

Catalog Definitions Documentation

PeopleSoft Module: Manager Self Service

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
	<p>Course Name: Manager Self Service</p> <p>Course Name (short/abbrev): Manager Self Service</p>	
	<p>Course Duration: 1/2 Day</p> <p>Course Description: This course deals with four major areas of the HCM System.</p> <ol style="list-style-type: none"> 1. Time and Labor How to enter and approve time, and how to process electronic requests for employees. 2. Enterprise Learning Management How to control information of those that report to Managers, Approve/deny enrollment request from their team including supplemental learning, review teams progress, schedule, certification status, planned training. 3. Human Resource Management How to view emergency contact information for an Employee. 4. Performance Management How to enter, evaluate and manage performance evaluations for employees. <p>This course is offered in three different formats: Training CBT, Auditorium Session, or Standard Classroom. All three formats cover the same subject matter; therefore you may attend the course offered in the format of your choice.</p>	

	<p>Prerequisites: 99</p> <hr/> <p>Recommended Audience:</p> <ul style="list-style-type: none">▪ Managers▪ Timekeepers▪ Supervisors <p>Course Objectives:</p> <ul style="list-style-type: none">▪ Learn how to manage employee timekeeping records using Edison.▪ Learn how to manage employee overtime requests.▪ Learn the performance evaluation process.▪ Learn how to request, approve, deny employee training development activities.	
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