



Manager Self Service Guide to Manager Security

Manager Guide to Manager Security

Objectives

Manager Security is a list of the employees you as a supervisor have access to review and approve time for. The purpose of this guide is to teach supervisors how to update and maintain their security list.

Before You Begin

You must have the following:

- ✓ Supervisory Status and/or are the *Report To* for the employee(s)
Position
- ✓ PeopleSoft Manager Self Service Log-in User ID and Password

When to Use

- ✓ When you need to approve time for an employee who is not currently on your security list.
- ✓ When you need to remove an employee who was previously added to your security list whom you no longer approve time for.

Step 1: Enter the following URL link into the address bar on Internet Explorer.

<https://hrms.usmc-mccs.org>



Step 2: Log into Manager Self Service by entering your **User ID** and **Password**.

Step 3: Select the **Accept & Sign In** button.



MCCS Investing in **MARINES**
MARINE CORPS COMMUNITY SERVICES for **DUTY, HOME & SELF**

to your MCCS Human Resources Management System!

Statement of Defense Warning Statement

Information System (IS) that is provided for USG-authorized use only. By using this IS you consent to the following conditions:

Communications on this IS for purposes including, but not limited to, work operations and defense, personnel misconduct (PM), law enforcement operations, and intelligence activities, may be monitored, recorded, stored, and disseminated. This IS are not private, are subject to routine monitoring, interception, and search. Communications and work product are not for your personal use. (Access and control) to protect USG interests – not for your personal use.

Do not constitute consent to PM, LE or CI investigative searching or monitoring of work product, related to personal representation or services by attorneys, consultants, contractors, or other personnel. Such communications and work product are private and confidential. See 48 CFR 101-11.6 for more information.

User ID

Password

I agree to the terms of the [User Agreement](#):

Accept & Sign In

[Forgot my Password](#)

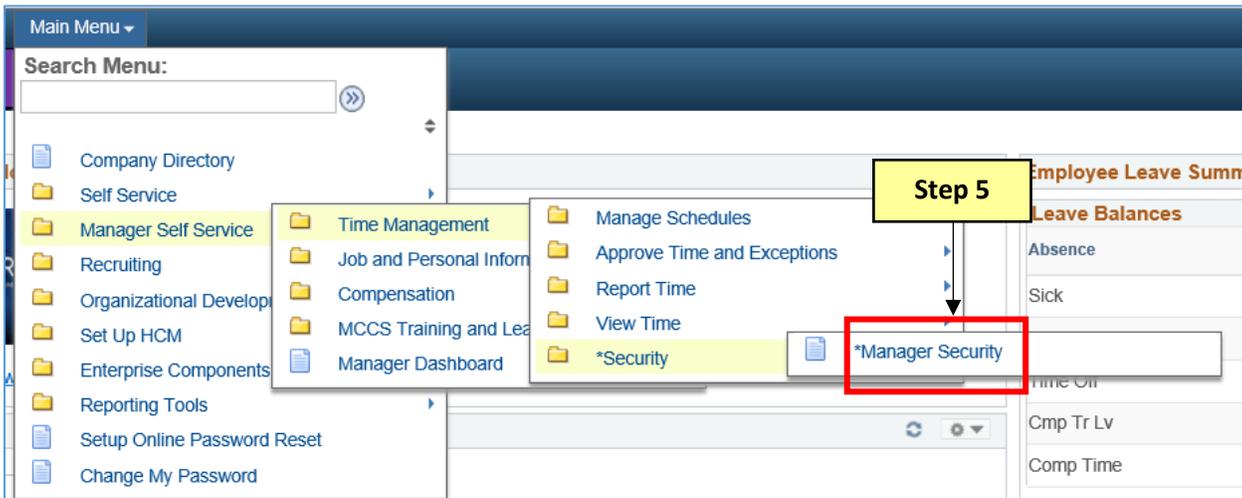
Access to government computer systems. If the credentials you entered are not your own, you are in violation of this law and should exit this system immediately. Failure to do so may result in a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.

Step 4: Select the **Classic Home** tile on your Manager Self Service homepage.

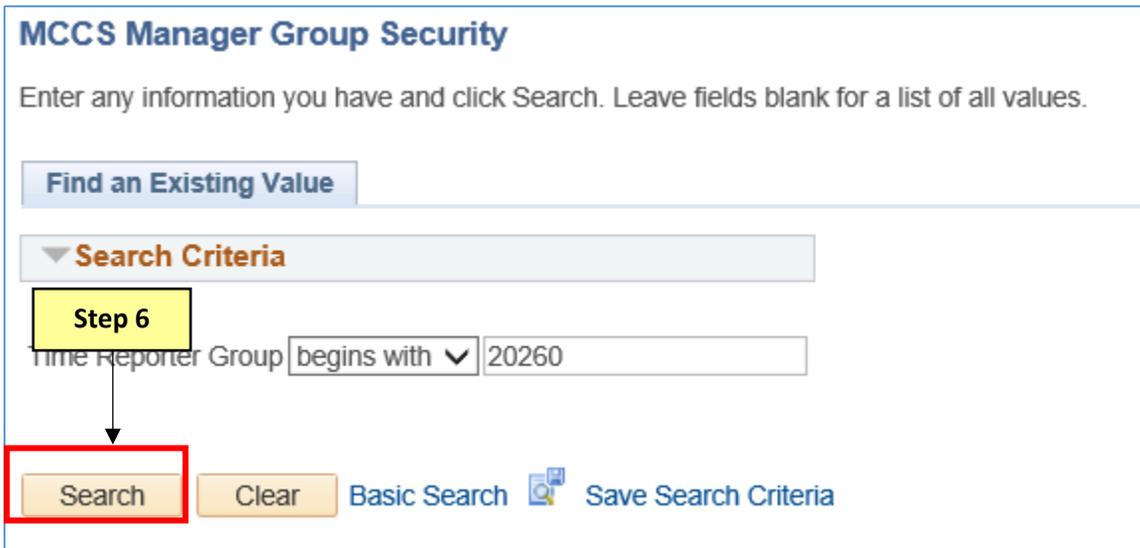
The screenshot displays the Manager Self Service homepage with a grid of nine tiles. A red arrow points from a yellow box labeled "Step 4" to the "Classic Home" tile in the bottom right corner.

- Approve Time**: Icon of a clock and three people.
- Manager Dashboard**: Icon of a bar chart and pie chart.
- My Team**: Icon of three stylized people.
- MCCS Table of Organization**: Icon of people around a table.
- Recruiting Home**: Contains "Quick Links" for "Search Job Openings" and "Create Job Opening".
- Talent Summary**: Screenshot of a talent summary dashboard.
- MCCS Training Ethos**: Logo for "ethos LEARNING".
- MCCS HRMS Intranet**: Banner for "CROSSROADS" with the tagline "MARINE CORPS COMMUNITY SERVICES".
- Classic Home**: Contains a "Menu" section with a search bar and links for "My Favorites", "Self Service", "Manager Self Service", and "Recruiting".

Step 5: To view your security list, navigate to Main Menu > Manager Self Service > Time Management > Security > Manager Security



Step 6: The Time Reporter Group field will default with a Group ID specific to you. Do not change this number. Select Search.



Step 7: A list of one or more employees will display. The employees displayed are those who have your position assigned as their **Reports To** position. The list of employees are your direct reports and they will have a Group Indicator Type of *Dynamic*.

Step 7

Security

Time Reporter Group 20260 07833-JOHNSON,LADY B

Personalize | Find | View All | First 1-3 of 3 Last

	Select	*Empl ID	Empl Record	Group Type Indicator	Name		
1	<input type="checkbox"/>	07833	0	Dynamic	JOHNSON,LADY B	+	-
2	<input type="checkbox"/>	07936	0	Dynamic	KENNEDY,JACKIE	+	-
3	<input type="checkbox"/>	08515	0	Dynamic	HAMM,MIA A	+	-

Select All Deselect All Remove Selected # Rows Add Rows Group ID Add Group

Save Return to Search Notify

Step 8: To add a new row to approve time for an employee who is not currently on your list, select the plus sign to add a new row. All manual additions to your list will have a Group Indicator Type of *Manager*.

Step 9: Enter the employee's ID or use the look up to search for their ID.

The screenshot shows the 'Time Reporter Group' interface for group 20260, 07833-JOHNSON,LADY B. It contains a table with columns: Select, *Empl ID, Empl Record, Group Type Indicator, and Name. The table lists three employees: JOHNSON,LADY B (Empl ID 07833), KENNEDY,JACKIE (Empl ID 07936), and HAMM,MIA A (Empl ID 08515). A fourth row is highlighted in grey, labeled 'Manager', with an empty 'Empl ID' field and a search icon. A red box around the plus sign in the 'Manager' row is labeled 'Step 8'. Another red box around the search icon in the 'Empl ID' column of the 'Manager' row is labeled 'Step 9'. A red arrow points from the search icon to the 'Look Up Empl Record' dialog box below.

Step 8

Step 9

Buttons: Select All, Deselect All, Remove Selected, # Rows, Add Rows, Group ID, Add Group, Save, Return to Search, Notify.

NOTE: Sometimes employees have more than one record in PeopleSoft. You must ensure you are selecting the "Active" record, otherwise the employee will not display when you go to view or approve their time.

The 'Look Up Empl Record' dialog box shows the following fields: Empl ID (06243), Empl Record (=), and Organizational Relationship (begins with). Buttons include Look Up, Clear, Cancel, and Basic Lookup. The Search Results table is as follows:

Empl Record	Organizational Relationship	Benefit Record Number	HR Status	Payroll Status	Business Title
0	EMP	0	Active	Active	ACCOUNTING CLERK
1	CWR	1	Inactive	Terminated	(blank)

TIP: To save time when adding multiple employees, you have the option to add multiple rows at one time by entering the number of required rows in the # Rows field and select Add Rows. The new rows will display as seen below.

Security

Time Reporter Group 20260 07833-JOHNSON,LADY B

Personalize | Find | View All | First 1-7 of 7 Last

Select	*Empl ID	Empl Record	Group Type Indicator	Name
1 <input type="checkbox"/>	07833	0	Dynamic	JOHNSON,LADY B
2 <input type="checkbox"/>	07936	0	Dynamic	KENNEDY,JACKIE
3 <input type="checkbox"/>	08515	0	Dynamic	HAMM,MIA A
4 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Manager	
5 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Manager	
6 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Manager	
7 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Manager	

Select All Deselect All Remove Selected
 # Rows Add Rows
 Group ID Add Group

Save Return to Search Notify

TIP: You can also add employees by entering the Group ID. If you don't know the Group ID, select the look up and search by name for the Manager you are approving time for.

1 <input type="checkbox"/>	04528	0	Manager	BOOP,BETTIE M
2 <input type="checkbox"/>	06243	0	Manager	KLOOM,HEIDI B
3 <input type="checkbox"/>	07107	0	Manager	PAN,PETER K
4 <input type="checkbox"/>	07833	0	Dynamic	JOHNSON,LADY B
5 <input type="checkbox"/>	07936	0	Dynamic	KENNEDY,JACKIE
6 <input type="checkbox"/>	08515	0	Dynamic	HAMM,MIA A

Select All Deselect All Remove Selected
 # Rows Add Rows
 Group ID Add Group

Save Return to Search Notify

Look Up Group ID

Department Set ID: PENDL

Group ID: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Group ID	Description	Employee Counter
20176	04528-MORDELLE,CONNIE MILL	36
20205	06243-GUTIERREZ,ANGELINA M	1
20227	07107-CRANE,PAUL K	3
20228	07119-BELL,CRYSTAL N	49
20229	07124-JESIONKA,BERNICE P	7
20230	07128-BETTENCOURT,ANTHONY	1

Step 10: Once you are done adding employees, select Save.

Security

Time Reporter Group 20260 07833-JOHNSON,LADY B

Personalize | Find | View All | First 1-4 of 4 Last

	Select	*Empl ID	Empl Record	Group Type Indicator	Name		
1	<input type="checkbox"/>	07833	0	Dynamic	JOHNSON,LADY B	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="checkbox"/>	07936	0	Dynamic	KENNEDY,JACKIE	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="checkbox"/>	08515	0	Dynamic	HAMM,MIA A	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="checkbox"/>	<input type="text" value="06243"/> <input type="button" value="🔍"/>	<input type="text" value="0"/> <input type="button" value="🔍"/>	Manager	KLOOM,HEIDI B	<input type="button" value="+"/>	<input type="button" value="-"/>

Step 10

Select All Deselect All # Rows Group ID

Maintaining Your Security

There are multiple reasons why an employee may need to be added to your security list. You may be approving time for another manager who is unable to approve time because they are out of the office. However once they return to work you will no longer need to approve their employees' time and you should remove the manually added employees from your security list. Cleaning up your list will help with the following:

- Having employees on your list who you no longer approve time for
- Inadvertently approving time for the added employees when no longer required
- Having to sort through a list of employees, other than your own, every time you review and approve time

Step 11: To maintain your security list you will need to manually remove all manually added employees when no longer needing to approve their time. Select the minus sign to delete employees with Group Type Indicator of *Manager* from your security list.

NOTE: Employees with Group Type Indicator of *Dynamic* will automatically fall off your security list when either they terminate, transfer to another department, transfer to another command, or retire.

The screenshot shows the 'Security' interface for 'Time Reporter Group 20260 07833-JOHNSON,LADY B'. It features a table with columns: Select, *Empl ID, Empl Record, Group Type Indicator, and Name. The table contains six rows of employee data. A red box highlights the first three rows, which have a Group Type Indicator of '0 Manager'. A yellow box labeled 'Step 11' points to the minus sign in the third row. Below the table are controls for 'Select All', 'Deselect All', 'Remove Selected', '# Rows', 'Add Rows', 'Group ID', and 'Add Group'. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons.

Select	*Empl ID	Empl Record	Group Type Indicator	Name		
1	<input type="checkbox"/>	04528	0	Manager BOOP,BETTIE M	+	-
2	<input type="checkbox"/>	06243	0	Manager KLOOM,HEIDI B	+	-
3	<input type="checkbox"/>	07107	0	Manager PAN,PETER K	+	-
4	<input type="checkbox"/>	07833	0	Dynamic JOHNSON,LADY B	+	-
5	<input type="checkbox"/>	07936	0	Dynamic KENNEDY,JACKIE	+	-
6	<input type="checkbox"/>	08515	0	Dynamic HAMM,MIA A	+	-