

This guide will go over all changes to HR/CMS for Self Service Approvers. The major change is that there is no longer a navigation menu. All SSTA functions are now accessible through tiles.

Look of Approver Self Service My page prior to upgrade

Navigation menu (breadcrumbs), Add to Favorites, Expiring Memberships and Licenses, and more info on MassCareers will no longer be in Employee Self Service.

Favorites ▾
Main Menu ▾
> Self Service ▾
> My Page



[Home](#)

[Notifications](#)
Add to Favorites
[Sign Out](#)

My Page

My Team

My Page

Announcements

- Paid Family Medical Leave Benefit Info for Executive Department Employee...

Quick Link(s)


Timesheet
 Click this link to get to timesheet for the current period.


Personal Information Summary
 Review a summary of your personal information.


Direct Deposit
 Add or update your direct deposit information.


Profile Management
 Click the link to review your education/qualification/civil service information


View Paycheck
 Review current and prior paychecks.


View W2
 View electronic W-2 and W-2c forms.


Authorize Data for MassCareers
 Click this link to authorize (or de-authorize) personal information such as home mailing address, home and/or mobile telephone # to update to your MassCareers account. Note: For use by Executive department employees.


MassCareers: More Info Here
 MassCareers is the Recruitment Application for Executive department employees who may apply for internal and external position openings with departments using MassCareers


Access Employee Service Center
 If your department participates in the Employee Service Center (ESC), click the link to launch. If your agency does not participate, please contact your local HR/Payroll office.

Employee Expiring Licenses

No expiring licenses in the next 60 days

Employee Expiring Memberships

No expiring licenses in the next 60 days

My Delegation

Below is the count of the pending delegation request(s) either assigned to me or assigned by me and not accepted yet.

Status	Pending Delegation(s)

Menu Navigation is replaced by Tiles. Home, Notifications, and Sign out are replaced by icons in the top left corner.

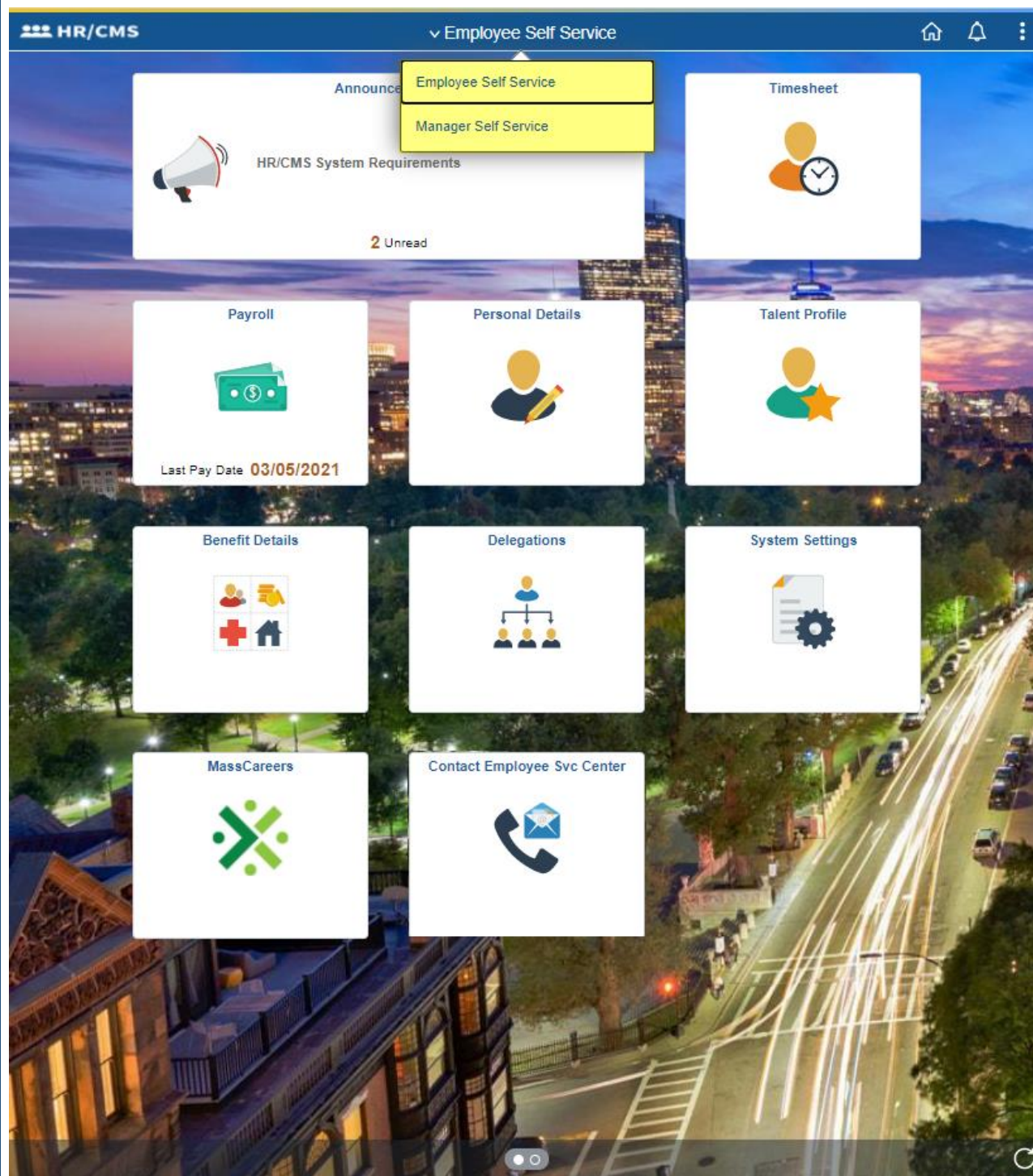
Announcements is replaced by an Announcements tile.

My Page/My Team is replaced by the drop down at the top of the page.

My Delegation is replaced by the Delegations tile.

Quick Links

- Timesheet is replaced by the Timesheet tile.
- Personal Information Summary is replaced by the Personal Details tile.
- Direct Deposit is replaced by a Direct Deposit Tile under the Payroll tile.
- Profile Management is replaced by the Talent Profile tile.
- View Paycheck is replaced by the Paychecks tile under the Payroll tile.
- View W2 is replaced by the W2/W2C Forms tile under the Payroll tile.
- Authorize Data for MassCareers is replaced by the MassCareers tile. This tile also has a link to the MassCareers page on Mass.gov for more info.
- Access Employee Service Center is replaced by the Contact Employee Svc Center tile.



New look of Employee Self Service



- The **Home** icon brings you to My Homepage.
- The **Notification** icon shows Actions and Alerts
- The **Action** icon has the New Window link, the My Preferences link and the Sign Out link.
- The **Employee Self Service** top drop down is to switch to **Manager Self Service** for time approvers.
- The **Timesheet** tile takes you to your timesheet.
- The **Payroll** tile contains the tiles for Paychecks, W-2/W-2c consent, W-2/W-2c Forms, Direct Deposit and W-4 Tax Information.
- The **Personal Details** tile contains the Addresses tile, Contact Details tile, Emergency Contacts tile, Ethnic Groups tile and the Additional Information tile.
- The **Talent Profile** tile takes you to the Talent Profile page that replaced Profile Management.
- The **Benefit Details** tile contains the View Form 1095-C tile, the Form 1095-C Consent tile, and the Paid Family and Medical Leave Tile.
- The **Delegations** tile contains the Create Delegation Request tile, the My Delegates tile and the My Delegated Authorities tile. It will only be applicable to non-approver employees if delegation has been assigned to you.
- The **System Settings** tile contains the My System Profile tile and the Change My Password tile.
- The **MassCareers** tile brings you to the Opt In/Out page and has the link for more information.
- The **Contact Employee Svc Center** tile brings you to the Employee Self-Service webpage.

Difference in functionality – Employee Self Service

Home Page

No longer have menu navigation or the ability to add favorites.

Sign out is now under the Actions icon in the top right corner.

Announcements only shows the most current announcement in the tile, need to go into the tile to see all announcements.

Timesheet tile – No changes to functionality.

Payroll tile replaces the menu navigation for Payroll and Compensation

Paychecks – By default it will only show a limited number of recent pay advices. To view more will need to select the Filter icon in the top left corner to expand the date range.

W-2/W-2c Consent Form – No changes to functionality.

View W-2/W-2c Forms – There is now a drop down at the top of the page to view different tax years.

Direct Deposit – Reordering account priority is now separate from editing the accounts. The balance account is now designated by “Last” in the order. Click on the account row to edit or delete an account. No longer a separate Edit or Delete button. Add account is replaced by a plus symbol button. Can now change multiple times a day.

W-4 Withholding Certificate – No changes to functionality.

Personal Details tile replaces the Personal Information Summary from menu navigation and quick links.

Addresses – Click on the address to update the existing address.

Contact Details – Click on the existing phone or email address to update or select the Plus icon to add another type. Business emails still cannot be edited by employees. Changes to business emails need to be made by department HR/Payroll or the ESC.

Emergency Contacts – Can now delete all contacts.

Ethnic Groups – No changes to functionality.

Additional Information – No changes to functionality.

Talent Profile tile – Navigation is now on right. No changes to other functionality

Benefit Details tile replaces Benefit from menu navigation. The tile for Paid Family and Medical Leave has been added here.

View Form 1095-C – No changes to functionality.

Form 1095-C Consent – No changes to functionality.

Paid Family and Medical Leave – No changes to functionality.

Delegations tile replaces Manage Delegation from menu navigation. It is now on the Employee Self Service page.

Learn More about Delegation is no longer available.

Create Delegation Request – Need to add a comment on first step, will not let you progress until you do. You now choose delegates before transactions, but the rest of the functionality is the same.

My Delegates replaces Review My Proxies. The Show Requests by Status drop down is replaced by buttons. History prior to the upgrade will not show.

My Delegated Authorities replaces Review My Delegated Authorities. The Show Requests by Status drop down is replaced by buttons. History prior to the upgrade will not show. Review the updated Guide for Approving Time and Time Approval Delegation (Managers and Supervisors) on the Employee Self Service webpage for all changes. <https://www.mass.gov/employee-self-service>

System Settings tile contains pages that were originally in the main menu navigation.

My System Profile tile – No changes to functionality.

Change My Password – No changes to functionality.

MassCareers Tile – No changes to functionality.

Contact Employee Svc Center – No changes to functionality.

My Page | **My Team**

My Team

Alerts
 You have no Alerts right now.

Manager Link(s)
[Time and Labor WorkCenter](#)
 View Manager Time and Labor WorkCenter

[Profile Management](#)
 Review your employees' current profile information.

[Manage Delegation](#)
 Delegate authority for self-service transactions, and review and revoke delegation requests

[Emergency Contact](#)
 Click to view emergency contact details for your direct reports.

[HR Analytics](#)

Direct Line Reports
[View My Organization](#)
 Personalize | Find | View All | 1-4 of 4
 Summary | Job Details | Contact | Compensation | Time |

Name	Job Title
Employee One	Edp Systems Analyst III
Employee Two	Edp Systems Analyst III
Employee Three	Edp Systems Analyst III
Employee Four	Program Coordinator III

[Headcount Analytics](#)

Look of Approver Self Service My Team prior to upgrade

- Direct Line Reports information is now under the Manager Work Center, My Team page.
- Time and Labor Workcenter is replaced by Manage Employee Time.
- Profile Management is also now under the Manager WorkCenter, Current Team Profiles.
- Manage Delegation is now under the Employee Self Service page, Delegation Tile.
- Emergency Contact is now under the Manager WorkCenter, Employee Personal Info.

Manager Self Service

Alerts
 Employee One's 21 Years Anniversary is on 04/02
[View All](#)

Manage Employee Time

Manager WorkCenter

HR Analytics

New look of Manager Self Service

- **Alerts** has not changed and is where you would get notices about your employees.
- **Manage Employee Time** brings you to the Time and Labor Workcenter to view and enter employees time and exceptions. Payable Time Detail is a new addition to the tabs. There is no longer a link to Manage Delegation. No other changes to functionality.
- **Manager WorkCenter** brings you to the new My Team page which has a new set up to show employee's information. Details are below.
- **HR Analytics** opens the HR Analytics Application.

Overview of My Team Tile

- The My Team Summary tab shows the employees name/title, department/location, email/phone and whether the employee is off. This shows scheduled off days not leave time.
- The My Team Compensation tab shows the employee annual salary, the midpoint, minimum and maximum of the salary plan and a graph of where the employee is in the salary plan.
- The My Team Leave Balances tab shows employee's sick and vacation balances. Personal and Compensatory balances are viewable on the Manage Employee Time tile.
- The Drop down next to employees names brings up the **Actions** menu
- The Talent Summary page shows the employees current and historical job and salary information as well as any licenses, certifications and education.
- The Employee Personal Info page has more information for the employee as well as Emergency Contact information.
- The Current Team Profile page shows your employees qualifications, educations and civil service information that is entered in Person Profile.

< Manager Self Service		My Team					
Summary		Compensation	Leave Balances				
Name / Title		Directs / Total	Department / Location	Email / Phone	Today's Status		
Employee One			Human Resources Division	Employee.One@mass.gov			
Edp Systems Analyst III			Boston-100 Cambridge Street	123/456-7890			
Employee Two			Human Resources Division	Employee.Two@mass.gov			
Edp Systems Analyst I			Boston-100 Cambridge Street	123/456-7890			
Employee Three			Human Resources Division	Employee.Three@mass.gov			
Edp Systems Analyst I			Boston-100 Cambridge Street	123/456-7890	Off		
Employee Four			Human Resources Division	Employee.Four@mass.gov			
Program Coordinator III			Boston-100 Cambridge Street	123/456-7890	Off		