

PeopleSoft HR Manager Self Service provides easy access to your team's HR information and PeopleSoft transactions.

The screenshot shows the PeopleSoft HR Manager Self Service homepage. The interface features a red header bar with the 'MyCalgary' logo on the left and a search bar on the right. Below the header, a grid of 11 white tiles with colorful icons provides access to various HR functions. The tiles are arranged in four rows: the first row has three tiles, and the subsequent three rows have two tiles each. Callout boxes with red borders and white text provide instructions on how to navigate the system.

From the My UCalgary portal, click Manager Self Service.

The Manager Self Service homepage opens in a new tab.

Use the drop-down menu to switch to your Employee Self Service homepage.

Navigation options display on each screen.

Click the tiles to access your team's HR information as well as complete HR tasks and initiate HR transactions.

Manager Self Service

Manager Alerts

My Team

Time Management

HR Transactions

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Team Learning

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