

# Basic Leave Approval for Manager Self Service (MSS)

NC Department of Health and Human Services

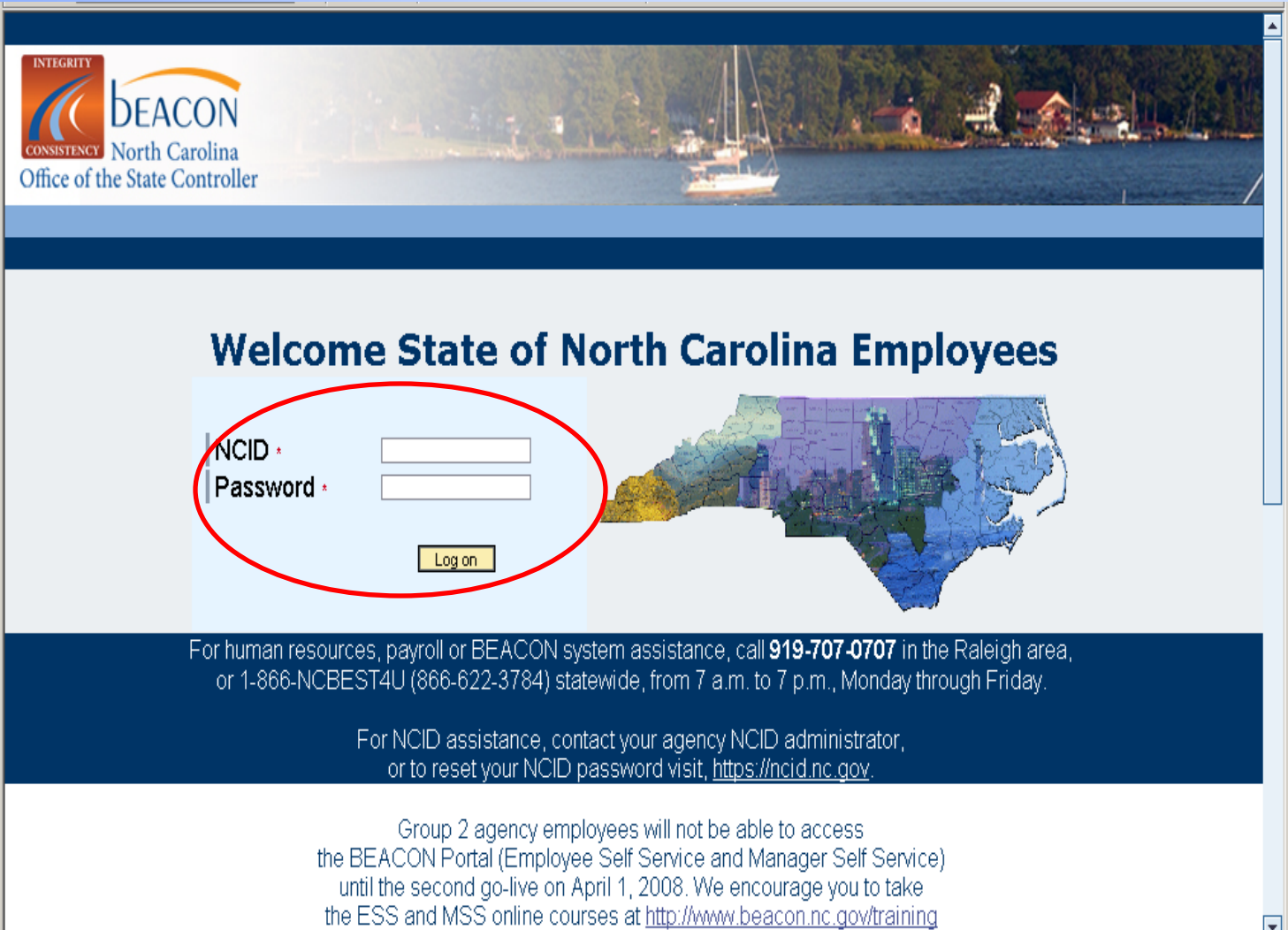
**Division of Human Resources**



# Manager Self Service (MSS): Quick Guide

- Manager **logs on** to the MSS Portal.
- Manager **accesses** leave request.
- Manager **approves** or **rejects** request.
- Employee is **notified** of approval or rejection via ESS

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button

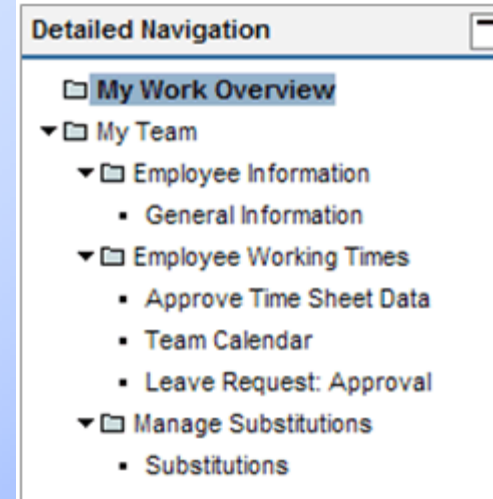


The screenshot shows the BEACON logon interface. At the top left is the logo for the Office of the State Controller, featuring the words "INTEGRITY", "CONSISTENCY", and "BEACON" along with "North Carolina Office of the State Controller". The background of the top section is a scenic image of a lake with a sailboat and houses. Below the logo, the text "Welcome State of North Carolina Employees" is displayed in a large, bold, blue font. To the left of this text is a light blue rectangular box containing the login fields. The "NCID" field is a white text input box with a red asterisk to its left. The "Password" field is a white text input box with a red asterisk to its left. A yellow "Log on" button is positioned below the password field. A red oval is drawn around the "NCID" and "Password" fields. To the right of the login box is a stylized map of North Carolina with a cityscape overlay. At the bottom of the page, there is a dark blue banner with white text providing contact information for human resources, payroll, or BEACON system assistance, including the phone number 919-707-0707 and the website <https://ncid.nc.gov>. Below the banner, a notice states that Group 2 agency employees will not be able to access the BEACON Portal until the second go-live on April 1, 2008, and encourages them to take online courses at <http://www.beacon.nc.gov/training>.



Once you have logged into the system, click on the “My Staff (MSS)” tab.

Select the My Work Overview option from the Detailed Navigation menu.



# Universal Worklist

- Following is the manager's "Universal Worklist" screen.
- From the "Tasks" tab, managers can view leave requests to be approved.

The screenshot displays the 'Universal Worklist' interface. At the top, there are navigation tabs: 'Home', 'My Staff (MSS)', and 'My Data (ESS)'. Below this is an 'Overview' section with a 'Detailed Navigation' sidebar containing 'My Work Overview' and 'My Team'. The main area is titled 'Universal Worklist' and has sub-tabs for 'Tasks (1 / 1)', 'Alerts', 'Notifications', and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks (1 / 1)' and a filter dropdown is set to 'All'. There are buttons for 'Create Task', 'Show Filters', and 'Hide Prev'. A table lists tasks with columns: Subject, From, Sent, Priority, Due, and Status. One task is visible: 'John DOE (XSS/Portal)'s Leave Request #, from Gendron, Karen, sent Oct 9, 2007, with a priority of Normal and a status of New. Below the table, there is a summary for 'John DOE (XSS/Portal)'s Leave Request' with details: Sent: Oct 9, 2007 by Gendron, Karen; Priority: Normal; Status: New. A message states: 'Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.' To the right, a 'You can also:' section lists links: 'Display Details in SAP Gui', 'Attachments Manager', 'Create Ad-Hoc Request', and 'View History'. At the bottom, a note says: 'To view the worklist, start the Web application for approving leave requests. Once you have processed the request, the work item will automatically be...'

Subject	From	Sent	Priority	Due	Status
John DOE (XSS/Portal)'s Leave Request #	Gendron, Karen	Oct 9, 2007	Normal	1	New

# Universal Worklist

When managers *highlight* a task. . .

Tasks

. . . general details display at the bottom of the page.

Details

The screenshot displays the SAP Universal Worklist interface. At the top, there are navigation tabs for 'Home', 'My Staff (MSS)', and 'My Data (ESS)'. Below this is an 'Overview' section with a 'Detailed Navigation' menu containing 'My Work Overview' and 'My Team'. The main area is titled 'Universal Worklist' and has sub-tabs for 'Tasks (2/2)', 'Alerts', 'Notifications', and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks (2/2)' and a filter is set to 'All'. A 'Create Task' button and 'Show Filters'/'Hide Preview' links are visible. The task list table has columns for Subject, From, Sent, Priority, Due, and Status. Two tasks are listed, both with the subject 'LILY DESTINEY SINATRA's Leave Request', from 'ZSAPESSGN01', sent on 'Oct 29, 2007', with a 'Normal' priority, a due date of '1', and a 'New' status. Below the table, a 'Row 1 of 2' indicator is shown. The 'Details' section for the selected task shows the title 'LILY DESTINEY SINATRA's Leave Request', sent date 'Oct 29, 2007 by ZSAPESSGN01', priority 'Normal', and status 'New'. It includes a description: 'Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist. To view the worklist, start the Web application for approving leave requests. Once you have processed the request, the work item will automatically be set to "completed." automatically be set to "completed."' and an 'Attachments' section with a document icon and the filename 'Document Database\_VV\_472454FFD7321500E1000000A0C049A'. On the right, a 'You can also:' section lists links for 'Display Details in SAP Gui', 'Attachments Manager', 'Create Ad-Hoc Request', and 'View History'.

Subject	From	Sent	Priority	Due	Status
LILY DESTINEY SINATRA's Leave Request	ZSAPESSGN01	Oct 29, 2007	Normal	1	New
LILY DESTINEY SINATRA's Leave Request	ZSAPESSGN01	Oct 29, 2007	Normal	1	New

# Display and Edit

When managers *select a task. . .*

. . . specific details and action buttons display at the bottom of the page.

The screenshot shows a web-based interface for managing leave requests. At the top, a workflow bar indicates three steps: 1. Display and Edit (highlighted with a yellow box), 2. Review and Send, and 3. Completed. Below the workflow are links for 'Show Team Calendar' and 'Hide Worklist'. A table titled 'Requests waiting for approval' contains two rows of data. The first row is highlighted in yellow. Below the table is a detailed view of the selected request, also highlighted in yellow. This view includes fields for 'Type of Leave' (Approved Leave), 'Date' (11/1/2007), 'Duration' (4 Hours), and 'Used' (Vacation Leave: 4.00 Hours). It also features a 'Previous Notes' field with the text 'Request time off for dentist appt.' and a table showing the request's impact on various time accounts. At the bottom of the detailed view are three buttons: 'Previous Step', 'Approve' (highlighted in yellow), and 'Reject'.

Date of Request	Requester	Type of Leave	From	To	Used
10/29/2007	LLY DESTNEY SINATRA	Approved Leave	11/1/2007	11/1/2007	4 Hours
10/29/2007	LLY DESTNEY SINATRA	Approved Leave	10/30/2007	10/30/2007	2 Hours

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	1/1/2007	12/31/9999	15.66 Hours	15.66 Hours
Sick Leave	1/1/2007	12/31/9999	16.00 Hours	16.00 Hours
Holiday Leave	9/3	11/3/2007	8.00- Hours	8.00- Hours
Community Service Leave	9/3	12/31/2007	0.00 Hours	0.00 Hours

If you are ready to approve the leave request click the “Approve” button at the bottom of the page. If you wish to reject the request, click “Reject.”

# Review and Send

On this “Review and Send” page, write any notes to the employee. This is especially important if you are rejecting the leave request.

1 Display and Edit 2 Review and Send 3 Completed

Show Team Calendar Hide Worklist

Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	11/1/2007	11/1/2007	4 Hours
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	10/30/2007	10/30/2007	2 Hours

Row 1 of 2

LILY DESTINEY SINATRA has requested the following leave:

Type of Leave: Approved Leave  
Date: 11/1/2007  
Duration: 4 Hours  
Used: Vacation Leave: 4.00 Hours

Note for Requester:

Previous Notes: Request time off for dentist appt.

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	1/1/2007	12/31/9999	15.66 Hours	15.66 Hours
Sick Leave	1/1/2007	12/31/9999	16.00 Hours	16.00 Hours
Holiday Leave	9/3/2007	11/3/2007	8.00- Hours	8.00- Hours
Community Service Leave	9/1/2007	12/31/2007	0.00 Hours	0.00 Hours

Previous Step Review

If you are ready to Review and Send the leave request to the final approval/rejection step, click the “Review” button.

# Final Steps

- You will then come to the final approval screen.
- If you spot errors at this point, click the “Previous Step” button and make the corrections.

1 — 2 — 3

Display and Edit      Review and Send      Completed

**LILY DESTINEY SINATRA has requested the following leave:**

Type of Leave: Approved Leave  
Date: on Thursday, November 1, 2007  
Duration: 4 Hours  
Used: Vacation Leave: 4.00 Hours

◀ Previous Step      Approve Request

If you are ready to approve the leave request, click the “Approve Request” button. If the request has been rejected, this button will read “Reject Request.”

# Completed!

- You will then receive a confirmation screen showing the completed action.

- Make sure you see the note “You have approved the leave request.”

- The employee will receive notification via ESS that the leave request has been approved/rejected.

The screenshot displays a three-step process flow: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 3 is highlighted in yellow. Below the flow, a yellow box contains the message: "i You have approved the leave request." Below this, the text reads: "You have approved the following leave request:" followed by a list of details: Requester: LILY DESTINEY SINATRA, Type of Leave: Approved Leave, Date: on Thursday, November 1, 2007, Duration: 4 Hours, and Used: Vacation Leave: 4.00 Hours.

Requester:	LILY DESTINEY SINATRA
Type of Leave:	Approved Leave
Date:	on Thursday, November 1, 2007
Duration:	4 Hours
Used:	Vacation Leave: 4.00 Hours

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