

KRONOS Manager Self_Service Tips & Tricks

MANAGER SELF SERVICE

The screenshot displays the 'MANAGER SELF SERVICE' interface for Barbara Radice. It features a 'Welcome, Barbara Radice' header with a 'Go To Employee Home Page' button. A list of status messages includes: 2 Birthdays, No Pending Time Off Requests, No Note Follow-Ups, No Anniversaries, No Training Requests, No Upcoming Training Events, and No Employees with Required Training Courses. The 'Additional Notifications' section contains links for Actions List and Inbox. The 'Employee Management' section lists: Compensation, Employee Goals, Employee Profile, Employee Notes, Labor Management (Applets), Performance Reviews, and Training. The 'Recruiting' section has a link for Applicant Manager. The 'Reference' section lists: Emergency Contacts, Employee Notes, Event Schedule, Organization Outline, and Phone List. Several items in the Employee Management and Reference sections are circled in the original image.

Compensation: Provides a quick reference list of all the manager's direct reports and displays the following salary information in a table:

- | | | | | | |
|------------|------------|----------------------|---------------|----------------------|----------------------|
| • Employee | • Position | • Salary
(Annual) | • Compa Ratio | • % Last
Increase | • Pay Change
Date |
|------------|------------|----------------------|---------------|----------------------|----------------------|

Employee Profile: Everything you wanted to know about an employee and more (E'EE Status Info, Position Information, Compensation Information, Performance Review Information, and Contact Information)

Performance Reviews: List of Performance Reviews Due as well as Finalized Reviews

Event Schedule: Calendar view of Birthdays & Anniversaries for your staff

Organization Outline: List of positions (and the employees in each position) that report to the manager displayed in a hierarchical view; Identifies # of budgeted FTEs and # of assigned FTEs for each position.

Phone List: Provides the following numbers for employees that report to the manager:

- Home
- Work (Cell/Direct)
- Personal Cell
- Extension