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

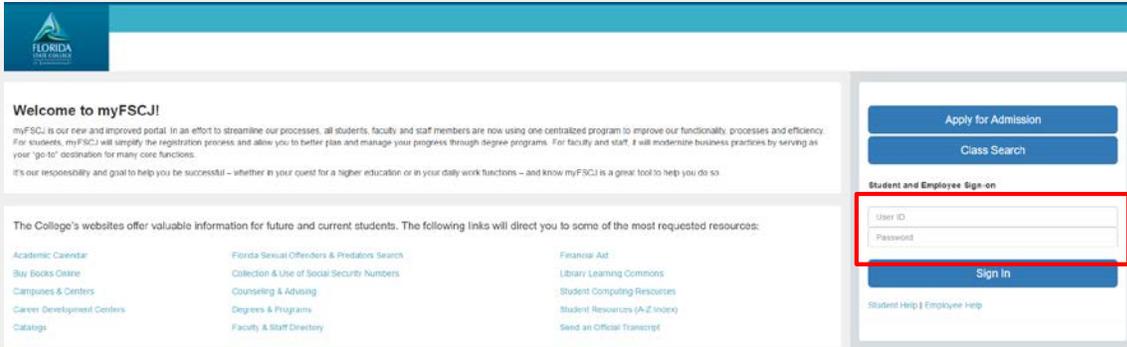# View Reporting Change Status – Quick Guide

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

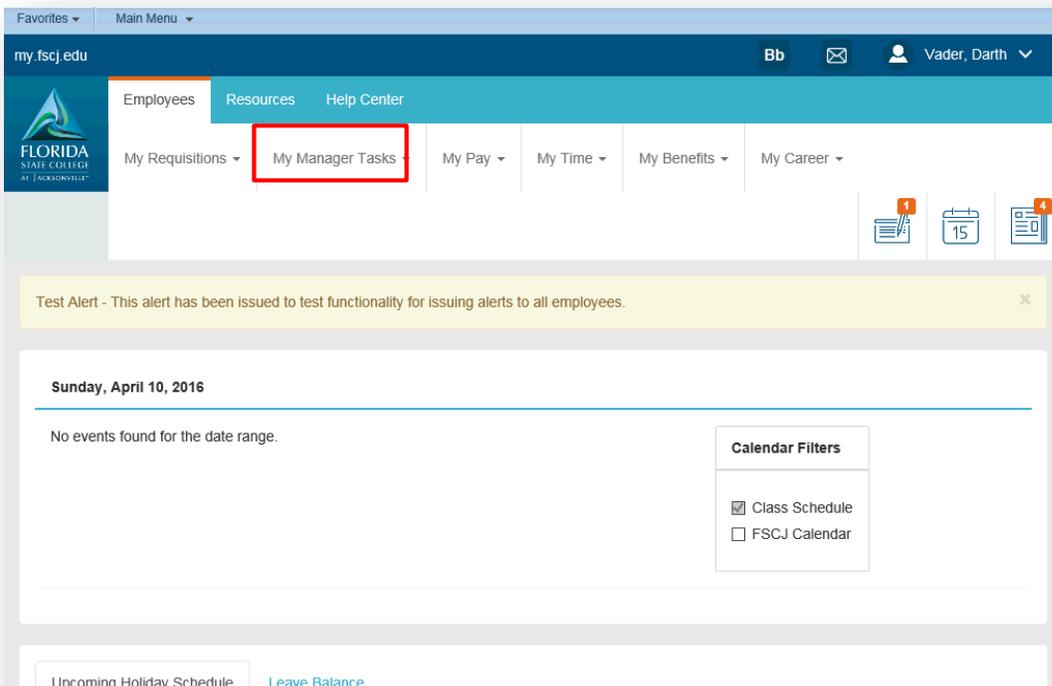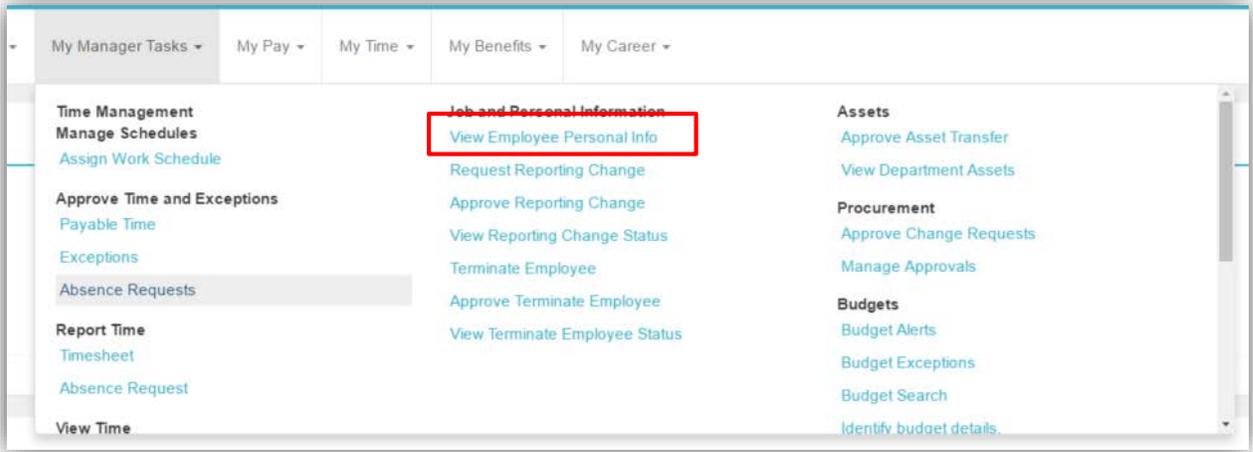- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks button
- Click the Terminate Employee link
- Select the employee to be terminated and click the Select button
- Click the Reason for Termination list and choose the appropriate reason
- Click the Submit button
- Use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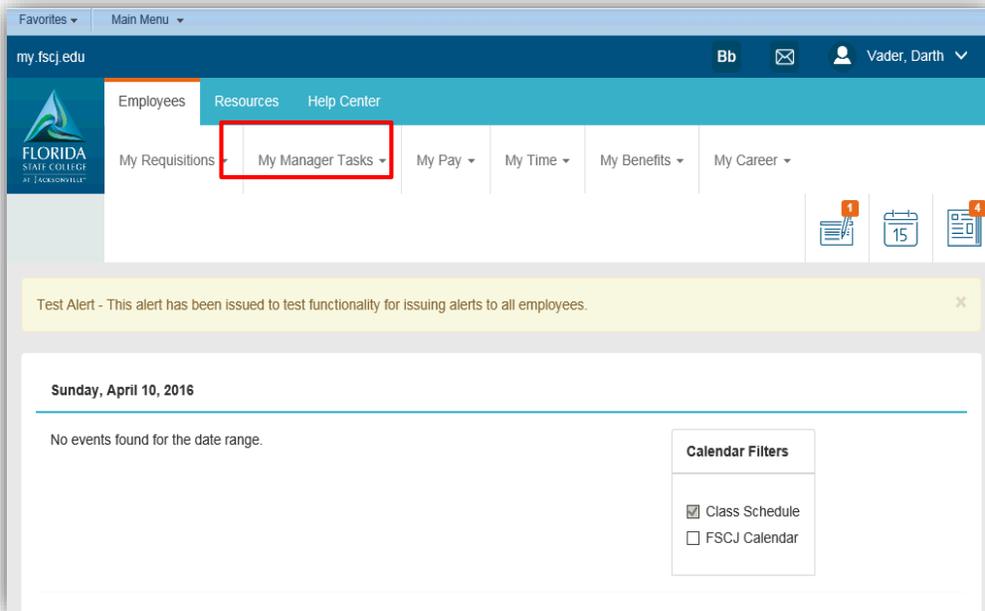- Click the Return to Select Employees link

View Employee Personal Info – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password
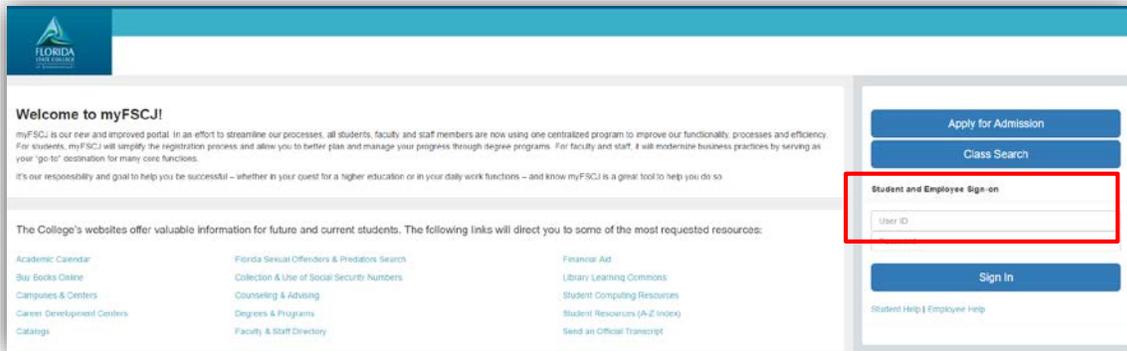

Click the My Manager Tasks button

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
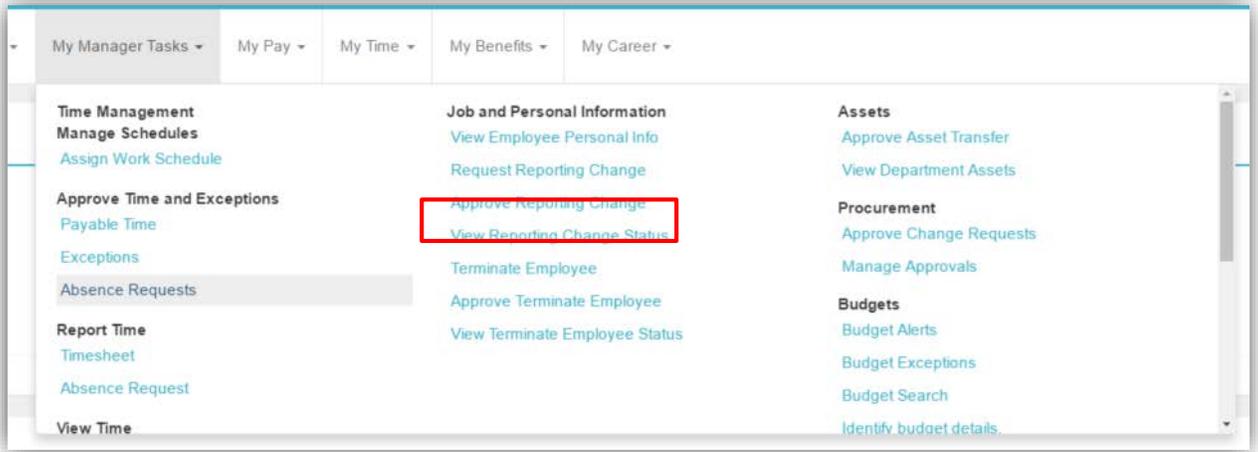
Log into MyFSCJ using your FSCJ logon ID and password

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
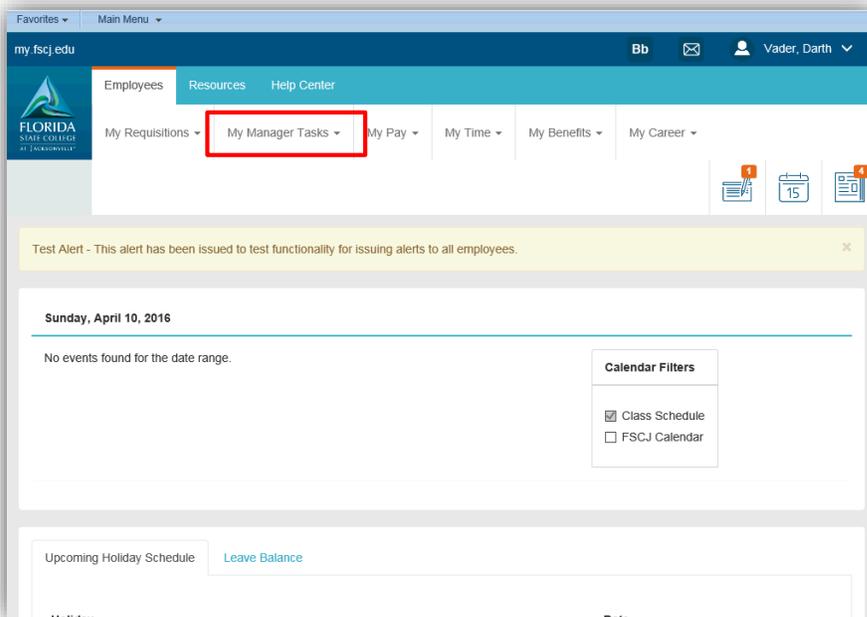
Click the Approve Reporting Change link
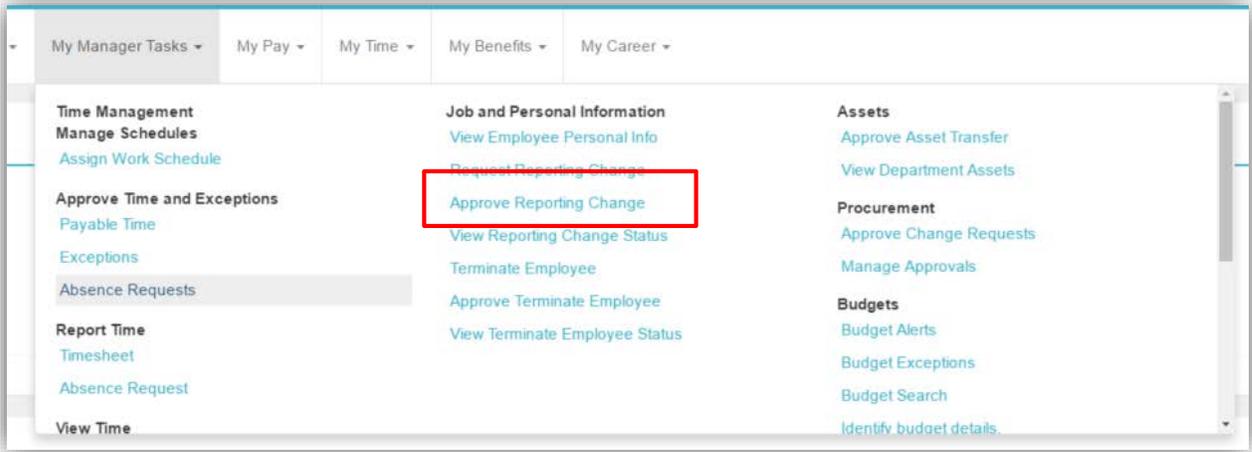
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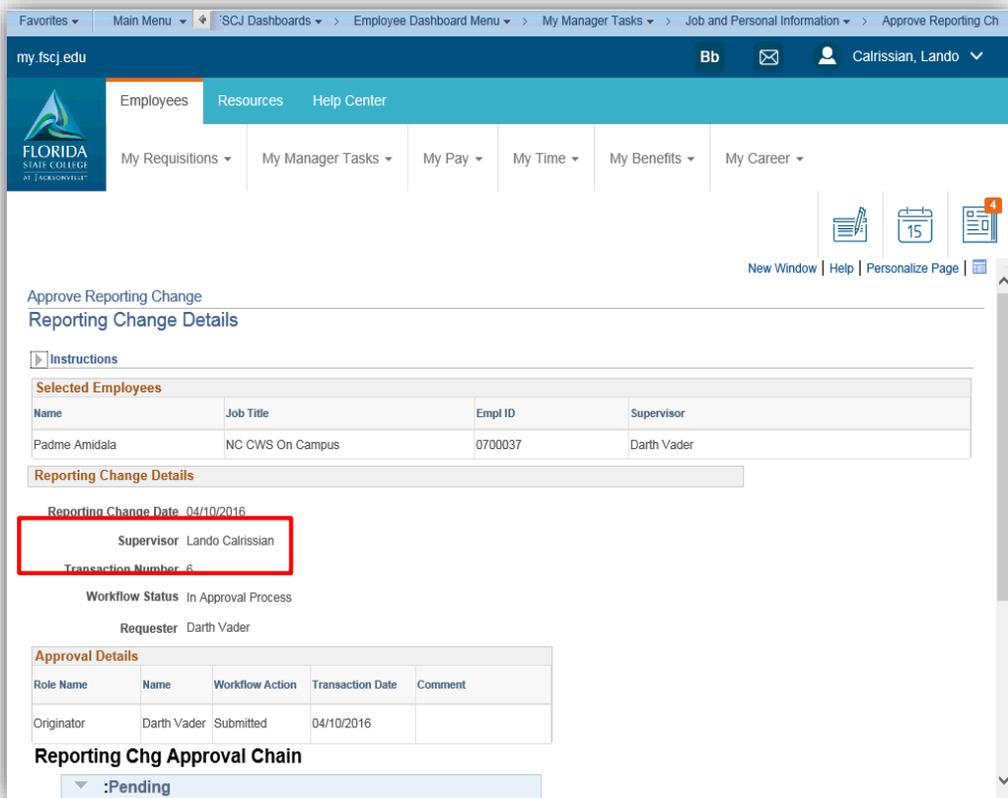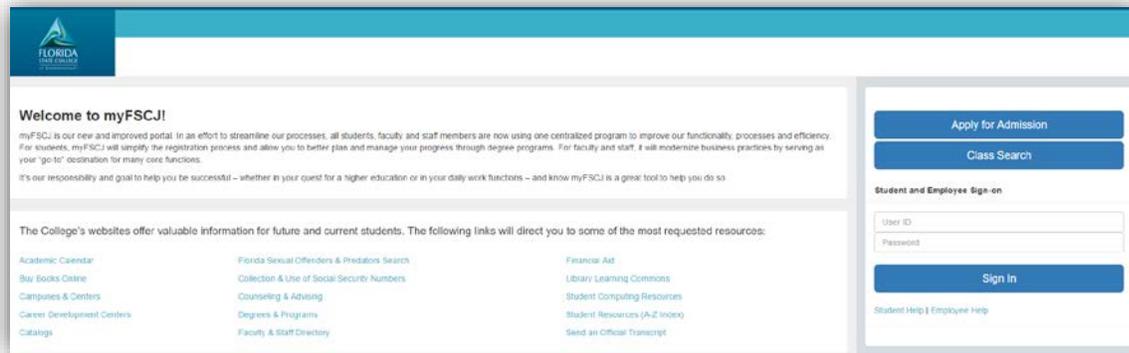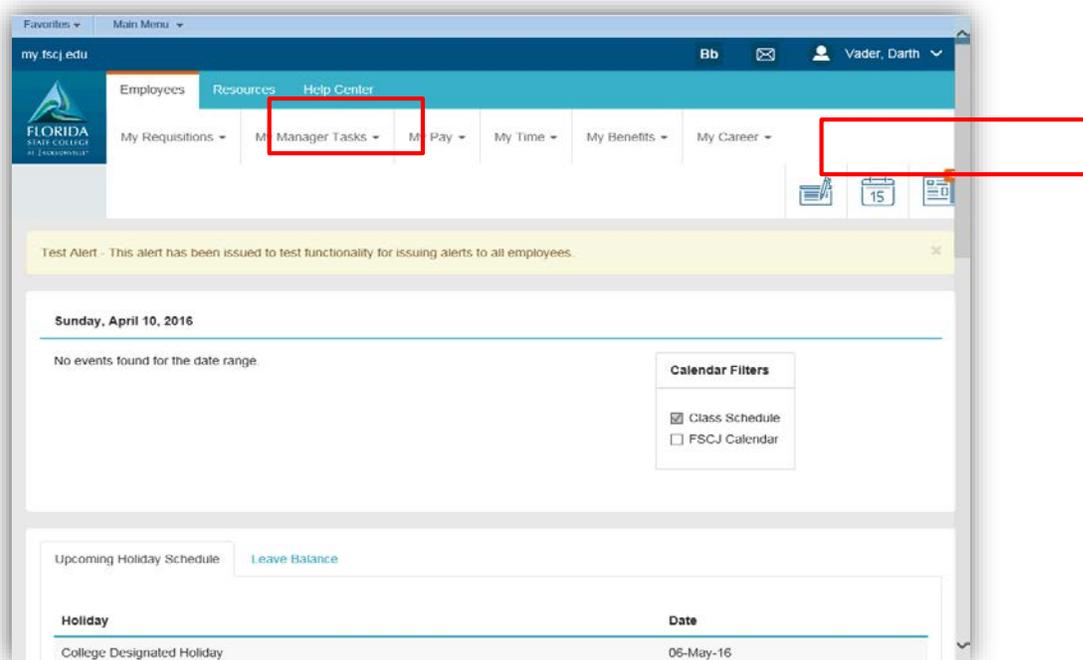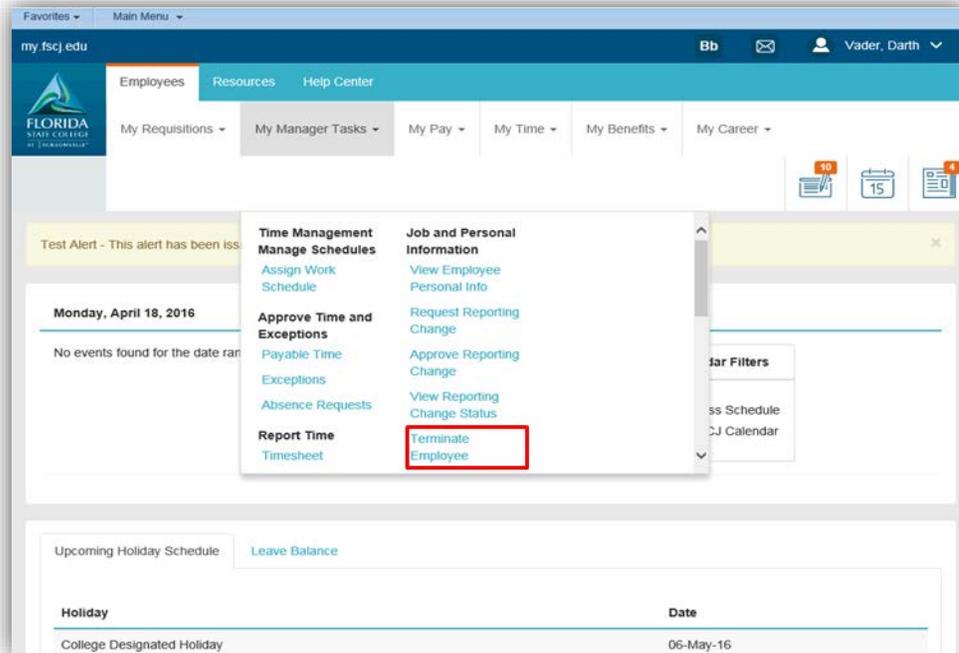
Click the Approve button
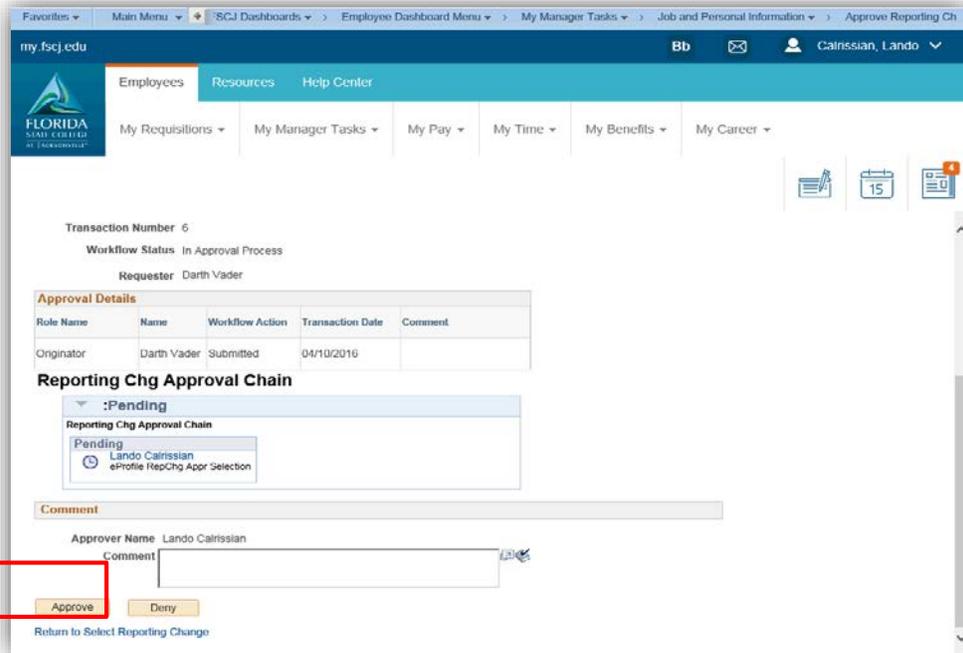
Click the OK Button
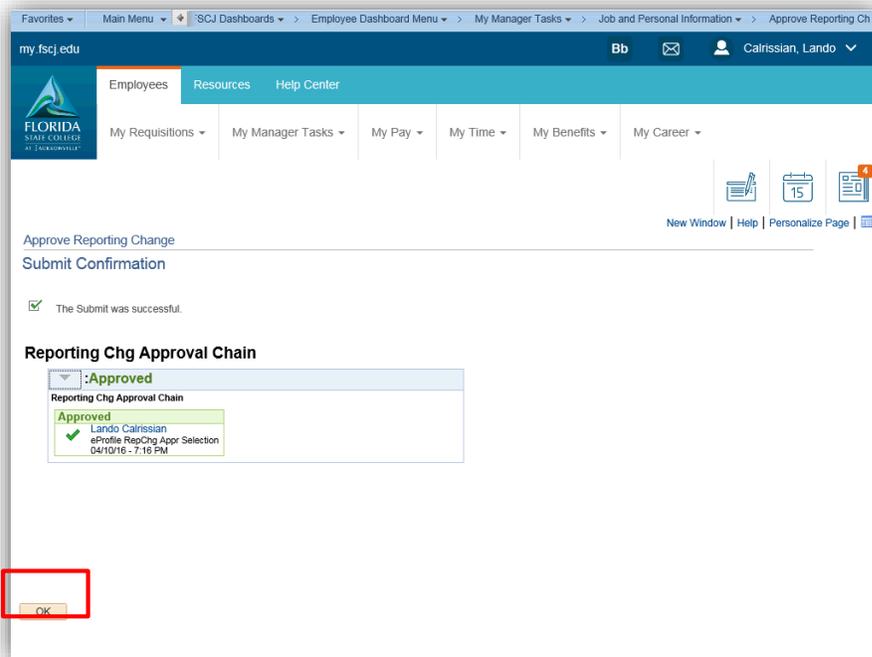
View Reporting Change Status – Detailed Guide
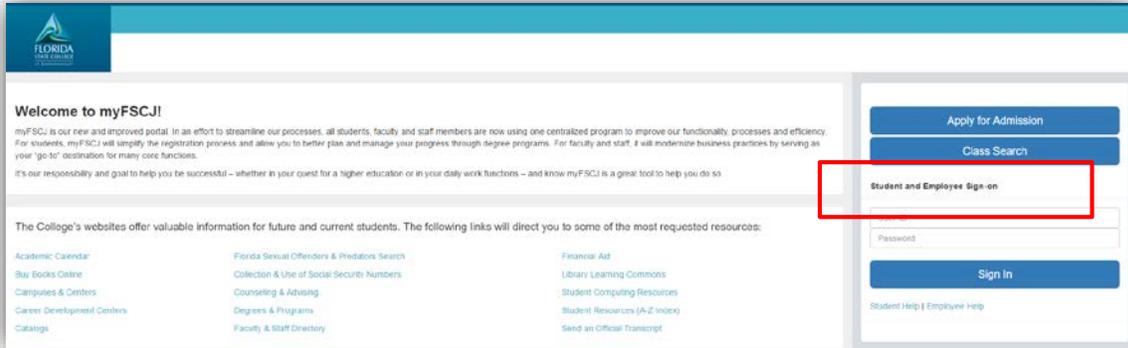
Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks button
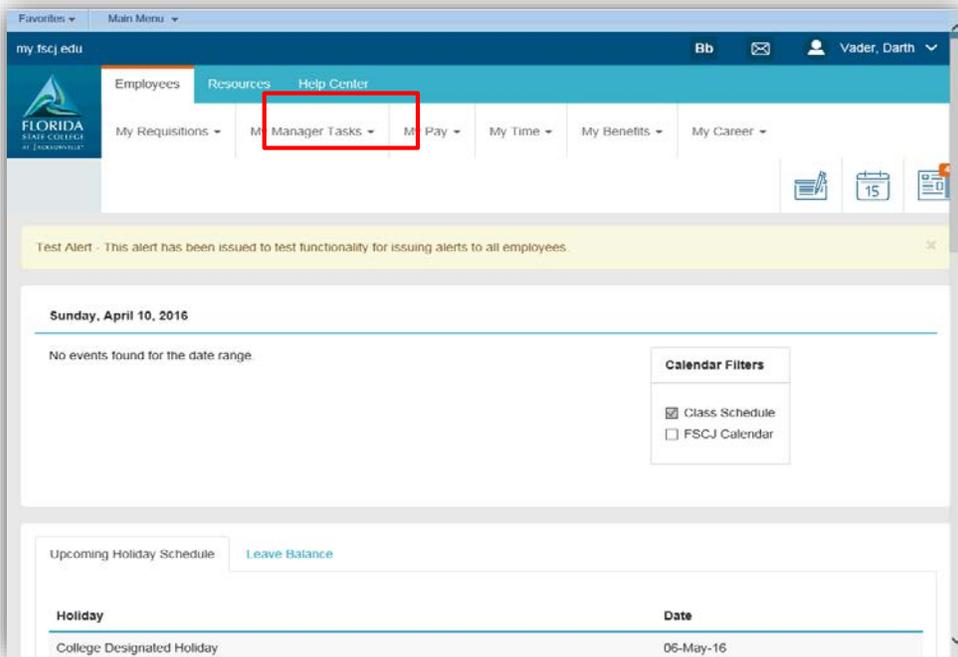
Click the View Reporting Change Status link

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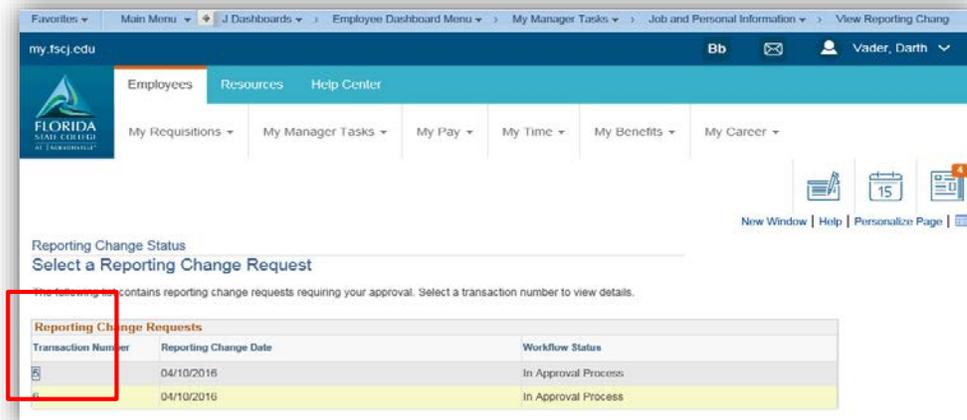
The Reporting Change Requests list contains reporting change requests requiring approval

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

Click the Return to Select a Reporting Change Request link
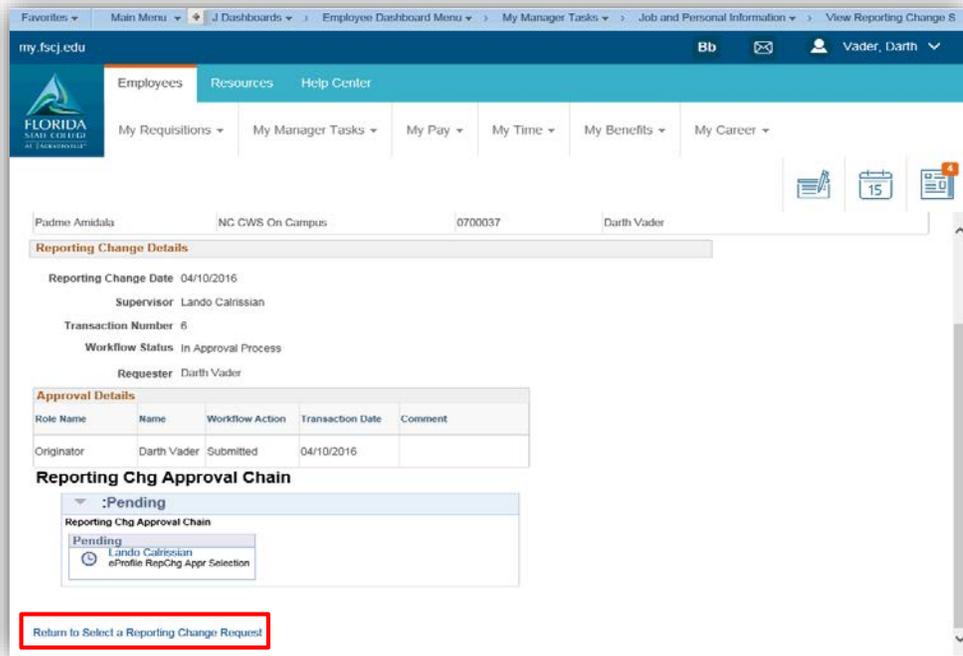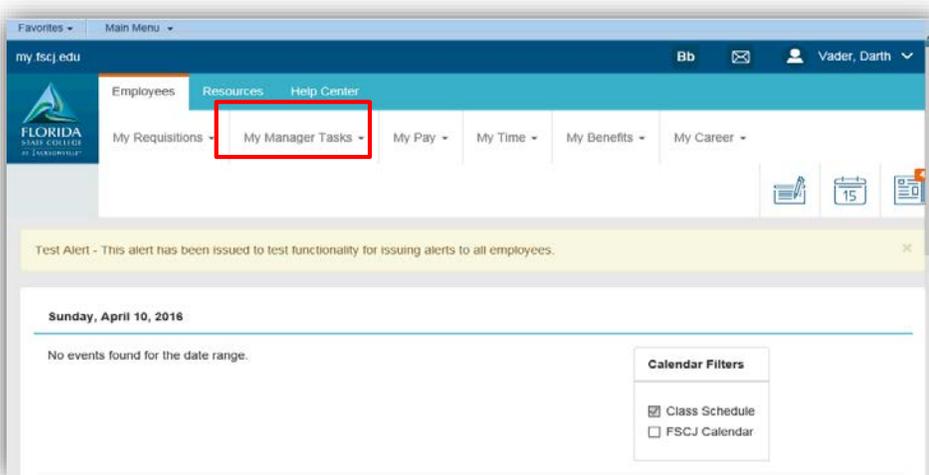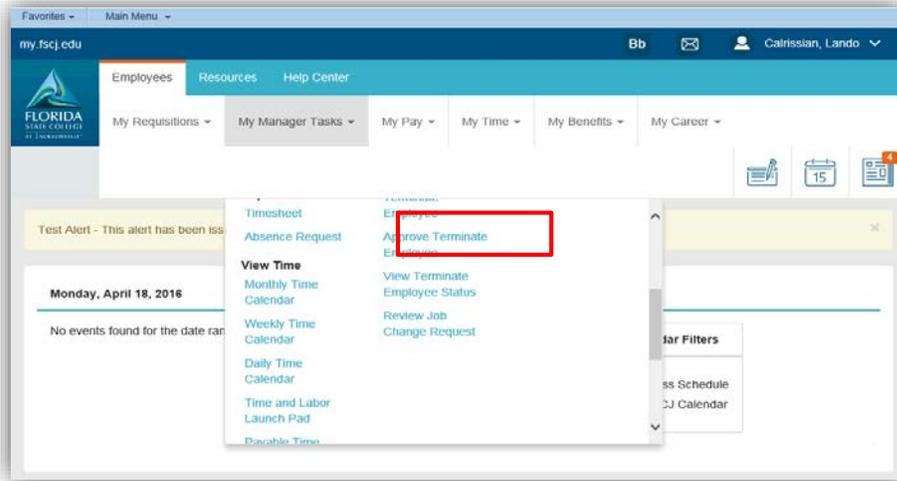
Terminate Employee – Detailed Guide

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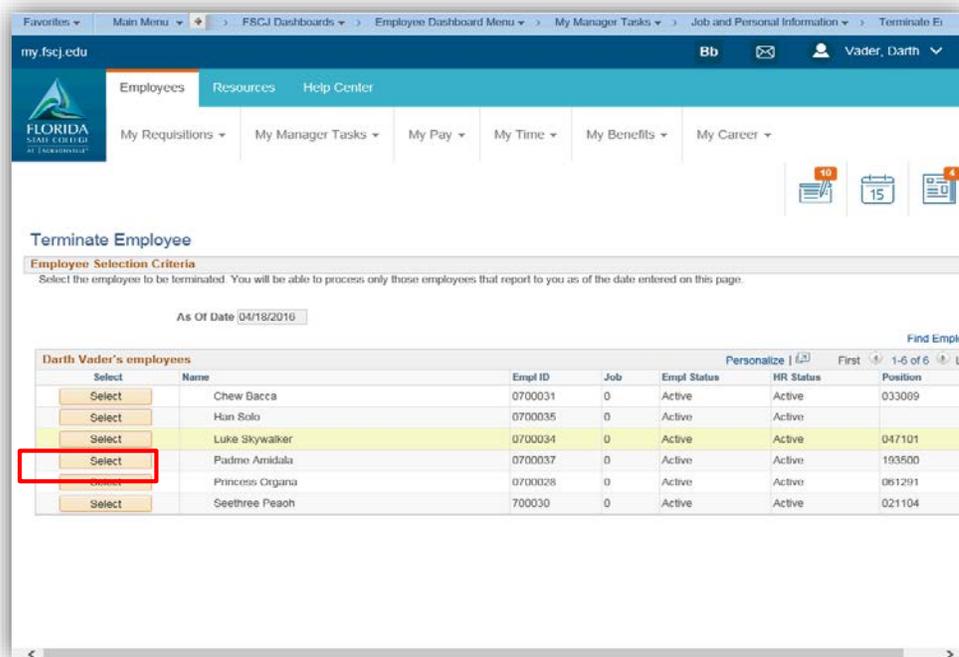
Click the Reason for Termination list and choose the appropriate reason.

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

Click the Submit button

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

Click the Return to Select Employees link

Approve Terminate Employee – Detailed Guide

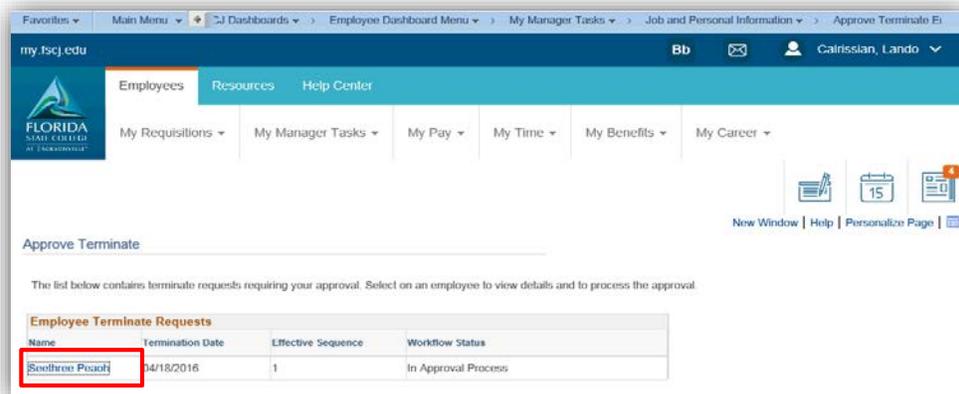Log into MyFSCJ using your FSCJ logon ID and password
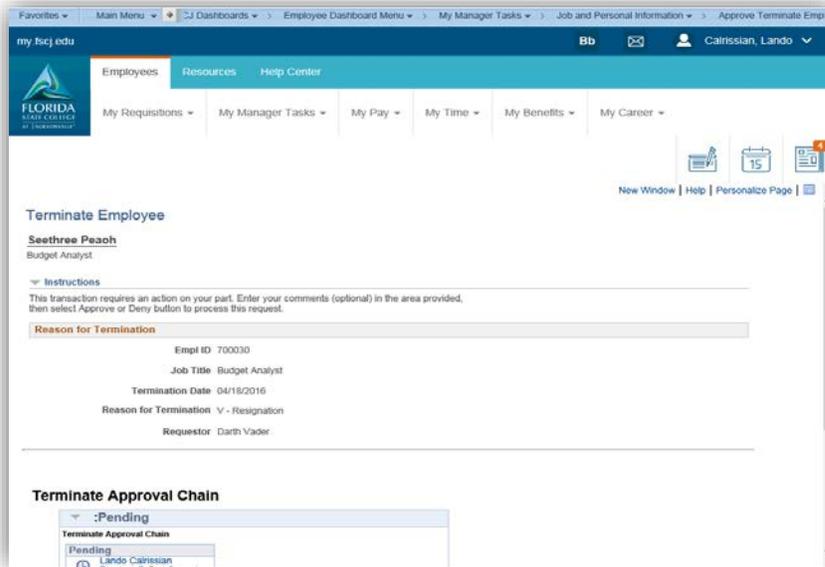

Click the My Manager Tasks button

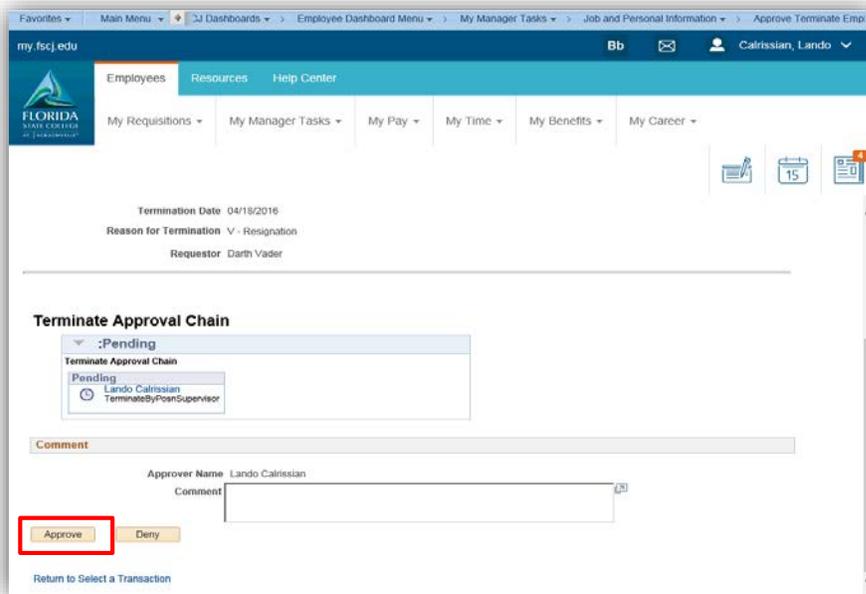Click the Approve Terminate Employee link

The Approve Terminate page lists the terminate requests requiring your approval

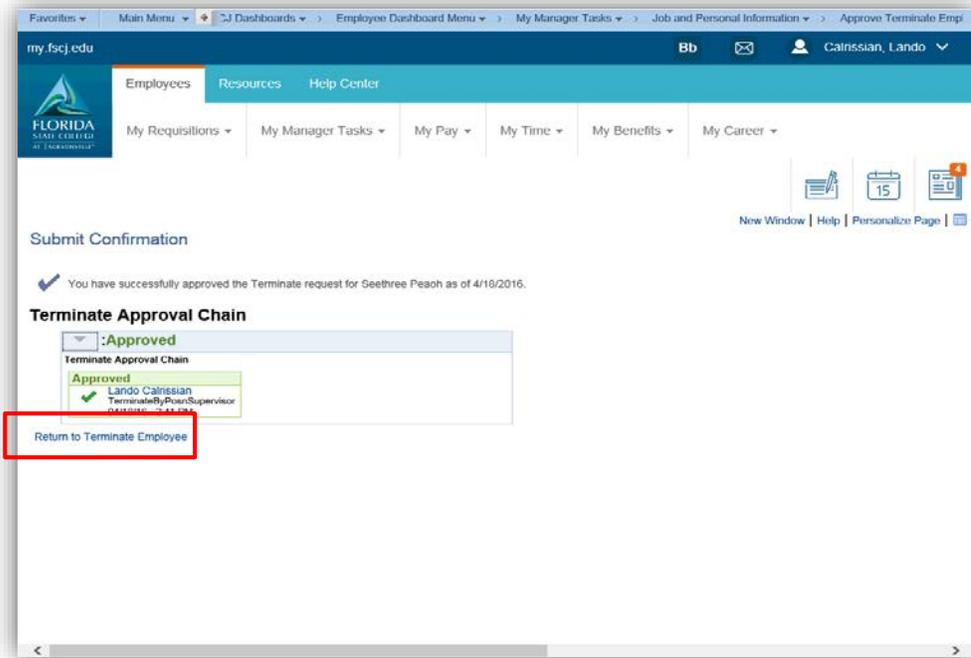Select an employee to view details and to process the approval
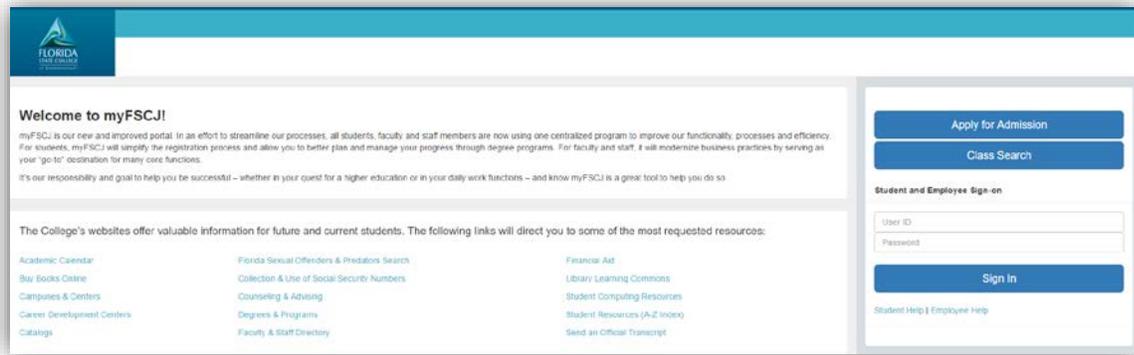

Click the Approve button

The Submit Confirmation page confirms that the approval of the terminate request was successful
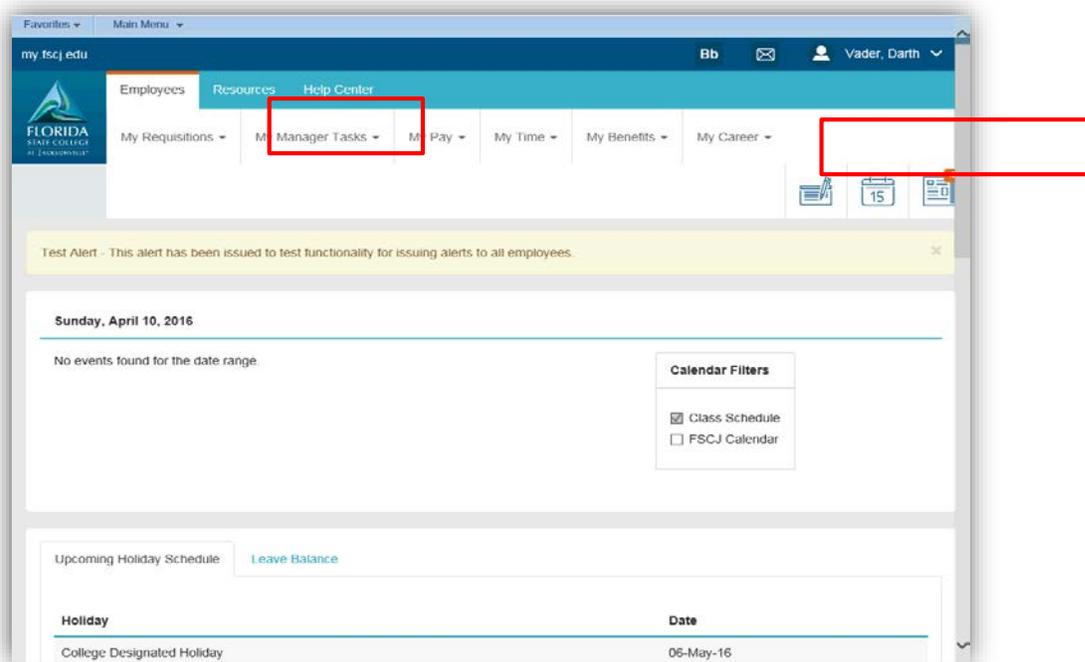
Click the Return to Select Employees link
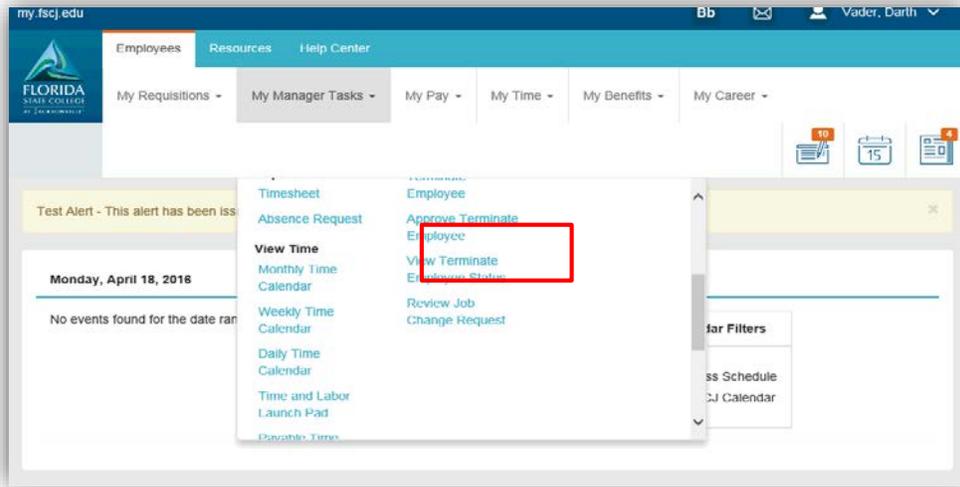
View Terminate Employee Status – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

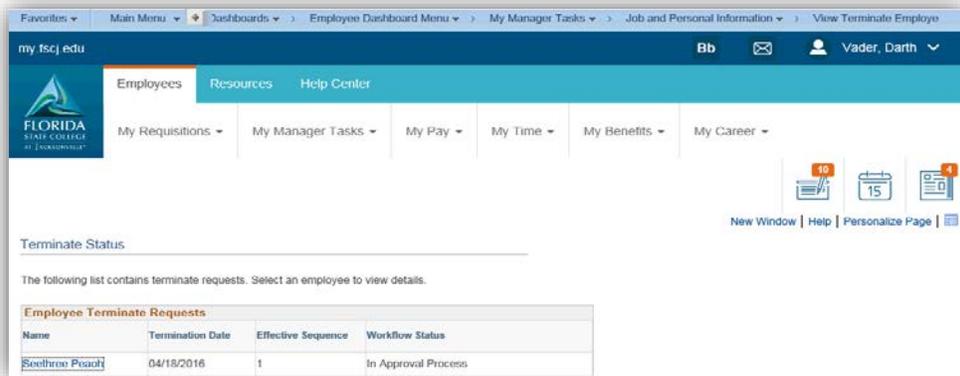Click the My Manager Tasks button

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