

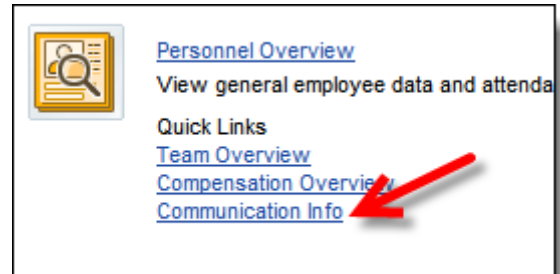
MSS Employee Emergency Communication Info

Managers have the ability to look at their employees' personal and emergency contact information in Manager Self-Service (MSS).

IMPORTANT! Employee information is only to be used for emergency reasons. Use of this information should comply with all applicable admin rules and policies.

Log into the **CityLink portal** and click on the **Manager Self-Service** tab.

Under **Personnel Overview**, select the link called **Communication Info**.



NOTE: Managers without the SAP timekeeper role only have access to their reporting structure. Only bureau Operating Bureau Personnel Administrators (OBPA) and managers with the timekeeper role can generate bureau-wide reports.

Managers without the Timekeeper Role

The **Employee List** will open and show all your direct reports. This includes phone numbers, email addresses and worksite location entered in the system for the employee.

Communication Information

Employee List

Personnel No.	Employee Name	Manager Name	Home	Personal Mobile	Personal Phone 1	Personal
00465263	Joe Green		(503) 555-1413	(503) 555-1212		
00567333			(503) 555-1212	(503) 555-1414		
00832840			(503) 555-1212	(503) 555-1414		

To Show full org structure data:

If you have more managers in your reporting structure and you want to see their employees as well, select the button that says "Show all employees from sub-divisions".

Show all employees from sub-divisions

NOTE: You may need to scroll to the right side of the screen to see this button.

To Show the Employees' Emergency Contact Information

If you want to see the emergency contact information that the employees have provided to the City, then click into the box next to **Show Emergency Contact Information**.

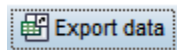
Show Emergency Contact Information

Clicking this button will change the table to show the Emergency Contact and Relation information.

Personnel No.	Employee Name	Manager Name	Emergency Contact Name	Relation	Telephone
		Tracey Letmate		husband	(408) 666-93
		Tracey Letmate		father	(408) 410-3
		Tracey Letmate			(831) 238-3
		Tracey Letmate		Brother	(510) 525-0

To Export the List to Excel:

Step 1: Click the Export Data button on the right side of the screen.



Step 2: A bar will appear on the bottom of the screen which asks if you want to Open or Save the Employee Communication file. Make your selection to open or save the Excel file.



Managers with the Timekeeper Role

If you are a manager and have the timekeeper role in SAP, your view of this information will be different. You will need to search for your employees in order to see their contact info.

Communication Information

▼ Available Managers

◆ Supervisor Position: 00000000

(or)

◆ Show All Managers from:

Show Results for the following Managers

Exclude	Personnel No.	Manager Name	Cost Center	Pers. Area
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				


Exclude following Managers

Exclude	Personnel No.	Manager Name	Cost Center	Pers. Area
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

▼ Employee List Show

Personnel No.	Employee Name	Manager Name	Home	Personal Mobile	Personal Phone 1	Personal Phone 2	Personal Phone 3	Work Phone	Work Phone 2	Work Mobile	Work Fax

If you only want to look at a single manager or unit's employees, then you can use the **Supervisor Position** search.

◆ Supervisor Position: 00000000 

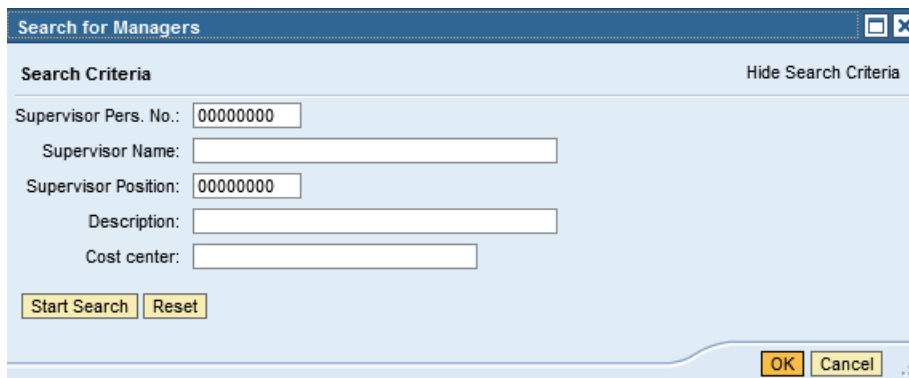
If you want to pull up more than one group, or the whole bureau, then you can use the **Show All Managers from** search.

◆ Show All Managers from:

Supervisor Position Search

Step 1: Click the matchcode button on the right of the *Supervisor Position* field.


Step 2: Enter one of the following to search for the manager: Supervisor Pers. No (PERNR), Supervisor Name, Supervisor Position, Description or Cost Center.



Step 3: Click Start Search

Step 4: Select the supervisor you want and click OK.

Step 5: Back on the main Communication Information page, select the Set button to the right of the matchcode button.

◆ Supervisor Position: 40009039 

The list of employees for that supervisor will appear at the bottom.

Show All Managers Search

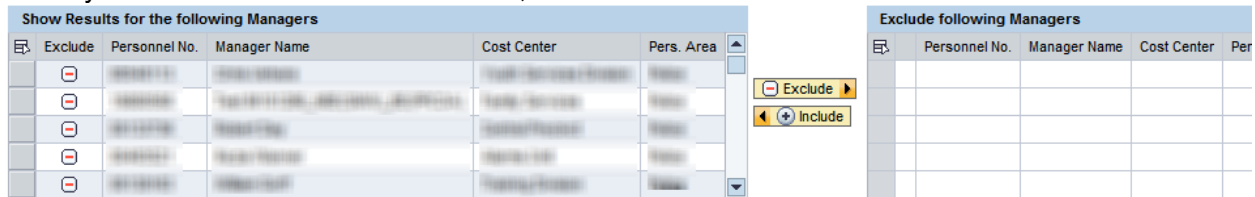
Step 1: Use the drop down to the right of the *Show All Managers From* field and choose the bureau.


◆ Show All Managers from:

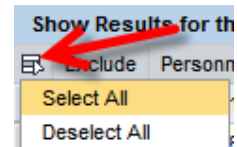
Show Results for the following managers

Step 2: Click the Set button.

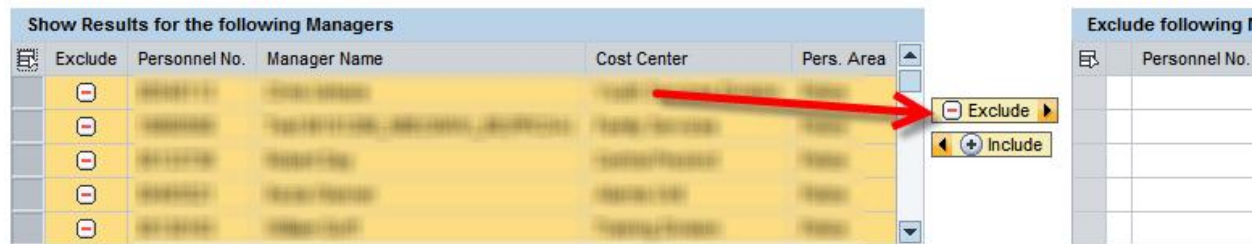
Step 3: The default will be to have all the managers from the bureau appear in the list on the left. If you want to see the entire bureau, then leave it as is.



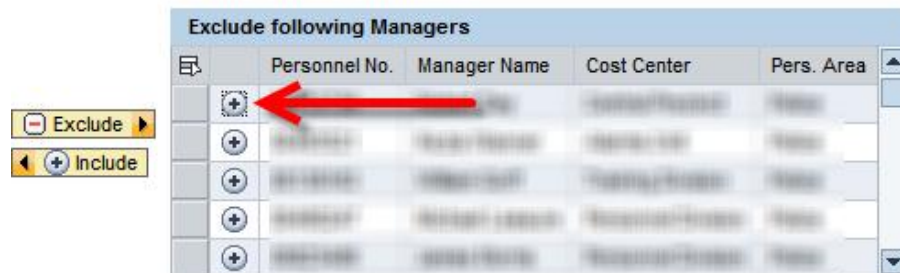
Step 4: If you want to narrow down the list to only show some of managers, then click the table selection button  and then click Select All.



Step 5: When all the rows are highlighted, click the Exclude button to move them to the right-side table.



Step 6: Locate the managers you want to see and click the plus sign to the left of the manager names. This will put that manager back on the left side of the screen.



Step 7: When finished, click the **Refresh Employee List** button. This will display the employees for those managers in the Employee List table below.

