SAP HR Manager Self-Service (MSS) quick reference guide

Accessing Manager Self-Service (MSS)

1. Open a web browser and visit www.hr.uct.ac.za.
2. Click the *Log in to SAP HR Employee Self-Service* link in the light purple bar (below images on front page).
3. On the *UCT sign in* page, enter your staff number in the *Staff / student number* field and your network password in the *Password* field.

- Click Sign in.

4. The *SAP NetWeaver Business Client page* appears.

- Click the Manager Self-Service tab.

5. *Home* is selected in the left-hand menu and the *Worklists* section displays any pending leave requests.

Reviewing and processing a leave request

1. In the *Worklists* section, choose the leave request to process by clicking the entry (in blue text) in the *Type of Leave* column.
2. The *Approve* dialogue box appears, displaying the selected leave request details.

- Review the leave request (e.g. dates, type of leave, notes from staff member, attachments).
- If applicable, enter a note for the staff member in the *New Note* field.
- To approve the leave request, click Approve.
- To reject the leave request, click Reject. An information message towards the top of the dialogue box confirms that the leave request was rejected.
- Close the *Approve* dialogue box.

Adding a substitute manager

1. In the left-hand menu, expand the *Team* menu and click *Homepage Application for Manager Self-Services*.
2. The *Home* page appears.

- In the *Substitution* section, click Manage Substitution Rules.

3. The *Manage Substitution Rules* dialogue box appears.

- Click Create Rule.

4. The *Create a Substitution Rule* dialogue box appears.

- In the *Assignee* field, enter the substitute manager's staff number or click to search for the person. **Note**: Only an existing line manager with Manager Self-Service access can be selected as a substitute.
- Select whether the Assignee (substitute manager) should receive your tasks or replace you, when the substitution rule should be activated and when the rule should be deactivated. Click OK.

5. The *Manage Substitution Rules* dialogue box reappears, displaying the substitution details.

- Close the dialogue box.

Creating a leave request on behalf of a team member

1. In the left-hand menu, expand the *Team* menu and click *Homepage Application for Manager Self-Services*.
2. The *Home* page appears.

- In the *Team* section, click Detailed Team View.

3. The *Team View* dialogue box appears.

- Click *List*.

4. The *Team View* dialogue box displays the list of team members.

- If a team member is a line manager, click to display their team members.
- Click *Menu* on the right of the team member's name and choose *Time Management on Behalf of Employee > Create Leave Request*.

5. The *Leave Request: New, On Behalf of* dialogue box appears.

- Create and submit the leave request. The team member will receive an email indicating that a leave request was created on their behalf.

6. The *Home* page reappears. The leave request created on behalf of a team member must now be processed, see Reviewing and processing a leave request above.

Visit the HR website for Frequently Asked Questions and a detailed Manager Self-Service instruction guide.