

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

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Click the View Employee Personal Info link

My Manager Tasks - My Pay - My Ti	me + My Benefits + My Career +		
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Manage Schedules	View Employee Personal Info	Approve Asset Transfer	
Assign Work Schedule	Request Reporting Change	View Department Assets	
Approve Time and Exceptions	Approve Reporting Change	Procurement	
Payable Time	View Reporting Change Status	Approve Change Requests	
Exceptions	Terminate Employee	Manage Approvals	
Absence Requests	Approve Terminate Employee	Budgets	
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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

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Request Reporting Change – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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Click the Request Reporting Change link

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Manage Schedules	View Employee Personal Info	Approve Asset Transfer
Assign Work Schedule	Request Reporting Change	View Department Assets
Approve Time and Exceptions	Approve Reporting Change	Procurement
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Approve Reporting Change – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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View Reporting Change Status - Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

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Click the My Manager Tasks button

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Click the View Reporting Change Status link

My Manager Tasks • My Pay •	My Time • My Benefits • My Career •		
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Assign Work Schedule	Request Reporting Change	View Department Assets	
Approve Time and Exceptions	Approve Reporting Change	Procurement	
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The Reporting Change Details displays the employee, current supervisor and newly requested supervisor

Click the Return to Select a Reporting Change Request link

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Terminate Employee - Detailed Guide



Log into MyFSCJ_using your FSCJ logon ID and password

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Click the Terminate Employee link

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Select the employee to be terminated by clicking the Select button

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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

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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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Approve Terminate Employee – Detailed Guide

Log into MyFSCJ_using your FSCJ logon ID and password

Velcome to myFSCJ!			Apply for Admission
ryFSCJ is our new and improved portal. In for students, myFSCJ will simplify the regis our "go to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through ions.	ie now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and start, it will modernine business practices by serving as	Class Search
I's our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
The College's websites offer valua	ble information for future and current students. The following ini	ks will direct you to some of the most requested resources:	User ID Password
cademic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
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Click the Approve Terminate Employee link

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The Approve Terminate page lists the terminate requests requiring your approval

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Select an employee to view details and to process the approval

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Click the Approve button

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

Click the Return to Select Employees link

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View Terminate Employee Status – Detailed Guide

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For students, myFSCJ will simplify the regi- your 'go to' destination for many core func-	tration process and allow you to better plan and manage your progress through lons.	degree programs. For faculty and start, it will modernize business practices by serving as	Class Search
It's our responsibility and goal to help you t	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
			User ID
The College's websites offer value	ble information for future and current students. The following lini	is will direct you to some of the most requested resources:	Pessword
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Buy Bocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Dampuses & Centers	Counseling & Advising	Student Computing Resources	
Career Development Centers	Degrees & Programs	Bludent Resources (A-Z tinten)	Student Help Employee Help

Log into MyFSCJ_using your FSCJ logon ID and password

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Click the View Terminate Employee Status link

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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

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Click the Return to Select a Transaction button

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