

Manager Self-Service - process for checking and updating your structure before launch

Checking your data

Run the Discoverer report 'PERDEP16_HR Self-Service Work Groups' to review your line manager and Work Group structures. If nobody in your department has access to run Discoverer reports, please email the HRIS Support Centre and request that a copy of the report is provided to you (hr.systems@admin.ox.ac.uk).

Note that where a Work Group has more than one manager, currently only one manager will appear in the report. If you need to double check this, please email the HRIS Support Centre.

Correcting/updating your data

If you need to change your data, please follow the guidance below:

1. Employees assigned to the wrong Work Group or no Work Group assigned

If an employee has moved Work Groups or started a new appointment since you verified your data, or you have since spotted an error in the Work Group allocation, please follow the instructions below:

HRIS Data Service users:

If you use the HRIS Data Service please submit a Change Request Form to request a Work Group amendment. This form, available from the Data Service SharePoint site, has been updated to include amendments to the Work Group field. If you have a high number of changes, please contact the team to agree the best way of submitting these.

UAS departments (no back office update access):

If you use the services of the UAS Personnel team, please complete a [UAS Payroll Change Form](#), which has been updated to include amendments to the Work Group field. If you have a high number of changes, please contact the team to agree the best way of submitting these.

Departments with access to make back office updates:

Any CorePersonnel user in your department can correct or add a Work Group to an employee's appointment in the Back Office by following the appropriate steps:

a. Correcting an incorrectly assigned Work Group / assigning a Work Group to a recent starter

Follow the guidance in section E of [QRG IP6 Tracking Changes and Correcting Records](#). When selecting the correct Work Group from the **Work Group** field, use the **Find** field to search for Work Groups that are prefixed with your two-digit department code. Do not update the action and reason code but do include a note of the change in the **Comments** field.

b. Updating the Work Group to reflect a genuine change / assigning a Work Group to a starter who has had subsequent appointment changes

Follow the guidance in [QRG CH6 Changes to Appointment](#). When selecting the correct Work Group from the **Work Group** field, use the **Find** field to search for Work Groups that are prefixed with your two-digit department code. Update the **Action** and **Reason Code** as follows:

Action: APPHIE - Hierarchy Information Amended
Reason Code: GA - General Admin

Remember to include a note in the **Comments** field and re-enter the Target End Date if applicable.

Post Details
 Post Number: 238262
 Post Profile Type: 2
 Effective Date: [blank]
 Planned End Date: 29-JUN-2019
 Target End Date: [blank]

Hierarchy Details
 Company: 10 UNIVERSITY
 Division: 8 UNIVERSITY
 Sub Division: 8HS0 REGISTRAR
 Level 4: 8H7001 PERSONNE
 Management Unit: 8H70 PERSONNE
 Department: K2 PERSONNE
 Pay Administered by: K2DEP UAS PERSC
 Cost Centre: KF0000000000 KF00000000
 Location: 450 E2 - IT SERV
 Work Group: 100028 K2-UAS HR
 College Association: 1 DEFAULT/NOT APPLICABLE

Work Groups
 Find: k2
 Name: K2-HR Policy, Rewards & Adverts
 K2- Ambitious Futures
 K2-HR Information Team
 K2-HRIS Analysts
 K2-HRIS Service Desk
 K2-HRIS Support Centre Mgt
 K2-HRIS Training & Business Support
 K2-Humanities & GLAM HR Team
 K2-MPLS HR Team
 K2-MSD HR Team
 K2-Recruitment & Development Mgt Team
 K2-Social Sciences HR Team
 K2-Staff Immigration Team
 K2-TSS Consultants
 K2-UAS Apprenticeship Team
 K2-UAS HR Admin Mgt
 K2-UAS HR Administration
 K2-UAS HR Directors Office

You can see who the Self-Service Manager of the assigned Work Group is by looking at the **Report To Manager** field (note that where a Work Group has more than one manager the name of the first manager assigned will show):

Appointment Status	Appointment Id	Start Date	End Date	Department	Job Title	Employee Status
Commenced	238262-1	01-JUN-2017		PERSONNEL SERVICES	ADMINISTRATIVE OFFICER	FIXED TERM
Commenced	235734-1	12-DEC-2016		PERSONNEL SERVICES	COMPUTING	PERMANENT

Report To Manager: Anne Harkness
 Probation Expiry Date: [blank]

2. Wrong Self-Service Manager assigned to Work Group

If you need to make changes to your Self-Service Managers, this will need to be done by the HRIS Support Centre. To initiate this, you will need to submit a [Service Request form](#). All forms must be approved by the Departmental Administrator/HAF. The requestor will be asked to select the appropriate person from a list of names and this will be checked by the HRIS Support Centre before access is granted.

3. Creating a new appointment (e.g. new starter, transfer, additional appointment)

When setting up a new appointment for an eligible employee (ie anyone other than workers or non-employees), you will need to assign a Work Group to that appointment (unless your department has decided to exclude some categories of staff from MSS). This can be done by selecting the correct Work Group from the drop down list on the Appointment, as described in section 1b above.

4. Leavers

Leavers will automatically have their ESS access updated or removed as applicable by the HRIS Support Centre. If the employee is also a Self-Service Manager, you must complete a [Service Request form](#) to request the removal of their manager access.

5. New or changes to work groups

Requests to create a new Work Group or make changes to an existing Work Group should be logged by completing a [Service Request form](#).

Quick Reference Guides will be updated to reflect this guidance and will be published once all departments are live with MSS.

Need help?

If you have any queries about this guidance, please email hr.systems@admin.ox.ac.uk. Please check the [Common queries \(HR Self-Service\)](#) and the [HR Self-Service Guidance](#) webpage before contacting the HRIS Support Centre.