Enterprise Role Name:
Manager Self-Service (MSS)

Primary Focus of this Role:
Unit-Human Resources

Enterprise Role Description:
The Manager Self-Service role would be limited to employees (or their delegate) with subordinates/direct reports who would have a need to view employee information, create and/or maintain employee appraisals, and view, enter or approve time and view various employee-related reports. This would typically be a supervisor or manager in a unit and would have limited access to the employees that they supervise or manage.

The assignment of this role will include access to the EBS portal which will include the following portal tabs: Home, Manager Self-Service, and Business Intelligence.

- **Confidential Data, what type:**
  - Absence Quota Data (FMLA, Sick, Personal, etc.)
- **Separation of Duties:**
  - N/A
- **Role Qualifiers:**
  - N/A

Refer to the Guidelines for Separation of Duties – HR/Payroll (SAP) Roles for more information.

Business Intelligence roles/reports included with this role:
- BI-HRP-PA-University; University Human Resources reports for Personnel Administration
- BI-HRP-PY-University; University Human Resources reports for Payroll
- BI-HRP-RC-University; University Human Resources reports for Recruitment
- BI-HRP-ES-MS-University; University Human Resources reports for Employee & Manager Self-Service
- BI-HRP-OM-University; University Human Resources reports for Organizational Management
- BI-HRP-MSS-University; University Human Resources reports for Performance Excellence

Responsibilities:
This individual would be the person to do an employee performance evaluation, enter or approve time off, approve time worked.
Required Knowledge, Skills, and Abilities:
- Knowledge of MSU’s employment policies.
- Knowledge of MSU’s policy regarding confidentiality of personal data.

Role Assignment:
This role is assigned via an ARM form, found at: http://aissecuritycontact.ais.msu.edu/arms/index-ebs.html or through the eARM System available at http://earm.itservices.msu.edu.