



# MY TEAM

## MSS-5 | GENERAL INFORMATION



The purpose of this job aid is to explain how to access and use the general information section in My Team.

Manager Self-Service (MSS), or 'My Staff,' is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a 'Line Supervisor' (B002) in the organizational structure to access MSS My staff functions.

The **General Information** page is located in the 'My Team' Workset in MSS. Managers will use the **General Information** page to find basic information about his/her employees.

The **General Information** page includes the following sections:

- **Employee Search** - Displays a list of manager's direct reports. When an employee is selected from the list, the lower part of the screen is refreshed with that employee's data.
- **General Data** - Provides the manager an overview of the selected employee's master data, organizational data, and contact information.
- **Monitoring of Tasks** - Displays dates, reminders, and tasks for the selected employee (e.g. Return from STD, Credential Verification, etc.).
- **Company Property** - Displays the State objects on loan for the selected employee (e.g. computer, ID, keys, etc.).

### Employee Search

Managers can change the display for the list of the employees by selecting a Supervisor View or Display from the applicable drop-down:

- Supervisor View – Direct Reports is currently the only view configured. Direct Reports show all directly reporting employees where the manager is designated as the 'Line Supervisor' in Organizational Management (B 002).
- Display – Select Organizational Information to display the employees' basic data from the organizational structure. Select Employee Data for minimal employee information.

Name	Personnel Number	Organizational Unit	Position	Personnel Area	Personnel Subarea
<a href="#">Simon Monsen</a>	80000120	CR CDS CABSEC Bds & Commiss	Administrative Officer III	Natural and Cultural Resources	7day Norm
<a href="#">Shaunte Morrison</a>	80000112	CR CDS It	Chief Information Officer	Natural and Cultural Resources	7day Norm
<a href="#">Jessica Hunter</a>	80000124	CR CDS Eastern Region Representative	Administrative Officer III	Natural and Cultural Resources	7day Norm
<a href="#">Greg Pastor</a>	80000022	CR CDS Museum of Art Division	Director State Museum Of Art	Natural and Cultural Resources	7day EI/Ap
<a href="#">Lorna Sims</a>	80000111	CR CDS State Library Division	State Librarian	Natural and Cultural Resources	7day Norm

The manager can sort by any column displayed by clicking the arrow to the right of the column name.

Personnel Number
80000022
80000111
80000112

The Personalize **Personalize** button allows managers to remove displayed columns if necessary. The personalized display of columns listed is user specific. In the example below, the Organizational Unit was selected and is removed from the Data Columns once saved.

**Personalization of Data Columns**

- Name
- Personnel Number
- Organizational Unit
- Position
- Personnel Area
- Personnel Subarea

Name	Personnel Number	Position	Personnel Area	Personnel Subarea
<a href="#">Simon Monsen</a>	80000120	Administrative Officer III	Natural and Cultural Resources	7day Norm
<a href="#">Shaunte Morrison</a>	80000112	Chief Information Officer	Natural and Cultural Resources	7day Norm
<a href="#">Jessica Hunter</a>	80000124	Administrative Officer III	Natural and Cultural Resources	7day Norm
<a href="#">Greg Pastor</a>	80000022	Director State Museum Of Art	Natural and Cultural Resources	7day EI/Ap
<a href="#">Lorna Sims</a>	80000111	State Librarian	Natural and Cultural Resources	7day Norm

The managers can filter the data included in the Data Columns by clicking **Filter On** **Filter On**, typing the data to filter on in the column of the corresponding filter row, and clicking the Filter icon . To remove the Filter, click Filter Off **Filter Off**.

**Employee Search**

Supervisor View: Direct Reports

Display: Organizational Information

Name	Personnel Number	Position	Personnel Area	Personnel Subarea
	80000124			
<a href="#">Jessica Hunter</a>	80000124	Administrative Officer III	Natural and Cultural Resources	7day Norm

**General Data**

The **General Data** section provides an overview of the selected employee’s master data, organizational data, and communication data. Click the hyperlink of an employee in the **Employee Search** section to display additional information for the selected employee.

General Data			
<b>Lorna Sims 80000111</b>			
<b>Contract Data</b>		<b>Communication Data</b>	
Contract Text:		E-Mail Address:	
Start Date:	01/01/2008	Office:	
Cap.Util.Lvl:	100	Telephone:	919-707-0837
<b>Organizational Assignment</b> <a href="#">Organizational Assignments</a>		<b>Personnel Structure</b>	
Org. Unit:	CR CDS State Library Division	Personnel Area:	Natural and Cultural Resources
Position:	State Librarian	Pers. Subarea:	7day Norm
Cost Center:	CULTURE RESOURCES	EE Group:	EPA Employees
Payroll Area:	NC Monthly	EE Subgroup:	N/A EPA Pol-MkingGov

**Monitoring of Tasks**

The Monitoring of Tasks section displays dates, reminders, and tasks for the selected employee. These dates include items such as return from short-term disability, end of probation, credential verification, birthdays, and workers comp return.

Monitoring of Tasks			
Status	Date	Reminder	Task
Task completed	03/25/2019	02/25/2019	End of probation
New task	04/30/2019	04/08/2019	Credential Verificat

**Company Property**

The Company Property section displays the State objects on loan for the selected, such as keys, computer, ID badge, etc.).

**Company Property**

Company Property	No.	Description
<a href="#">State ID</a>	1	Pieces
<a href="#">Cell Phone</a>	1	Pieces

Note for Company Property

To view the company property details, click the hyperlink for the property from the list. If more details are noted in the record, it will be displayed in the 'Note' section.

**Company Property**

Company Property	No.	Description
<a href="#">State ID</a>	1	Pieces
<a href="#">Cell Phone</a>	1	Pieces

Note for Company Property

Phone # 919-123-1234