

RIT

Oracle Manager Self-Service Manual Revised 05/10/17

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Unauthorized use of any of these reports or data within Oracle is prohibited. Please refer to the RIT Acceptable use Guidelines at <http://resnet.rit.edu/guide/pages/acceptableUse.php>

How to Access Oracle

This section contains complete information about how to access the Oracle Self Service and the Oracle Financial Applications.

How to Access Your Oracle Home Page:

From an On-Campus Location

1. You will need an Ethernet connection to access the RIT network.
2. Using your Internet browser, go to the URL <https://mybiz.rit.edu>
3. If you are using a Macintosh computer, the only supported browser is Safari. Individuals using unsupported browsers may be able to log on, however, the browser may not interact properly.
4. The URL in step 2 will take you to the RIT Oracle Applications Sign-On Page. Enter your Oracle User ID and password and click on the “Login” button. This will take you to your Oracle home page.

From an Off-Campus Location

Note: VPN connection is required to access <http://mybiz.rit.edu>

1. There are two methods to access the RIT Network from off-campus:
 - a. An RIT User Account using your userid and password with a modem.
 - b. The Virtual Private Network (VPN) with an ISP such as Spectrum or Frontier.
2. To use either method, you’ll need an RIT Computer account. If you already have a computer account, you do not need another to access Oracle from off-campus. If you do not have an RIT user account, complete an ITS Computer Account Request form and submit it to the ITS Help Desk. This form is available on the web at <http://www.rit.edu/its/help/forms/its-acct-req.pdf>
3. VPN is used to secure transmissions across the Internet. Using VPN technology makes your home/remote computer appear as if it is attached directly to the RIT network, even if you are using an outside ISP such as Spectrum or Frontier. To obtain the Virtual Private Network service instructions, visit the VPN web page at <http://www.rit.edu/its/services/network-communication/vpn>
4. Once you have downloaded and logged in to VPN, access an Internet browser and go to URL <https://mybiz.rit.edu>
If you receive any errors or have any issues accessing the RIT network from off campus, please contact the ITS Help Desk for assistance at 475-HELP.
5. The Oracle Application’s sign-on page will display. Enter your Oracle User ID and password and click on the “Login” button. This will take you to your Oracle home page. Your Oracle User ID and password may be different from your RIT Computer Account login.

How to Use the Oracle Manager Self Service Applications

After you have logged into your Oracle Home Page, you will see a number of “responsibilities” listed. Examples are:

- Your Department Manager Self-Service (e.g. RIT MSS NTID Manager Self Service) or
- RIT Supervisor Self-Service

After clicking on a manager self-serve (MSS) or supervisor self-serve (SSS) responsibility, you will see your sub functions as discussed below.

Personal Information

Once this function is clicked a screen with your direct reports should appear. You have access to your direct reports and their subordinates automatically as displayed on the Human Resources Supervisory Organization Chart.

<http://www.rit.edu/fa/humanresources/content/university-organizational-charts>

Person Search Hints

If you wish to build a list of people in your organization, type the LAST name of the person and click GO located at the top of the page before the Advanced Search Link. Once you see the Search Results, check the box before the desired person’s name and ADD TO MY LIST. A Confirmation message will appear.

Hint: You can substitute the wildcard character “%” in any part of the name field. For example, if you are searching for George Smith, you can enter “Geo%” in the first name field and “Sm” in the last name field.

After you have added everyone to your list, you can exit out of this screen using BACK or HOME. Once you go back to the Main Page, whenever you enter the Personal Information View, click on MY LIST. The people in the built list will be present.

NOTE: You must go through the person search process periodically to add new people to your list because they do not appear automatically.

Manager Views/Employment Data/Salary Data/Change Supervisor

You can view employment, salary data, or change an employee’s supervisor through this link. To view your list, click MY LIST. If you do not have a list, you can search for a person as follows. In the NAME box, type the LAST name of the person and click GO. Once you see the search results, click on the **Details Icon** to view employment/salary data or click on the **Actions Icon** to make supervisory changes.

Manager Views - To View Employment or Salary Data

Click the Details Icon for the desired person. You can toggle between the Employment and Salary tabs. Each tab shows the employment or salary history for the selected employee.

Change Supervisor

The Supervisor field in Oracle controls which subordinates show up under a manager in the Manager Self Service hierarchy. This is also used to create the person hierarchy on the HR web site <http://www.rit.edu/fa/humanresources/content/university-organizational-charts>

Note: the org chart is updated daily from Oracle.

This field is extremely important for controlling security in the self service application; therefore, it should be kept up to date at all times.

1. To change a person’s supervisor, click the **Action Icon** to the right of their name.
 - a. You may now enter a new supervisor for the employee. If the employee has direct reports, you can either keep them with their current supervisor or make changes to their supervisor on this screen.
 - b. The instructions on the screen state: *The selected worker’s direct reports are shown below. To reassign them to a new manager, enter the name of the new manager. Anyone reporting to direct reports will remain unchanged.*
2. You can also add new direct reports to the existing supervisor. The choice of employees comes only from your existing hierarchy. This functionality is useful if you are a manager and would like to structure a re-organization of reporting relationships within your department.
3. Once you have finished making your changes, press the NEXT button at the bottom of the page. You will then see a REVIEW screen so that you can VERIFY the existing structure before submitting through the ON-LINE APPROVAL (Workflow) process.
4. Comments to Approver: This box is used to type an appropriate message to display in the email sent to the approver.
5. Approvers: The final approver is always the submitter’s immediate supervisor. Additional approvers can be added in front of the final approver. The final approver cannot be changed or deleted from the list.
6. People to Notify: Individuals other than those involved in the transaction can be added to this list in order to receive an FYI email notification one the changes have been approved.

Once you submit your changes, they will route to your immediate supervisor for review and approval. Once approved, a notification will go to the new supervisor. The changes WILL NOT be committed to Oracle until the next level supervisor approves the change.

Employee Position Documents-- View or Download (Supervisor Self-Service Only)

A manager or supervisor can view or download a JDQ's attached to their employee's position in Oracle.

Click on "RIT Supervisor Self Serve".

	Personal Information
	Manager Views/Change Supervisor
	Employee Extra Information
	Saved Actions
	Employee Position JDQ

Click on the link for "Employee Position JDQ"

Click on the icon in the "Action or View" column next to the employee name.

Focus Name	Employee Number	Email	Assignment Number	Job	Position	Department	Action or View	Details
Williams, Gina						Human Resources		

Click on the icon in the "Action or View" column to access functions related to the employee.

Click on the "glasses" icon. This will bring you to a link for the document file.

Type	Category	Click icon to view	Subcategory	Document Number	Valid From
RIT Person Job Description	RIT Emp JDQ from Position				28-Oct-2011

Click on the document link above to view the Job Description Questionnaire (JDQ) which is associated with the employee's current position. To submit changes to an existing JDQ, please complete the [Job Re-Evaluation form](#) and send it to your [HR Services Manager](#). Any previously submitted Job Re-Evaluation Forms are currently not visible in Oracle Self-Service.

The JDQ shown is attached to the employee's position in Oracle and may show a name other than the current holder, but the JDQ should represent the correct job functions.

For additional assistance with position control or job evaluation processes, please visit our [Job Evaluation and Position Control web links](#).

If there is not a JDQ showing for the position and you need to submit a new JDQ, use the [Job Description Questionnaire](#) form. You can also reference: [Job Description Questionnaire \(JDQ\) instructions](#)

List of Reports

The following reports are available for you to run using the Discoverer Viewer tool. If you click on any of these reports, they should run automatically. Several require date parameters. Please refer to the document entitled “Handy Reference Guide to Manager Self Service Reports” <http://finweb.rit.edu/customersupport/forms/managerselfservicereports.pdf> for the specific data fields each report contains. Based on your security profile setup, there may be cases where your report does not return data (for example, faculty only reports if your security profile limits you to staff.)

NOTE: For security reasons, certain reports are only available through Supervisor Self-Serve and are NOT available through RIT Manager Self-Serve.

Adjunct Payments

Lists all adjunct elements being paid within a specified time period.

- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Course Number
- Work Type
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- GI Department Name
- Credit Hrs
- Other Work Hrs Per Wk
- Total Work Hrs Per Term
- Degree

Assignment Cost Details

Provides employees’ assignment, position, personal, and costing details as of a specified date.

- Employee Full Name
- Employee Number
- Latest Hire Date
- Adjusted Service Date
- College/Division
- Organization
- Location
- Email Address
- Asg Effective Start Date
- Assignment Status
- Position Title
- Position Number
- Position Version
- Position Funding
- Salary Change Date
- Salary or Rate
- GI Department
- GI Cost Account
- Proportion
- Costing Start Date
- Costing End Date
- Proportioned FTE
- Proportioned Salary or Rate

- Pay Basis
- Payroll Name
- People Group
- Employment Category
- Weekly Hours
- Weeks Per Year
- Months Per Year
- Manager Flag
- Supervisor
- Job
- Rank
- Rank Eff Date
- Tenure Status
- Tenure Date
- Lecturer Ranks Term
- Lecturer Ranks Appt Start
- Lecturer Ranks Renewal
- Assignment FTE
- Position FTE
- Grade Name
- Grade Min
- Grade Mid
- Grade Max
- Position Budget
- Assignment Number
- Length of Service
- Salary Change Reason
- Salary Approved

CWB Faculty

Lists Compensation Workbench tool data including salary, benchmark, stipend, and merit details for faculty only

- Employee Number
- Employee Name
- College/Division
- Organization
- CIP/Comp Code
- CIP/Comp Code Desc
- Position Name
- Position Funding
- Position Dept Number
- Assignment Status
- Employment Category
- Job Name
- Supervisor
- Std Hours
- Std Months
- Rank
- Rank Eff Date
- Time in Rank
- Tenure Date
- Tenure Status
- 2015 Performance Rating
- Salary
- Salary to Compare to Benchmark
- Benchmark Salary

- Compa-Ratio
- Proposed Merit %
- Proposed Merit \$
- New Salary to Compare to Benchmark
- Proposed Compa-Ratio
- Admin Faculty Stipend
- Stipend Merit %
- Stipend Merit \$
- New 7/1 Stipend
- New Salary + New Stipend
- Rank Promotion
- Promotion \$
- New Salary + Stipend + Promo
- Assignment Number
- Salary or Rate
- Comments

CWB Faculty with Costing

Lists Compensation Workbench tool data including salary, benchmark, stipend, merit, and costing details for faculty only

- Employee Number
- Employee Name
- College/Division
- Organization
- CIP/Comp Code
- CIP/Comp Code Desc
- Position Name
- Position Funding
- Position Dept Number
- Assignment Status
- Employment Category
- Job Name
- Supervisor
- Std Hours
- Std Months
- Rank
- Rank Eff Date
- Time in Rank
- Tenure Date
- Tenure Status
- 2015 Performance Rating
- Salary
- Salary to Compare to Benchmark
- Benchmark Salary
- Compa-Ratio
- Proposed Merit %
- Proposed Merit \$
- New 7/1 Salary
- New Salary to Compare to Benchmark
- Proposed Compa-Ratio
- Admin Faculty Stipend
- New 7/1 Stipend
- New Salary + New Stipend
- GI Cost Account
- Proportion
- Costing Start Date

- Costing End Date
- Assignment Number
- Salary or Rate

CWB Staff

Lists Compensation Workbench tool data including salary, benchmark, stipend, and merit details for staff only

- Employee Number
- Employee Name
- College/Division
- Organization
- Position Name
- Position Dept #
- Position Funding
- Assignment Status
- Employment Category
- Latest Hire Date
- Adjusted Service Date
- Supervisor
- Std Hours
- Std Weeks
- Std Months
- Grade Name
- Time In Grade
- Grade Min
- Grade Mid
- Grade Max
- Previous Performance Rating
- Proposed Performance Rating
- Current Pay Rate
- Merit Eligible Salary
- Pay Annualization Factor
- Annualized Salary
- Salary to Compare to Benchmark
- Compa-Ratio
- Proposed Merit %
- Proposed Merit \$
- Annualized Merit \$
- New Salary
- New Annualized Salary
- Proposed Compa-Ratio
- Lump Sum Eligible Salary
- Lump Sum %
- Lump Sum \$
- Total % Merit
- Assignment Number
- Salary or Rate
- Ws Comments

CWB Staff with Costing

Lists Compensation Workbench tool data including salary, benchmark, stipend, merit, and costing details for staff only

- Employee Number
- Employee Name
- College/Division
- Organization
- Position Name

- Position Dept #
- Position Funding
- Assignment Status
- Employment Category
- Latest Hire Date
- Adjusted Service Date
- Supervisor
- Std Hours
- Std Weeks
- Std Months
- Grade Name
- Time In Grade
- Grade Min
- Grade Mid
- Grade Max
- Previous Performance Rating
- Proposed Performance Rating
- Current Pay Rate
- Merit Eligible Salary
- Pay Annualization Factor
- Annualized Salary
- Salary to Compare to Benchmark
- Compa-Ratio
- Proposed Merit %
- Proposed Merit \$
- Annualized Merit \$
- New Salary
- New Annualized Salary
- Proposed Compa-Ratio
- Lump Sum Eligible Salary
- Lump Sum %
- Lump Sum \$
- GL Costing Account
- Proportion
- Costing Start Date
- Costing End Date
- Assignment Number
- Salary or Rate

Emergency Contacts

Provides emergency contact information for employees

- College/Division
- Organization
- Employee Number
- Employee Full Name
- Primary Contact
- Contact Type
- Contact Full Name
- Mobile
- Home
- Business
- TTY Home
- TTY Business
- Mobile Secondary
- Home Secondary

- Business Secondary
- Business Other
- Business Asst
- Other

Employee Personal Details

Provides employees' personal details such as address, email, and phone numbers

- Organization
- Employee Number
- First Name
- Last Name
- Address Line 1
- Address Line 2
- Address Line 3
- City
- County
- State
- Postal Code
- Work Email
- Adjusted Service Date
- College/Division
- Personal Contact Information
- Latest Hire Date

Employment Details

Lists personal, assignment, employment, payroll, rank, and grade information as of a specified date

- Employee Full Name
- Employee Number
- Latest Hire Date
- Adjusted Service Date
- College/Division
- Organization
- Location
- Email Address
- Assignment Status
- Position Title
- Position Number
- Position Version
- Position Funding
- Salary Change Date
- Salary End Rate
- Salary or Rate
- Pay Basis
- Payroll Name
- People Group
- Employment Category
- Weekly Hours
- Weeks Per Year
- Months Per Year
- Manager Flag
- Supervisor
- Job
- Rank
- Rank Eff Date
- Tenure Status

- Tenure Date
- Lecturer Ranks Term
- Lecturer Ranks Appt Start
- Lecturer Ranks Renewal Notif Date
- Assignment FTE
- Position FTE
- Grade Name
- Grade Min
- Grade Mid
- Grade Max
- Position Budget
- Assignment Number
- Length of Service
- Salary Change Reason
- Salary Approved

Grad Assistant Payments

Lists all graduate assistant payments and element details within a specified time period

- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- Gl Department Name

Open Online Payment Workflows

Displays all open online payment workflows and the currently assigned approver

- Begin Date
- End Date
- To User
- Status
- Subject
- Notification Id
- Access Key
- Message Type
- Message Name
- Item Key

Open and Filled Positions

Provides the attributes of all active positions and the incumbents of those positions that are filled

- Rit Position Number
- College Division
- Employee Number
- Last Name
- First Name
- Full Name
- Rit Position Flexfield
- Organization
- Assignment Status
- Current Salary

- Position Budget
- Rit Position Funding
- Asg Fte
- Pos Fte
- Position Title
- Grande name
- Job Category
- Asg Standard Hours
- Asg Months Per Year
- Asg Weeks per Year
- Temp Pos End Date
- Job Code
- EEO Code
- Census Code
- Hpf# Voting Block
- Hpf#Ipeds Job Category
- Hpf#Ipeds Job Category 2
- Availability Status
- Position Department

Overload Payments

Lists all overload elements being paid within a specified time period

- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Course Number
- Work Type
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- GI Department Name
- Degree

Salary History

Provides historical salary, assignment, and employment information for a specified time period.

- Employee Number
- Full Name
- Organization
- College/Division
- Position Name
- Job
- Grade
- Previous Salary
- Component
- Change Amount N
- Change Percentage
- Proposed Salary N
- Change Date
- Date To
- Approval Status
- Assignment Id
- Assignment Status

Spec Assn & Add Comp Payments

Lists all special assignment elements being paid within a specified time period in the parameters

- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department
- GI Department Name

Summer Salary Payments

Lists all summer salary elements being paid within a specific time period

- Employee Number
- Full name
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- GI Department Name
- Project Code

Troubleshooting Reports

If your reports are still not returning data you expect, or if you are still having trouble, please contact Human Resources at 585-475-2424, or you may visit the Human Resources Office between 8:30pm to 4:30pm on Mondays to Fridays at fifth floor of George Eastman Building 01.