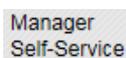
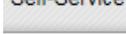


SAP HR Manager Self-Service (MSS) quick reference guide

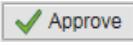
Accessing Manager Self-Service (MSS)

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



- Click the  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 .
 - To reject the leave request, click . 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 .
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 .
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.