

# MySCEmployee

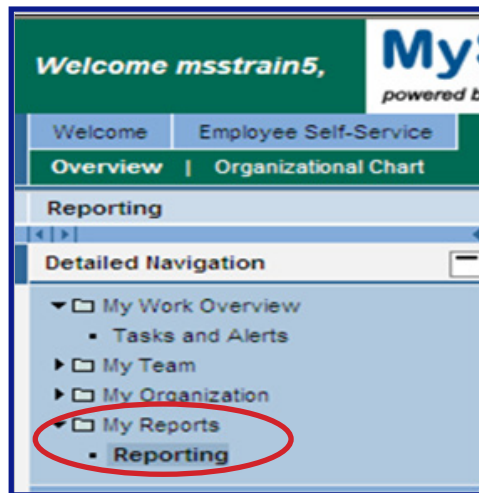
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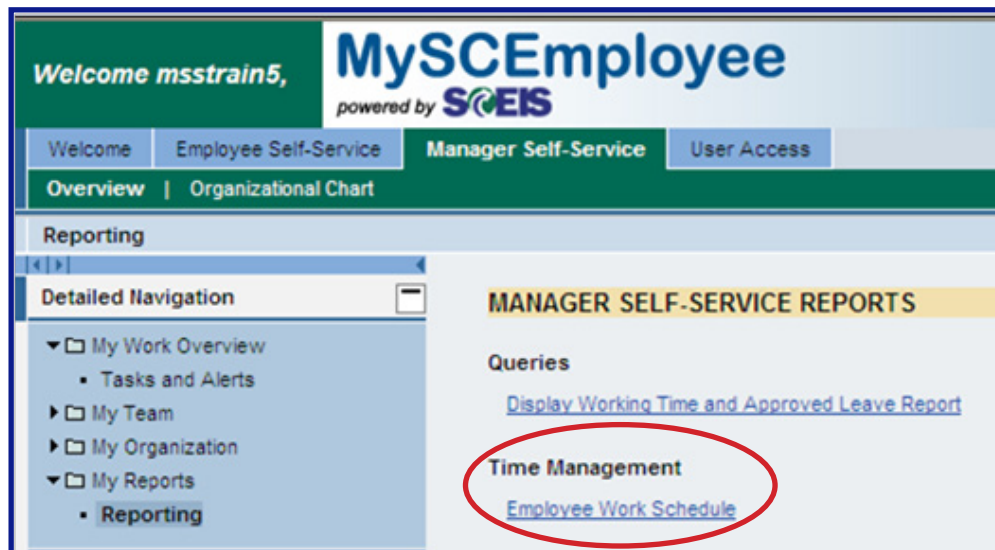
## Mini Guide: Running an Employee Work Schedule Report in Manager Self Service

Follow these steps to produce an Employee Work Schedule Report through Manager Self Service.

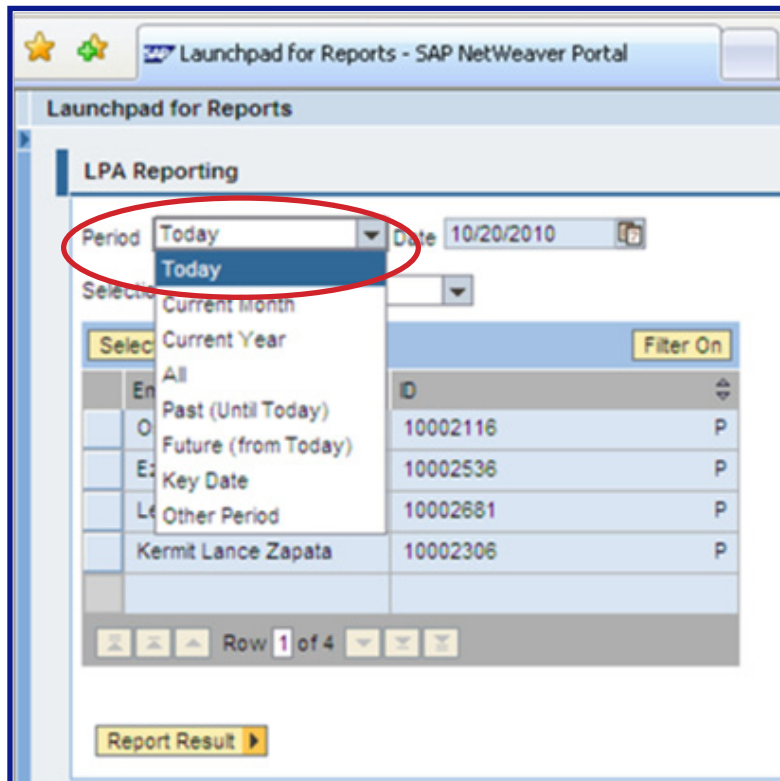
1. Once you've logged into Manager Self Service (MSS), expand the list of reports available in the **Detailed Navigation** window by clicking on the black arrow to the left of **My Reports**, then select **Reporting** when it appears.



2. When you reach the reporting menu, select **Employee Work Schedule** from the **Time Management** list. This will launch a new window called Launchpad for Reports: LPA Reporting.



3. In the Launchpad for Reports: LPA Reporting window select the time period for which you would like to run the Employee Work Schedule report by clicking on the **Period** drop down button (circled in the below image).



**Note:** To view the current work schedule for an employee or a group of employees, set the time period to Today.

4. Select the employee or group of employees (for example, Direct Reports) you would like to include in the Employee Work Schedule Report by using the **Selection** drop down menu.



**Note:** Selecting **Direct Reports** will result in a report listing all employees that directly report to you. **All Employees** selects all direct and indirect employees that you directly supervise. **Direct Organizational Units** selects all organizational units that you directly supervise for selection. **All Organizational Units** lists all organizational units that you directly and indirectly supervise for selection.

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5. Select the employee(s) or organizational unit(s) you would like to include in this report by clicking in the blue box to the left of the employee(s) or organizational unit(s) name, then select the **Report Result** button (circled in the image below). If you do not select at least one employee you will receive an error message and will be unable able to proceed.

**Launchpad for Reports**

**LPA Reporting**

Period:  from  To

Selection:

Employee	ID	
Alice Charmaine Ho	10011877	P
Sun Coburn	10011767	P
Lou Hager	10011977	P
Fabian Casey McCord	10011967	P
Alden Erik Bartley	10011907	P

Row 1 of 5

**Report Result**

**Note:** To select All Employees or Organizational Units listed, click the **Select All** button. To select multiple, but not all, employees, press the **Control key** and hold it down while you click on the blue button beside the name of each employee you would like to select.

### 6. Review the Employee Work Schedule Report.

**Launchpad for Reports**

History Back Forward

Details Select All Deselect All Sort in Ascending Order Sort in Descending Order Set Filter Total Print Preview Local File... Mail Recipient ABC Analysis Graphic Change Layout... More...

**Personal work schedule**

Key date: 10/28/2010

Pers.No.	Name	Date	Day	DWS	Daily WS text	Start	End	PIHrs	Personal WS	Description
10002451	Manuela Chrystal McKay	10/28/2010	TH	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O
10002576	Helene Francine Nieto	10/28/2010	TH	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-O

#### Key to Column Headers:

**Pers. No.:** Employee's Personnel number

**Name:** Employee's First and Last Names

**Date:** Date of the records displayed in the report

**Day:** Current day of work schedule the employee is on (for example, WE = Wednesday).

**DWS:** Daily Work Schedule assigned to the employee

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**Daily WS Text:** Name of the Daily Work Schedule

**Start:** Start time of the Daily Work Schedule

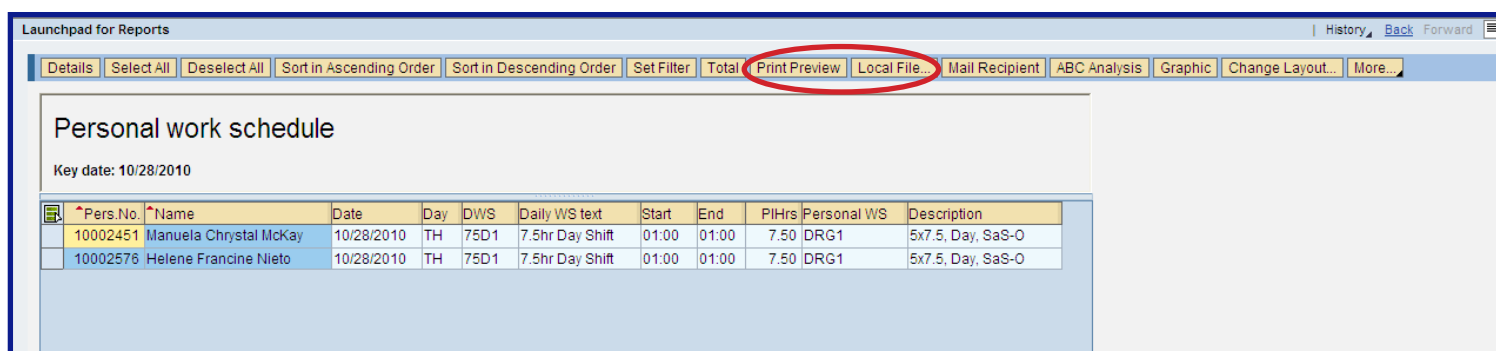
**End:** End time of the Daily Work Schedule

**PIIHRS:** Planned working hours

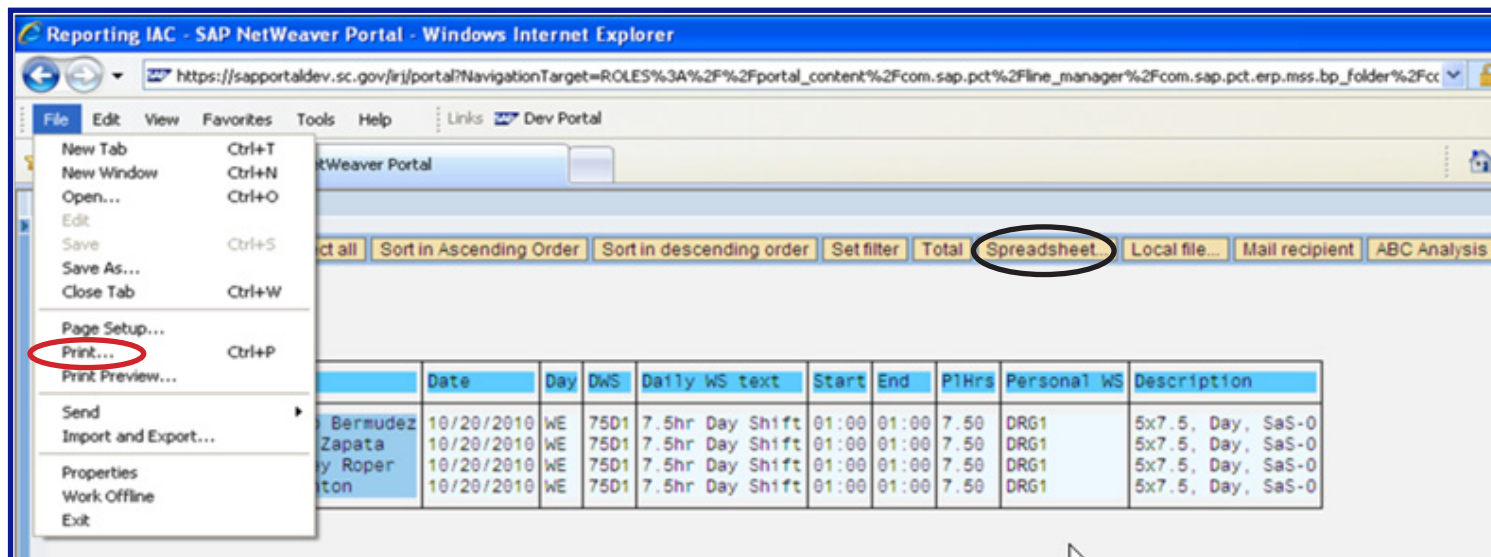
**Personal WS:** Defines an employee's working hours

**Description:** Provides details on the Daily Work Schedule, including number of days worked per week and the number or expected hours and days off.

7. Once the Employee Work Schedule report has run, you have several options for what to do next with the report in MSS, such as print (Step 8 below) or save the report to your computer (Step 9).



8. To print this report, select the **Print Preview** button (circled in the image above). The report will open in a spreadsheet format. From the **File** drop down menu select **Print**.



When the Print window opens, click on the **Print** button to print to your selected printer.

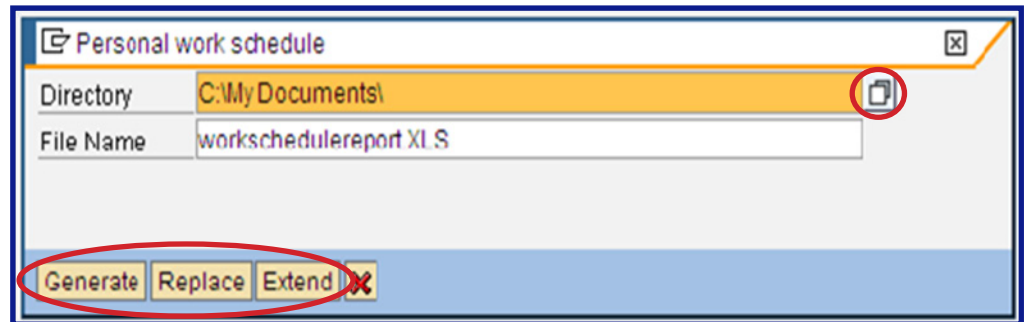
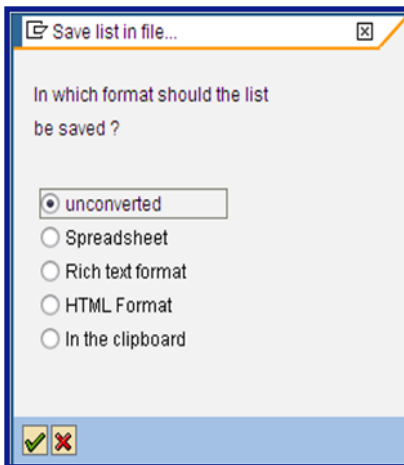
**Note:** Once you select Print Preview, the label changes to Spreadsheet, as shown in the image above (circled in black).

9. To save this report to your computer, click the **Local File...** button. Determine the format in which to save the report from the **Save list in file...** window (shown in the image at left below), then click the **Continue** button, which is denoted with a green check mark.

Once you've selected the file format, a new window, **Personal work schedule**, will appear and prompt you to select the location where you want to save the report. The default directory is your C: drive, but you can change the directory and the file name by clicking on the browse button (circled in the image at right below).

To create a new file click the **Generate** button. To replace an existing file click the **Replace** button. To append data for an existing file click the **Extend** button. (The Generate, Replace and Extend buttons are circled in red in the image at right below.)

If you need to return to the report selection screen at any time, click the back button in the upper right corner of the main screen.



**Important Reminder:** Data saved locally maybe accessible by others. You are responsible for making sure any sensitive data is protected as outlined by your agency's security policies and any applicable state regulations.