



Manager Self Service Job and Personal Information

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View Employee Personal Info - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the View Employee Personal Info link
- Select the employee you wish to review and click the Select button
- Use the links in the Additional Information section to view personal information for the employee (home and mailing address, email address, phone numbers, emergency contacts, birthday, and Person Profile)
- When done updating information, click on Return to Employee Information

Request Reporting Change - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the Request Reporting Change link
- Select the employee to be assigned to the new supervisor
- Enter the desired information into the Supervisor field and click submit
- The Reporting Change approval workflow displays

Approve Reporting Change - Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the Approve Reporting Change link
- The Reporting Change Requests section contains reporting change requests requiring your approval. Select the transaction number
- Click the Approve button then click OK

View Reporting Change Status – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the View Reporting Change Status link
- The Reporting Change Requests list contains reporting change requests requiring approval
- The Reporting Change Details displays the employee, current supervisor and newly requested supervisor

Terminate Employee – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the Terminate Employee link
- Select the employee to be terminated and click the Select button
- Click the Reason for Termination list and choose the appropriate reason
- Click the Submit button
- Use the Submit Confirmation page to acknowledge that your request has been submitted successfully
- Click the Return to Select Employees link

Approve Terminate Employee – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the Approve Terminate Employee link
- The Approve Terminate page lists the terminate requests requiring your approval
- Select an employee to view details and to process the approval then click the Approve button
- The Submit Confirmation page confirms that the approval of the terminate request was successful
- Click the Return to Select Employees link

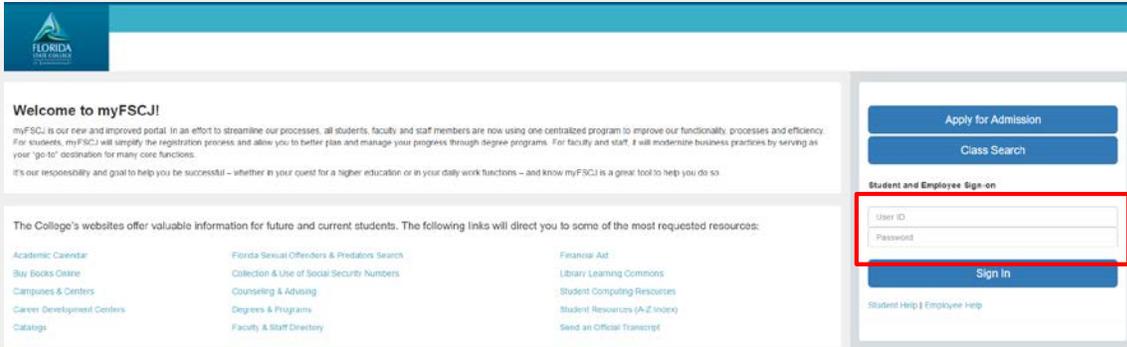
View Terminate Employee Status – Quick Guide

Navigation

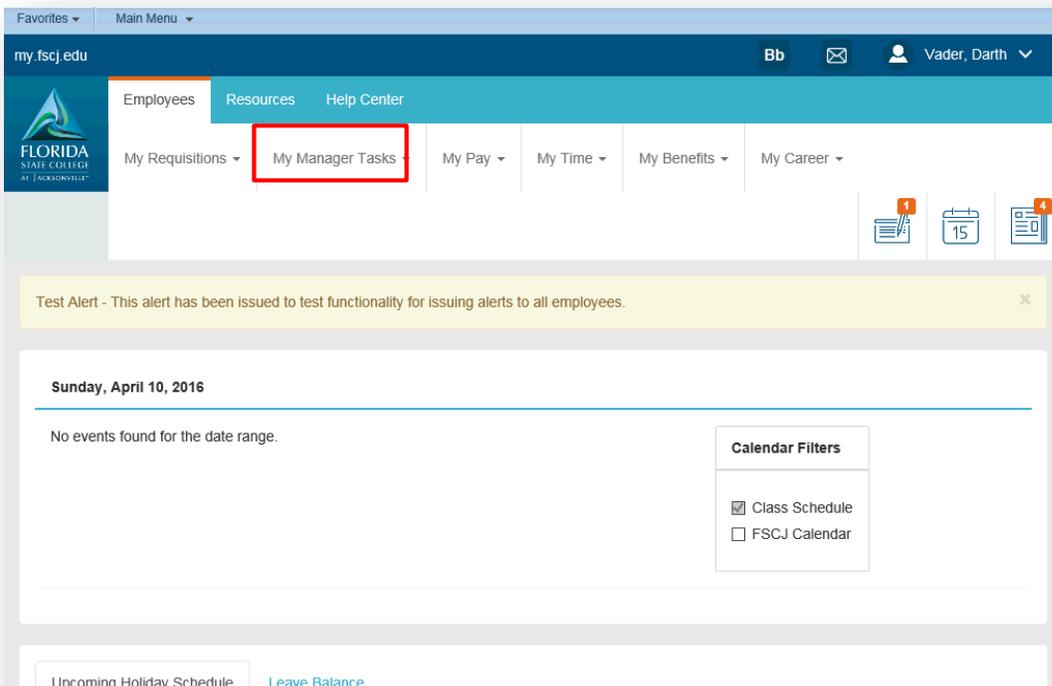
- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the View Terminate Employee Status link
- The Terminate Status page lists the terminate requests entered by you. The Employee Terminate Requests section lists the employee name, termination date and the workflow status
- Select an employee to view details
- Click the Return to Select Employees link

View Employee Personal Info – Detailed Guide

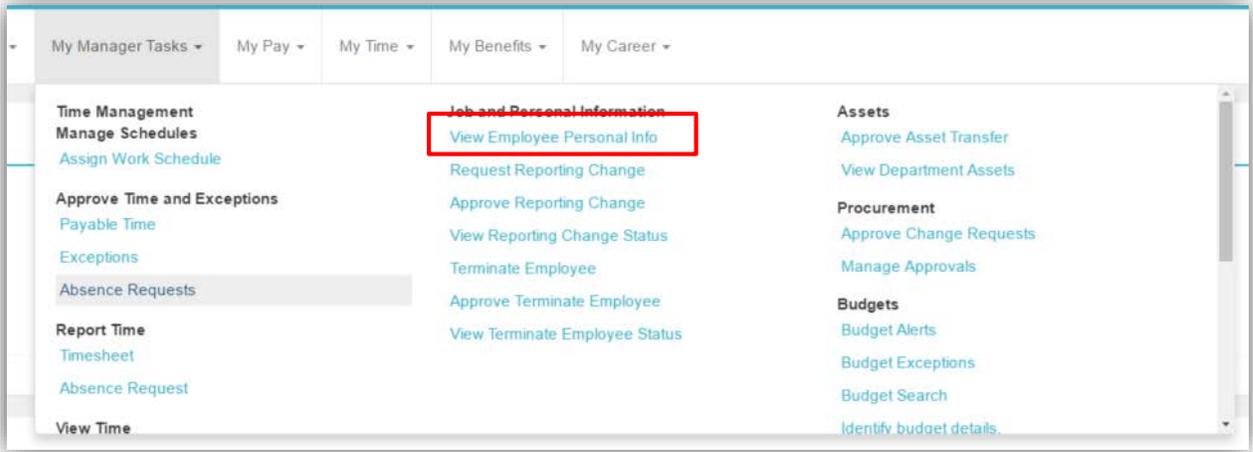
Log into MyFSCJ using your FSCJ logon ID and password



Click the My Manager Tasks button



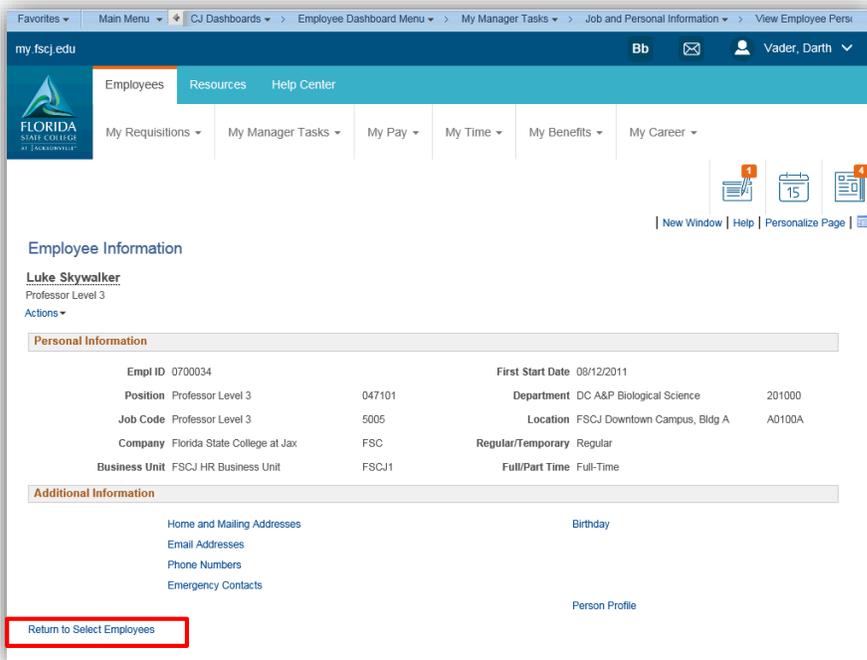
Click the View Employee Personal Info link



Select the employee you wish to review and click the Select button

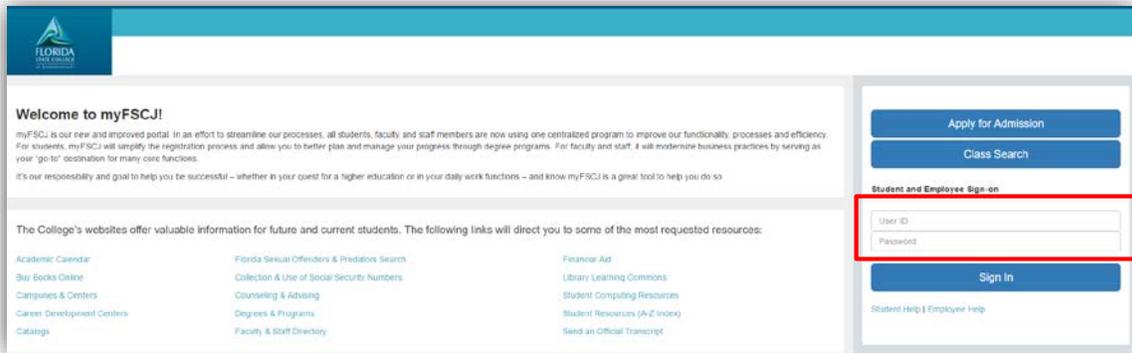
Use the links in the Additional Information section to view personal information for the employee (home and mailing address, email address, phone numbers, emergency contacts, birthday, and Person Profile)

When done updating information, click on Return to Employee Information

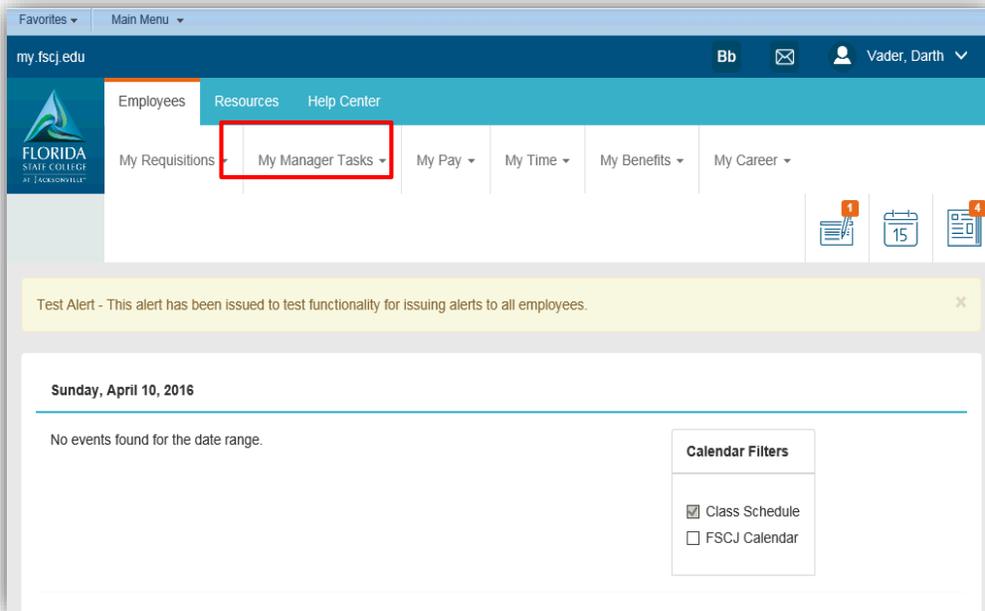


Request Reporting Change - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



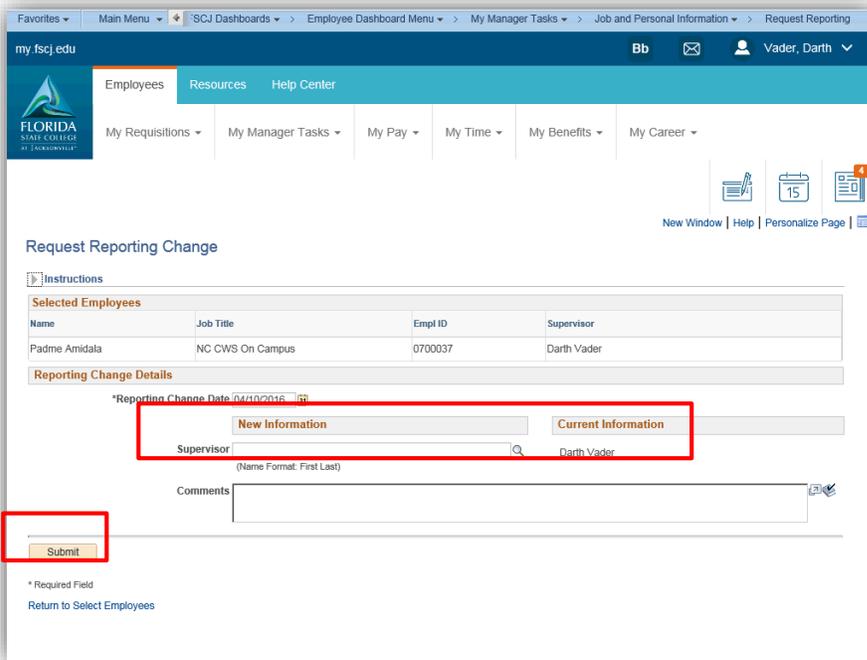
Click the My Manager Tasks button



Click the Request Reporting Change link

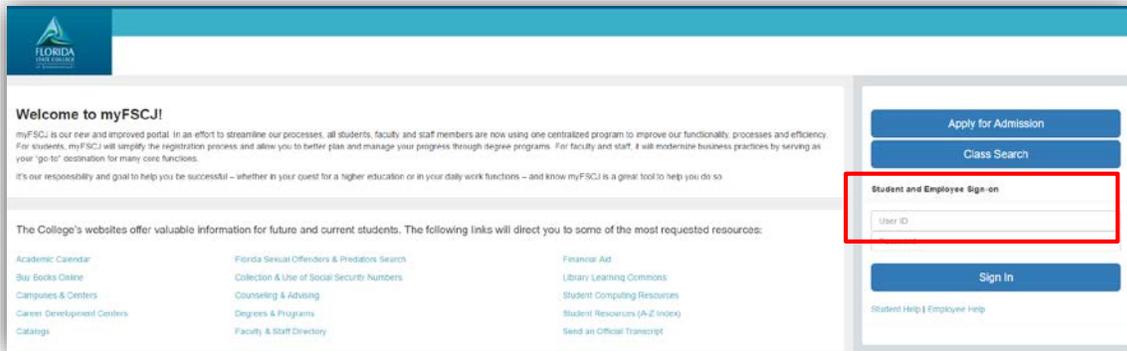


Select the employee to be assigned to the new supervisor. Enter the desired information into the Supervisor field and click submit

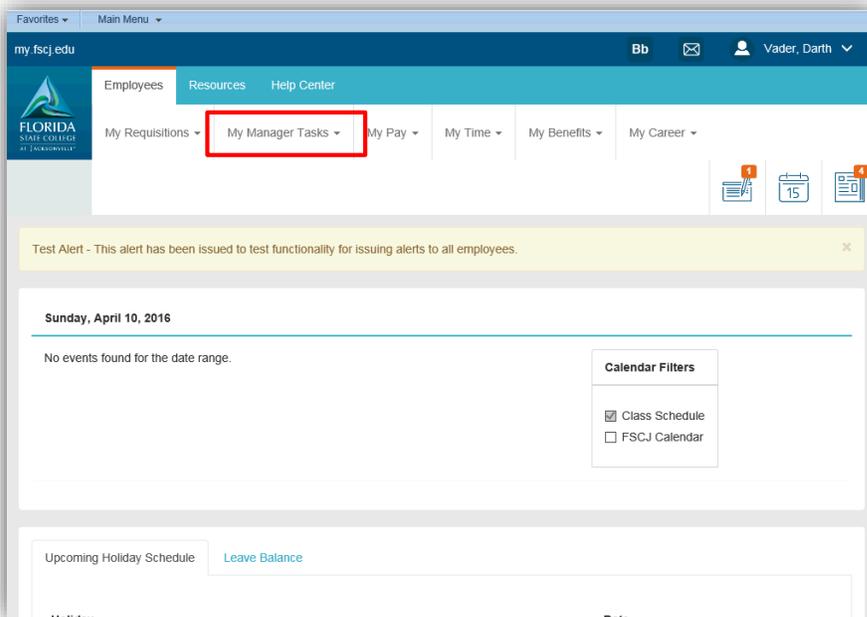


Approve Reporting Change – Detailed Guide

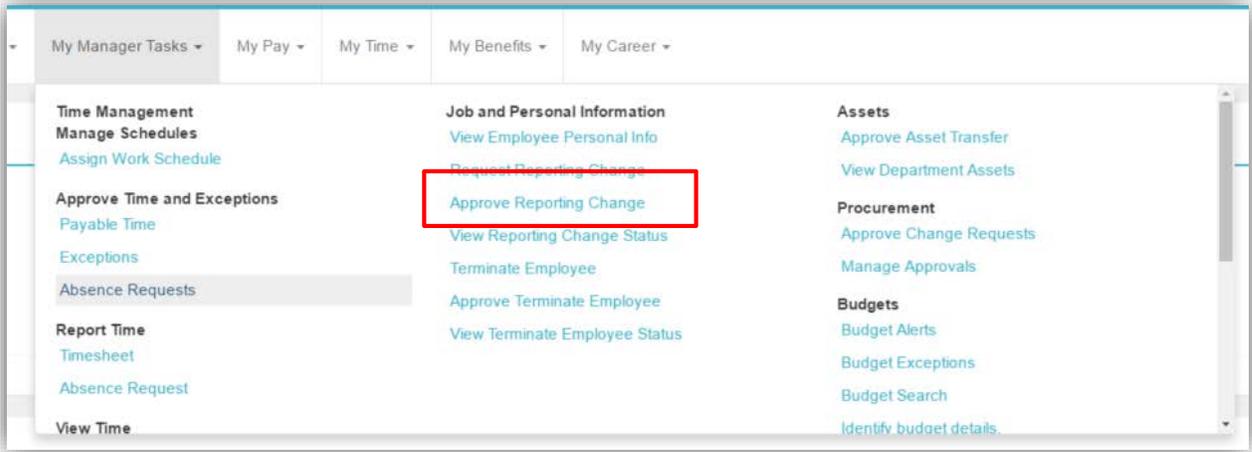
Log into MyFSCJ using your FSCJ logon ID and password



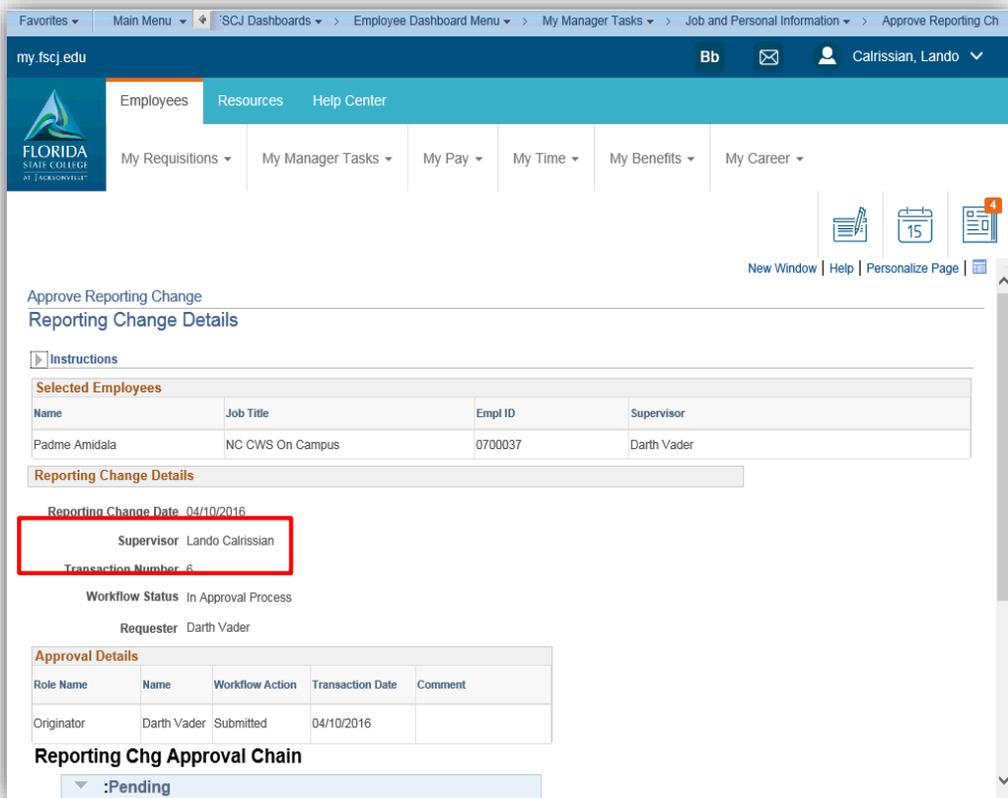
Click the My Manager Tasks button



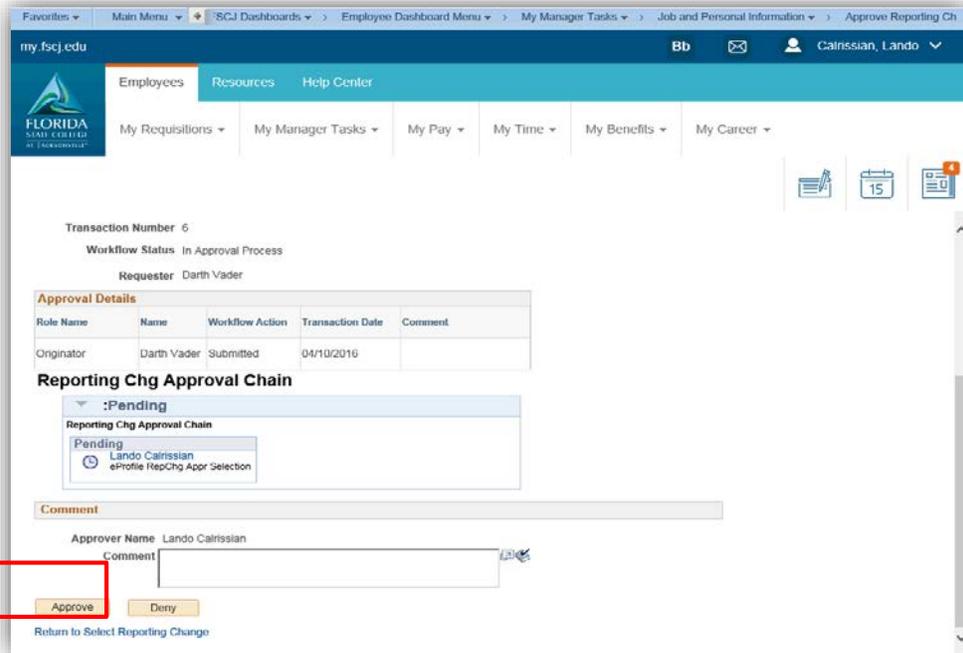
Click the Approve Reporting Change link



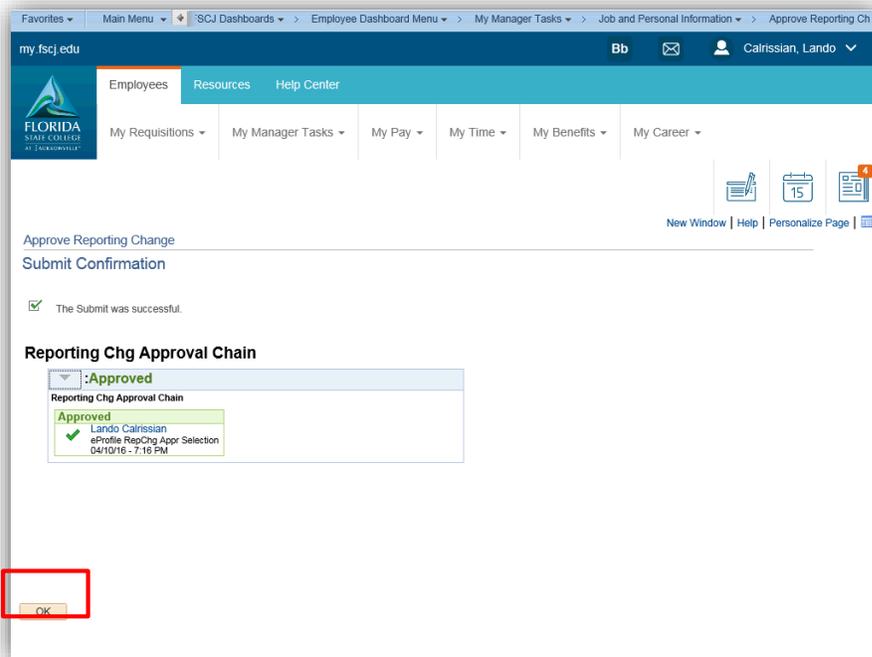
The Reporting Change Requests section contains reporting change requests requiring your approval. Select the transaction number



Click the Approve button

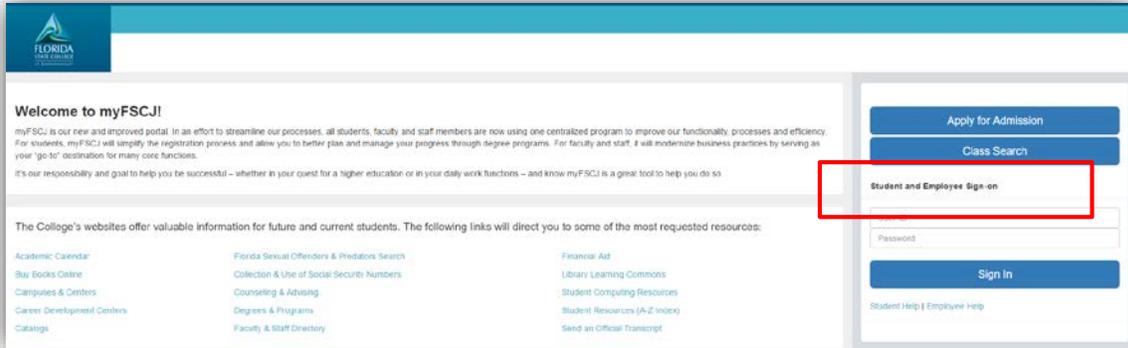


Click the OK Button

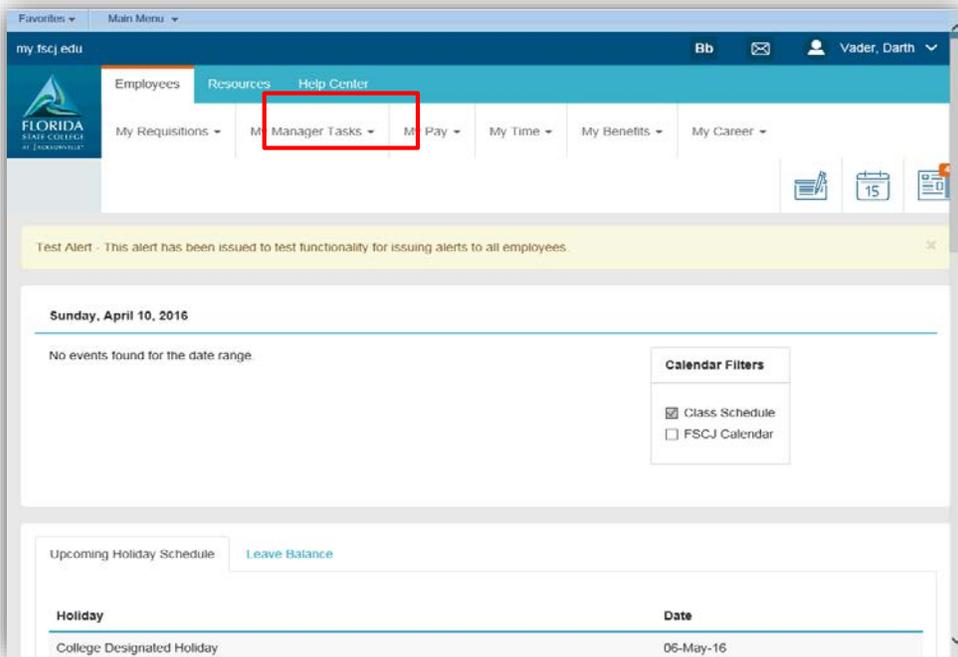


View Reporting Change Status – Detailed Guide

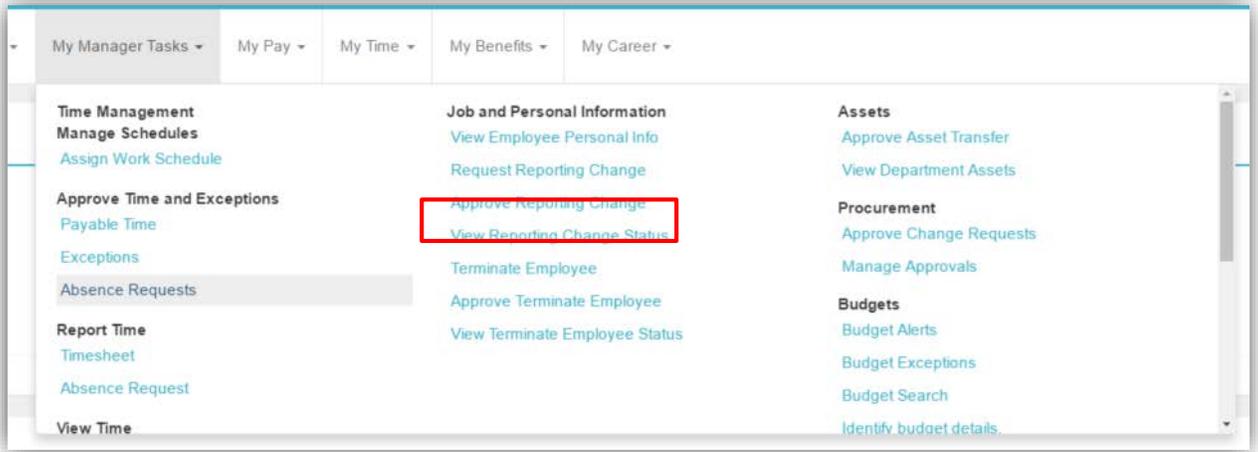
Log into MyFSCJ using your FSCJ logon ID and password



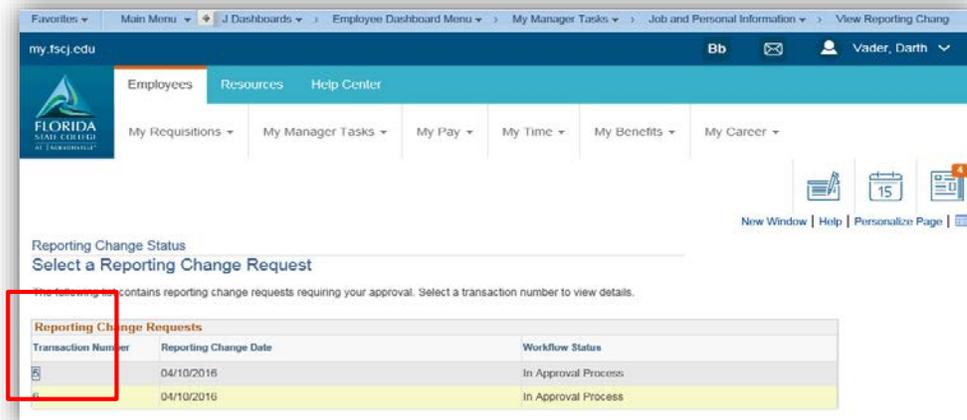
Click the My Manager Tasks button



Click the View Reporting Change Status link



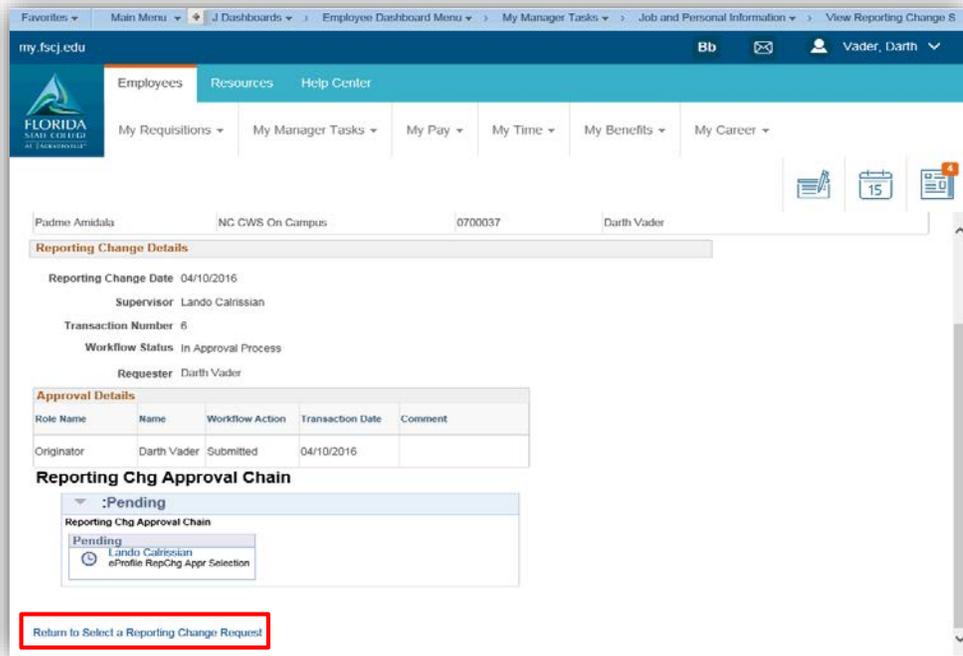
The Reporting Change Requests section contains reporting change requests requiring your approval. Select the transaction number



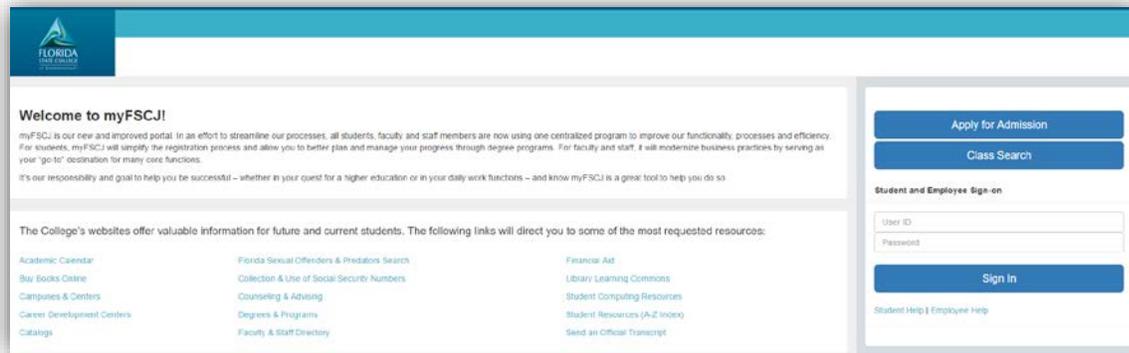
The Reporting Change Requests list contains reporting change requests requiring approval

The Reporting Change Details displays the employee, current supervisor and newly requested supervisor

Click the Return to Select a Reporting Change Request link

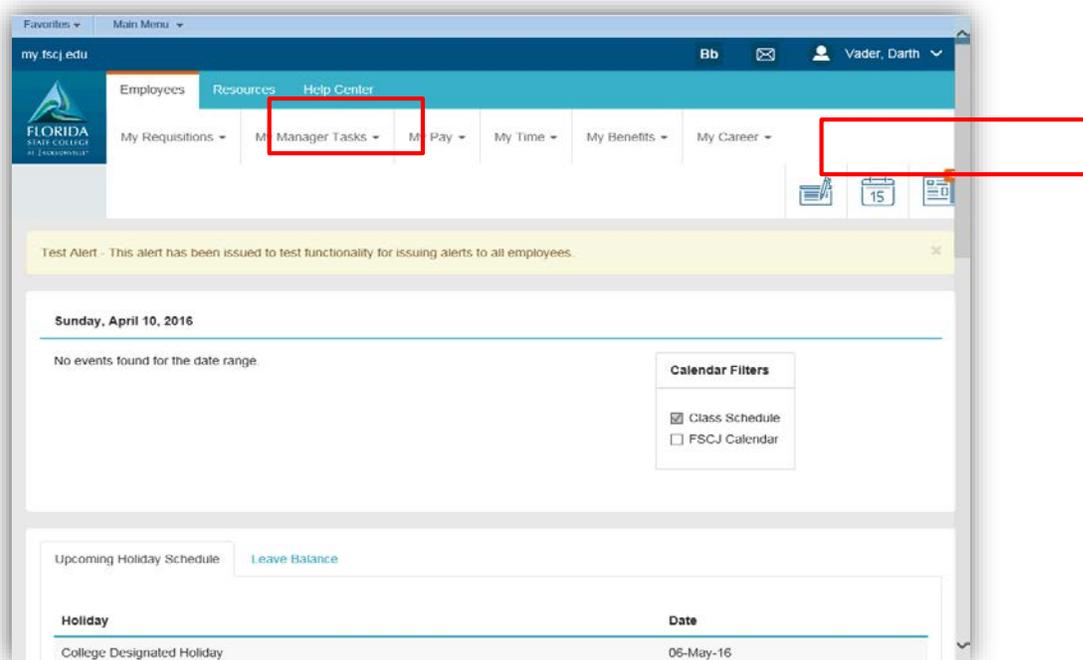


Terminate Employee – Detailed Guide

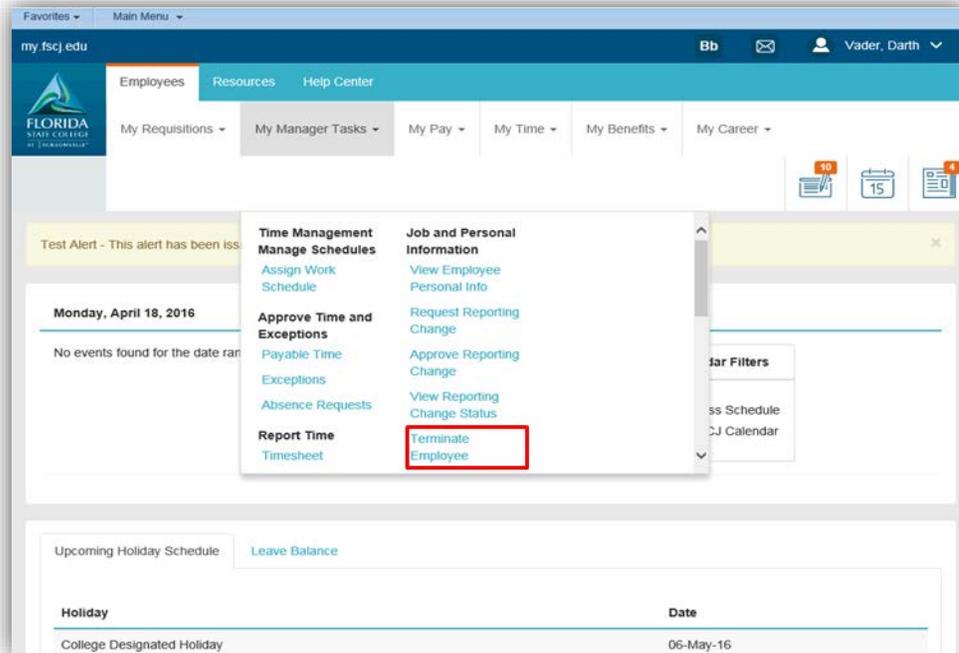


Log into MyFSCJ_ using your FSCJ logon ID and password

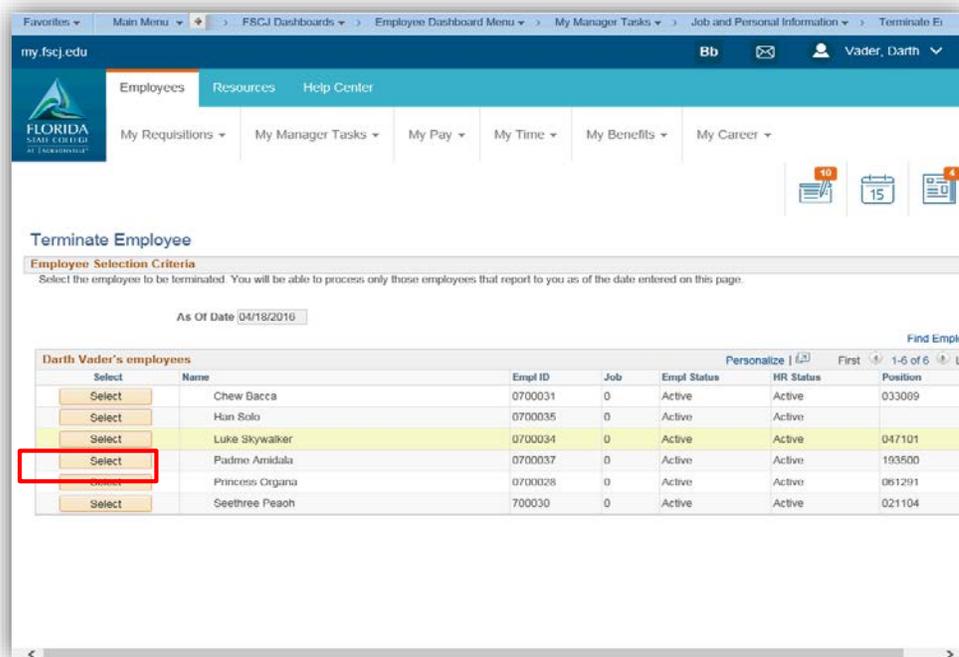
Click the My Manager Tasks button



Click the Terminate Employee link



Select the employee to be terminated by clicking the Select button



Click the Reason for Termination list and choose the appropriate reason.

Use the **Termination Date** field to enter the actual date of termination.

Click the Submit button

my.fscj.edu

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10 15 4

New Window Help Personalize Page

Terminate Employee

Seethree Peach
Budget Analyst

Actions

Instructions

The Termination Date is the first day the employee is no longer employed at the company. Select Submit once you have entered the termination information.

Reason for Termination

Empl ID 700030
Job Title Budget Analyst
*Termination Date 04/16/2016

Reason for Termination

Comments

Submit

Use the Submit Confirmation page to acknowledge that your request has been submitted successfully

Click the Return to Select Employees link

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New Window Help Personalize Saved

Submit Confirmation

✓ You have successfully submitted the Terminate request for Seethree Peach as of 4/16/2016.

Terminate Approval Chain

Terminate Approval Chain

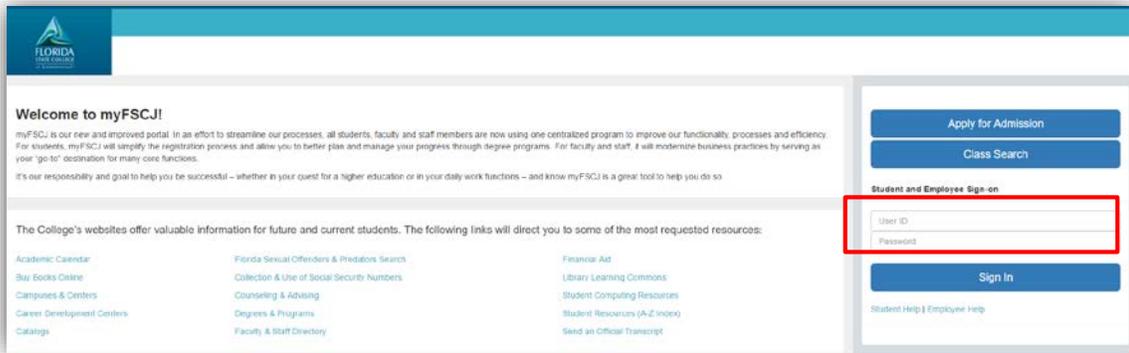
Pending

Lando Caltriosian

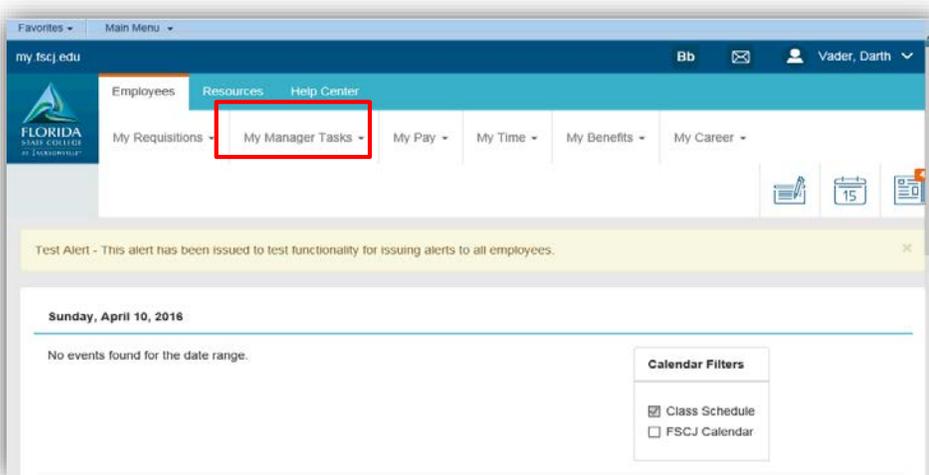
Return to Select Employees

Approve Terminate Employee - Detailed Guide

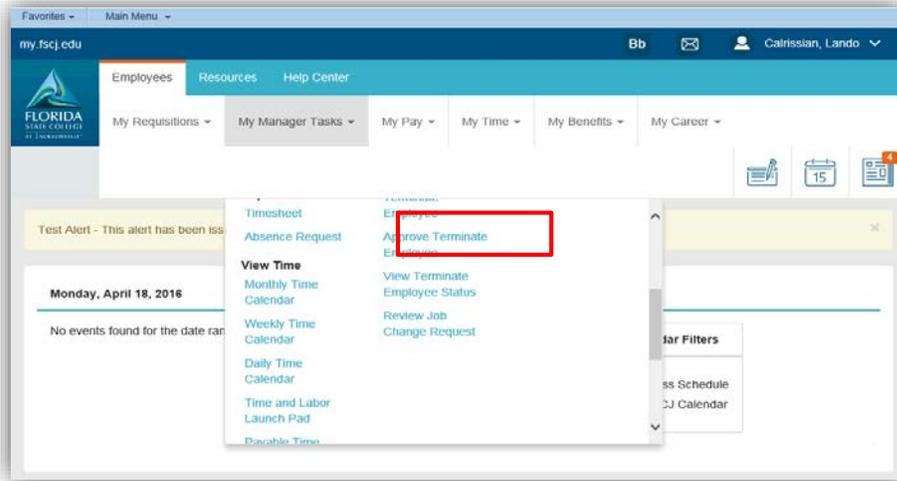
Log into MyFSCJ using your FSCJ logon ID and password



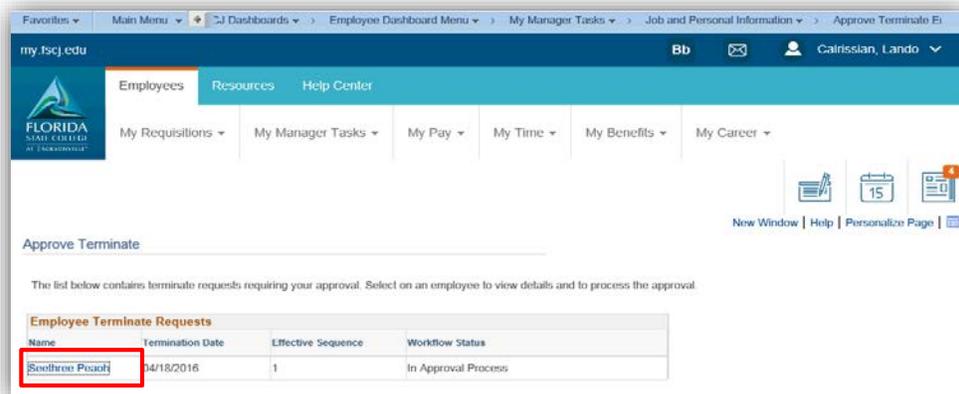
Click the My Manager Tasks button



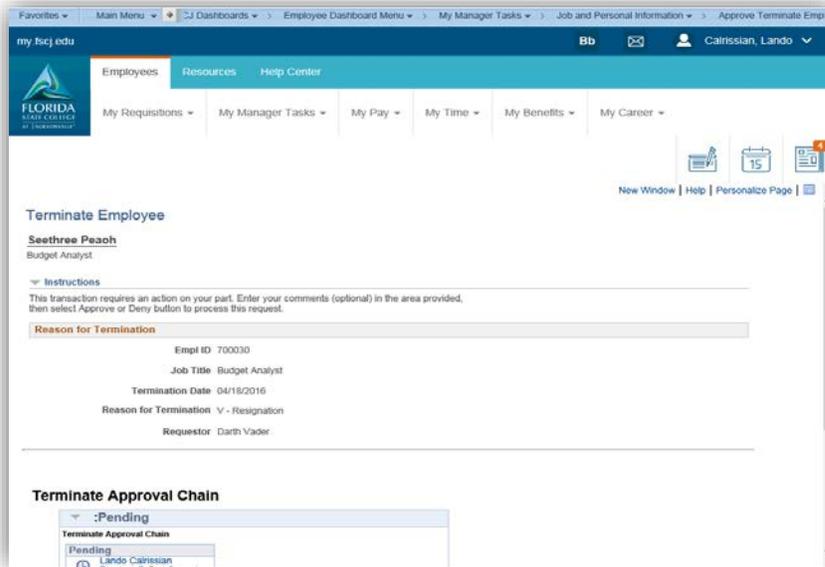
Click the Approve Terminate Employee link



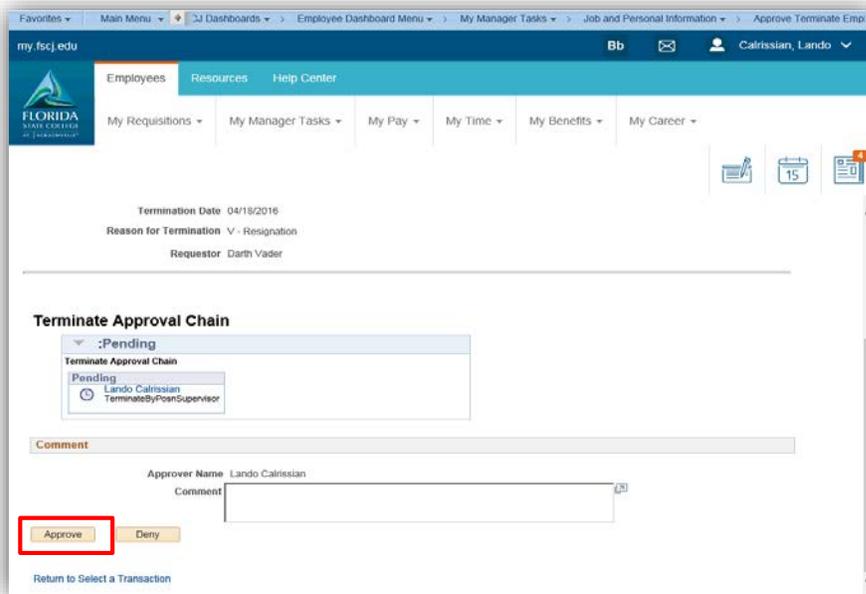
The Approve Terminate page lists the terminate requests requiring your approval



Select an employee to view details and to process the approval

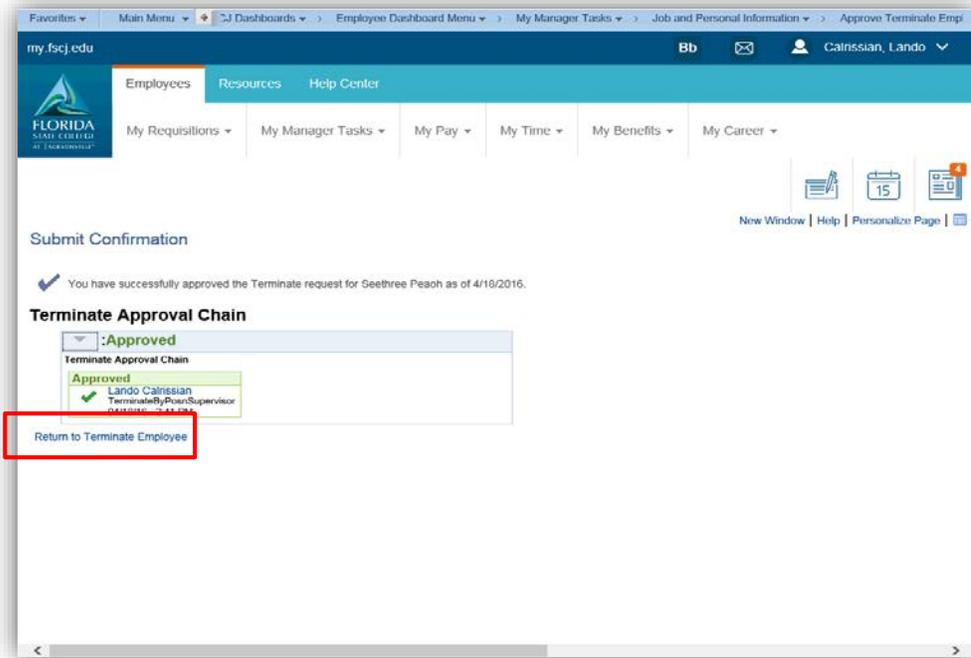


Click the Approve button

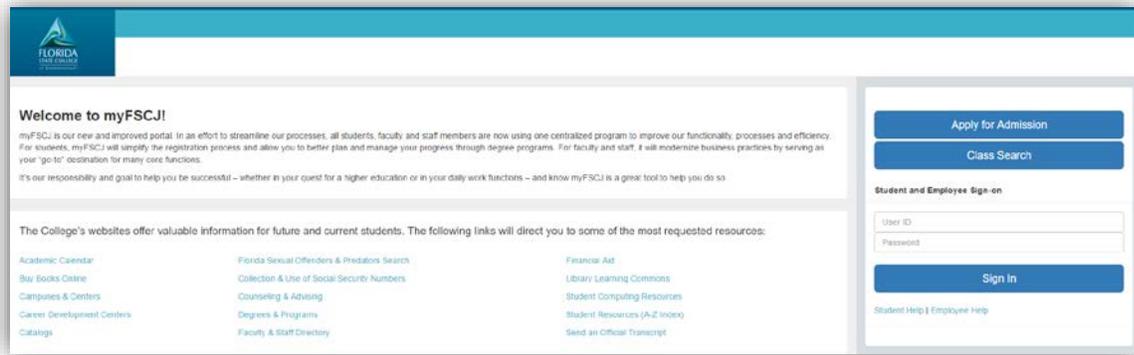


The Submit Confirmation page confirms that the approval of the terminate request was successful

Click the Return to Select Employees link

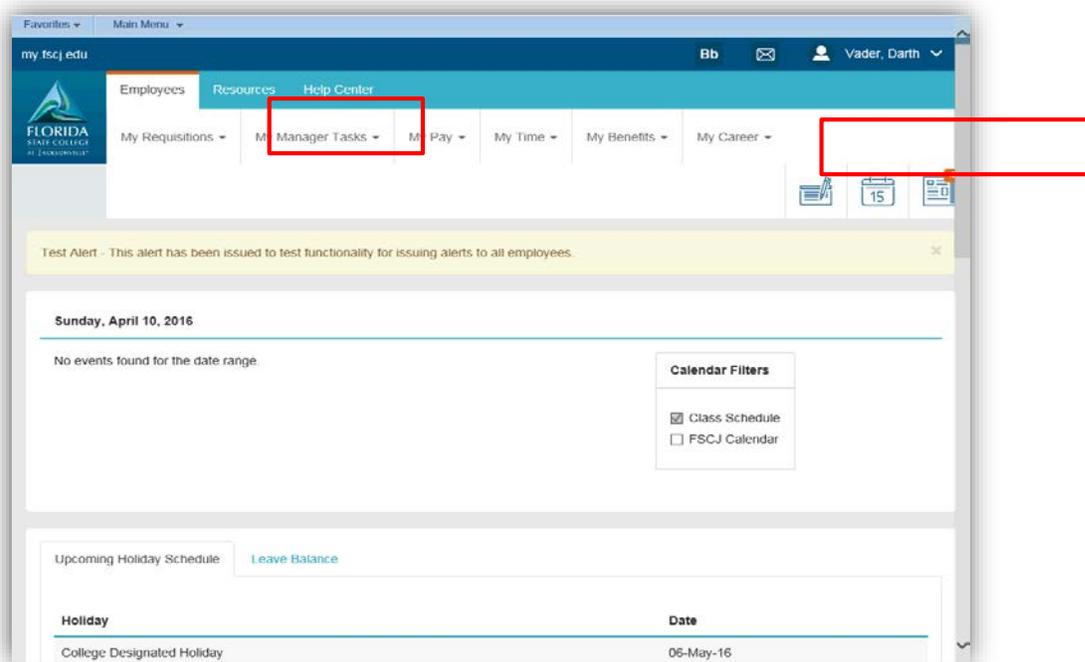


View Terminate Employee Status – Detailed Guide

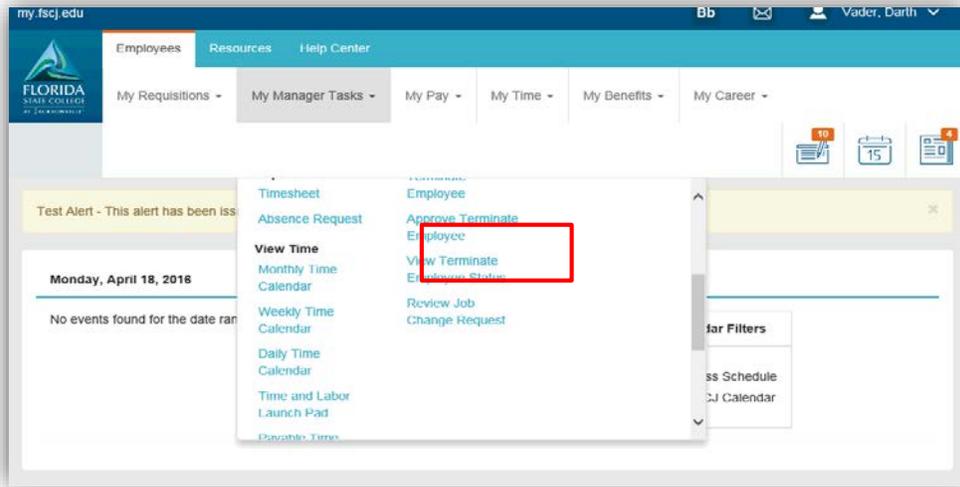


Log into MyFSCJ_ using your FSCJ logon ID and password

Click the My Manager Tasks button

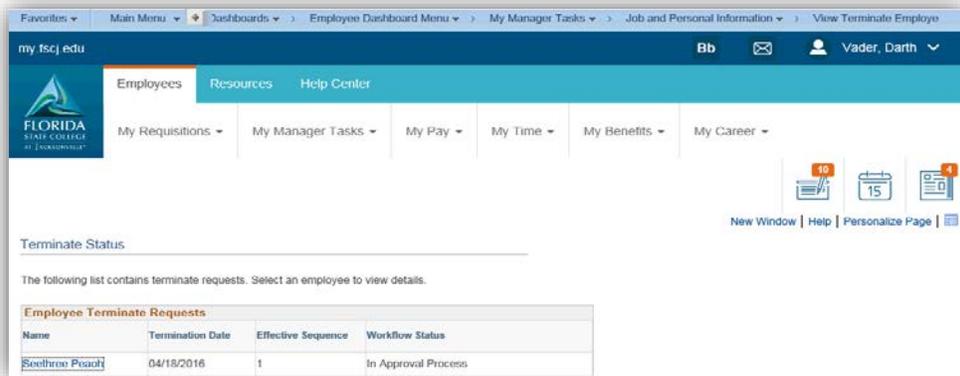


Click the View Terminate Employee Status link



The Terminate Status page lists the terminate requests entered by you. The Employee Terminate Requests section lists the employee name, termination date and the workflow status

Select an employee to view details



Click the Return to Select a Transaction button

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Seethree Peaoh
Budget Analyst

Reason for Termination

Empl ID 700030
Job Title Budget Analyst
Termination Date 04/18/2016
Reason for Termination V - Resignation
Requestor Darth Vader

Terminate Approval Chain

:Pending

Terminate Approval Chain

Pending

Lando Calrissian
TerminateByPostSupervisor

[Return to Select a Transaction](#)