ADP PORTAL – Manager Self Service (MSS) Overview

The **HOME** tab includes access to the company news, recommended links, forms and FAQs, as well as company directory search.   Managers can view task list notifications in the Message Center and approval history of these changes.

HOME > Message Center – where you can view and take action on event approvals, notifications and employee activities.

HOME > Approval History – a list of all work event activities, including the details and status of each work event in which the manager is a part of the approval workflow path. You can refine your search criteria to limit how many approval activities you can view. This is also where a manager can recall a work event which has not yet been completed.

The **ORGANIZATION & STAFFING** tab allows managers to perform job actions, such as hires, rehires, transfers, job status changes, job and salary changes, and employment status changes. Managers can assign proxies and view their direct reports through this tab.

ORGANIZATION & STAFFING > Direct Reports - Managers will submit one work event per employee at one time for either direct or indirect reporting employees. To submit a New Hire/Rehire work event or to submit multiple events for one or more employees, utilize the Managing Work Events function. **Important Note:** Only use this option for submitting MSS (HR) transactions for employees who do not report directly to you (aka "indirect reports"). MSS (HR) transactions for your direct reporting employees should be submitted under the Managing Work Events section.

EMPLOYMENT CHANGES: *(KMs and WMS do not have access to submit employment changes)*

Employee Profile
- View Job Information, Personal Information, Telephone Numbers, Emergency Contacts, Job History, Licenses/Certificates

Transfer Employee(s)
- Transfer Manager, Department, and Location

Change Job and Salary Information
- Promotion
- Demotion
- Lateral
- Salary Change

Change Job Status
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Employee Classification

Change Employment Status
- Leave of Absence (Paid)
- Leave of Absence (Unpaid)
- Suspension
- Termination

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ORGANIZATION AND STAFFING > Managing work events – This is where to initiate New Hire/Rehire work events for your direct reports, and if you are submitting multiple changes for one or more employees. **Important Note:** Always use this section for all MSS(HR) transactions except for indirect reporting employees. To submit an MSS (HR) transaction for an indirect reporting employee, go to ADP Portal > Organization & Staffing > Direct Reports screen and locate your indirect reporting employee.

NEW HIRE/REHIRE

EMPLOYMENT CHANGES: *(KMs and WMS do not have access to submit employment changes)*
Employee Profile
- View Job Information, Personal Information, Telephone Numbers, Emergency Contacts, Job History, Licenses/Certificates

Transfer Employee(s)
- Transfer Manager, Department, and Location

Promotion/Demotion/Title/Pay Change
- Promotion
- Demotion
- Lateral
- Salary Change

Status Change
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Employee Classification

Termination/Leave of Absence/Suspension
- Leave of Absence (Paid)
- Leave of Absence (Unpaid)
- Suspension
- Termination

ORGANIZATION & STAFFING > Proxy Assignment – used to delegate responsibility for your Work Event approvals while you are out of the office or unavailable.

REPORTS > Manager Reports – standard reports are available to managers

ADDITIONAL INFORMATION	**SUPPORT FOR MANAGERS** The internal **Enterprise Employee Services team** is your primary resource for all MSS (HR) transactions, including how to navigate in the manager role of the ADP Portal, how to submit and view MSS (HR) transactions, and provide guidance with process related questions. You can contact the internal **Enterprise Employee Services team at (206) 428-2400 select option 2 - then select option 3, or send an email to ppaf1@wirelessadvocates.com.** If you have any ADP Portal technical questions, such as logging into the Portal, password or login resets, then you contact the ADP Employee Service Center for CarToys and Wireless Advocates toll-free at 1-866-377-4638. Hours of Operations: Monday through Friday, 5:00 a.m. – 5:00 p.m. PST