gives you access to the transactions present on the My team tab.
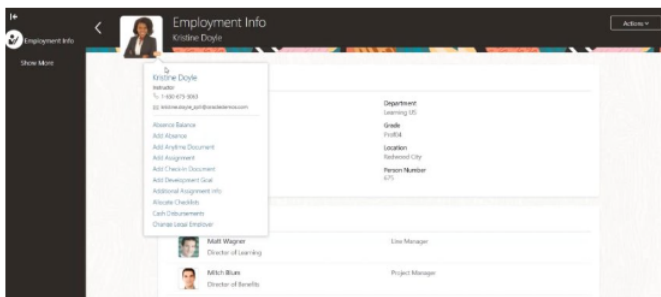My team
Hiring an employee
Changing location, assignment etc. of the people reporting to the manager
Add Absence
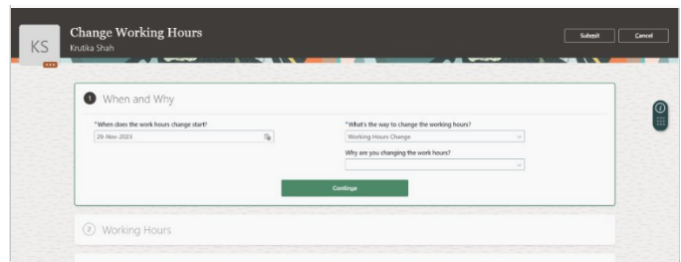
III. VIEWING MY TEAM

We can go to manager profile and view the team which works under the manager.

IV. CHANGE WORKING HOURS

Manager can change the working hours of the employees reporting to him/her.

Navigation: My team tab -¿ Show more -¿ Change Working hours

V. ALLOCATE CHECKLIST

Manager can view and add checklists for his reportees
Navigation: My team tab -¿ Show more -¿ Allocate Checklists

VI. PROMOTING AND TERMINATING REPOTEES

Manager can promote or terminate his reportees

Navigation: My team tab -¿ My team -¿ Select the employee hyperlink

VII. REFERENCES

1) https://fa-etit-dev1-saasfademo1.ds-fa.oraclepdemos.com/hcmUI/faces/FuseWelcome?fnd=
2) https://docs.oracle.com/en/cloud/saas/human-resources/24a/index.html