Manager Self Service

The information below describes the manager’s landing page.

**For smaller laptop screens, you may need to adjust the text size to 100% for optimal viewing experience.**

This box identifies the landing page you are on. If you have access to more than one landing page, click the arrow to select them.

On the Application Toolbar, the following icons aid navigation:

- The **Home** button brings you back to your initial landing page.
- The **Actions List** displays more options on the landing page. When you click **into a tile**, the icon offers “Add To Favorites.”
- Click the **Navigator** to display/hide the NavBar on the right side.
  - Recent Places icon on the NavBar takes you to pages you recently visited.
  - My Favorites icon on the NavBar allows you to navigate directly to your favorite pages.
  - The Navigator icon on the NavBar replaces Main Menu and helps you navigate to other pages.

Clicking a tile will take you directly to a PeopleSoft area, external pages, or another University system. The tiles you see on your landing page reflect your individual security.

From within a tile, click the orange button at top left to navigate back to the previous window.
Each tile on the Manager Self Service landing page takes you to the corresponding area within the system. Here is a brief description for each:

**SAM**
The Salary Administration Module (SAM) is used to administer the merit increase program. SAM managers access the dashboard, view the salary pool, assign salary increases to your employees, and submit those salary increases for approval.

**My Team Absence Balances**
Absence managers view personal, sick, and vacation balances for employees in their absence reporting structure.

**Absence Management**
Absence managers can enter and track vacation, sick, and personal leave for employees in their absence reporting structure.