## **DEPARTMENT TRACKING OF HIRE**

To track your hire after it has been submitted, use the New Hire Approve/Review screen. Things this screen shows are:

- •What the temp id and password is for the Personal Data email login
- If the Personal Data email was completed
- •What approver the hire is with in the automatic workflow

Once a hire is fully processed by HR it will fall off the pending list. When the pending list is searched and the employee is no longer found under pending, this means HR has processed the hire and it should now be in Job Data.

ORACLE Manager Self Service A Q MSS Approval/Review Summary View Employee Personal Info Transaction Type Approvals Reviews Hire Request 13 0 I-9 Forms 37 0 0 Termination Request 2 New Hire Request Terminate Employee New Hire Approve/Review Termination Approve/Review

Login to HRMS and go to the Manager Self Service Homepage.

Click on the New Hire Approve/Review tile.

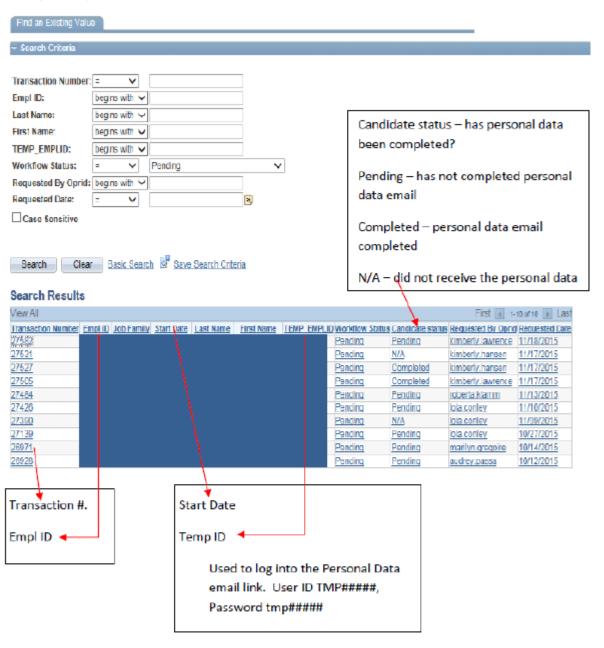
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	MSS Approval/Review Su	proval/Review Summary			View Employee Personal Info		
	Transaction Type	Approvals	Reviews				
	Hire Request	13	0				
	I-9 Forms	37	0				
	Termination Request	2	0				
	New Hire Request		Terminate Employee		New Hire Approve/Review		
	Termination Approve/Rev	view					

## Leave the Workflow Status on Pending and it will find all hire still waiting to be processed.

K Manager Self Service	New Hire Approve/Review		2		Ø
New Hire Approve/Review Enter any information you have and cli	:k Search. Leave fields blank for a list of all values.	New	Window	Help	-
Find an Existing Value					
✓ Search Criteria  Transaction Number:	Pending				
Business Unit: begins with  Case Sensitive  Search Clear Basic Sear	Ch 🕅 Save Search Criteria				

## New Hire Approve/Review

Enter any information you have and click Search. Leave fields blank for a list of all values.



This screen shows all pending hires. The hire is either waiting for the employee to do the Personal Data email or it is waiting for one of the Approvers to work the hire.

Information to get from this screen is: The Transaction number, Empl ID, Start Date, Temp ID, Candidate Status.