

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.

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Welcome Employee Self-S	ervice Manager Self-Service	User Access
Overview   Organizational	Chart	
Reporting Detailed Navigation My Work Overview Tasks and Alerts My Team My Team My Organization My Reports Reporting	Queries	

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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).

LPA Reporting			
Period Today Today Selecte Current M		e 10/20/2010	8
Selec Current Y	ear		Filter On
En	D		÷
O Past (Unti	om Today) 10	002116	P
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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.

Launchpad for Reports											
LPA Reporting											
Period Today Date 10/20/2010											
Selection: Direct Reports											
Select A											
Select A All Employees	Group of Organiza	tion views									
Emple Direct Organizational		~									
Osci All Organizational Un	ts 16	P									
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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.

L	Launchpad for Reports										
	LPA Reporting										
	Period Other Period 🔽 from 01/01/2010 📴 To 04/01/2010 📴										
	Sele	ection: Direct Reports	•								
	S	elect All Deselect All		Filter On							
		Employee 🗘 👙	ID	<del>\$</del>							
		Alice Charmaine Ho	10011877	P							
		Sun Coburn	10011767	P							
		Lou Hager	10011977	P							
		Fabian Casey McCord	10011967	P							
		Alden Erik Bartley	10011907	Р							
	■ A Row 1 of 5 ▼ ▼ ▼										
(	F	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.

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Laund	cipad for Reports														Histor	y⊿ <u>Dack</u> r	
D	etails Select All Deselect All Sort in	Ascending Or	der	Sort in D	escending Order	Set Filter	r Total	Print P	review Local I	File Mail Recipient	ABC An	nalysis Gra	phic (	Change La	ayout	More,	
	Personal work schedul	_															
	Personal work schedule	8															
	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-0							
	10002576 Helene Francine Nieto	10/28/2010	TH	75D1	7.5hr Day Shift	01:00	01:00	7.50	DRG1	5x7.5, Day, SaS-0							

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).

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	Det	tails Sele	t All Deselect All S	ort in Ascending O	rder	Sort in D	escending Order	Set Filter	Total	Print P	review Local I	File Mail Recipient	ABC Analysis	Graphic	Change I	Layout	More,	
	Personal work schedule Key date: 10/28/2010																	
		Pers.No.		Date	Day	_	Daily WS text	Start	End		Personal WS	Description						
		10002451	Manuela Chrystal McK	ay 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						

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.

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Print Preview		Date	Day DW	S Daily	WS text	Start End	PlHrs	Personal WS	Description	
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Exit								N		

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).

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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.

🖻 Save list in file	$\times$				
In which format should the list be saved ?		Personal	work schedule	X	
be saved ?		Directory	C:\My Documents\		
unconverted Spreadsheet Rich text format HTML Format		File Name	workschedulereport XLS		
O In the clipboard		Generate R	Replace Extend		
✓ ×					

**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.