

MyWorkplace Quick Reference Card – People Manager

Logging in



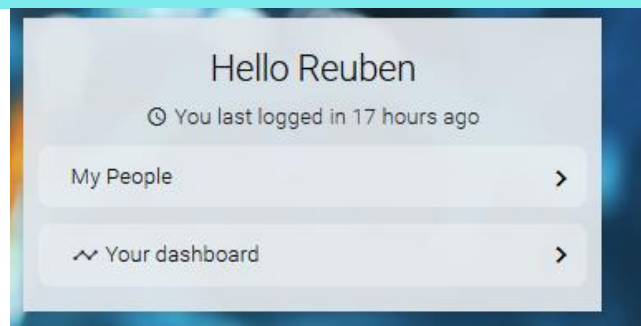
The 'My Workplace' – People Manager can be accessed from the portal and by clicking on this icon that can be found on your desktop.

Home screen

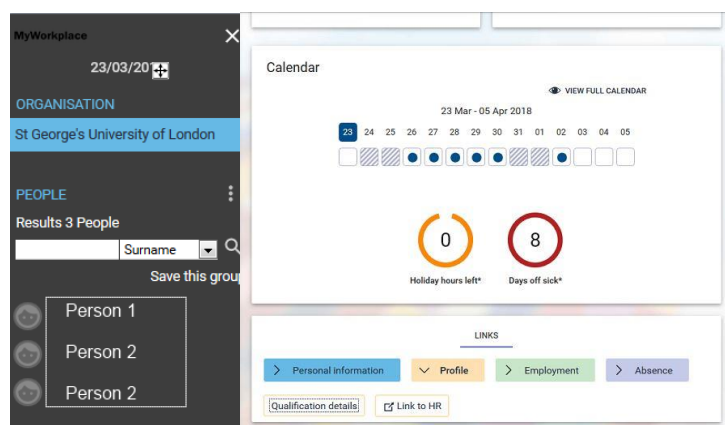


On the welcome page you will see a grey panel on the right hand side to gain access to your People to carry out frequent tasks.

Quick Link Panel



To access the person summary for your team click My People.



A list of your first line reportees will appear on the left hand side of the page from which you'll be able to load a person dashboard

Toolbar - MyWorkplace

(MyWorkplace - People Manager)



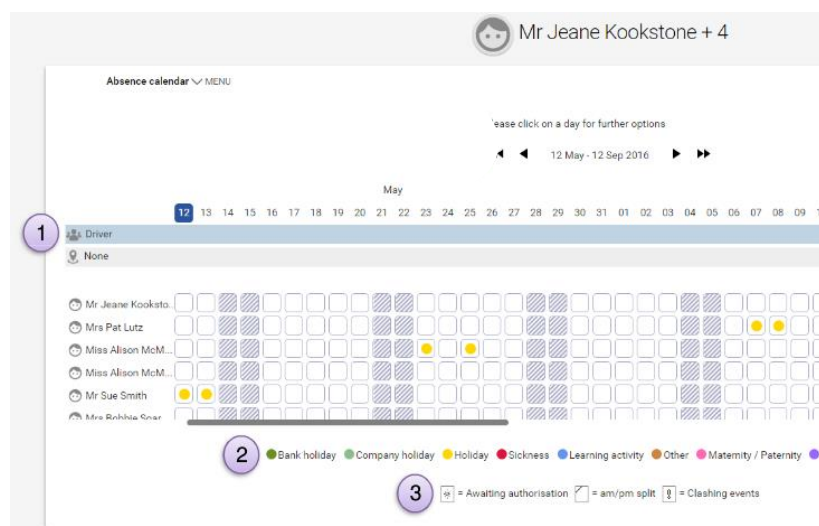
Self service

To switch between the manager view and your own personal self-service view, click on the person icon next to the people manager description and 'self-service'

Tiles – Reportee Calendar



Click on the tile to access your reportee calendar



1. Lists your people

2. Absence key showing types of absence

3. Shows the state of an absence. In most cases this icon will be showing confirming an absence is awaiting authorisation.

To authorise, click on the absence to be taken to authorisation or access via the To Do list.

Tile - To Do list



To access your common tasks such as approving leave

TO DO LIST (1) PROCESSES (0) Filter All active Sort by Due date ↑ ↓ Select all Absence details Miss Start date: 23/03/2018 * End date: 23/03/2018 * Due: 23/03/2018 Task type Authorisation task Priority High Task description SQL - ESS - Absence - Holiday Request Start date 23/03/2018 End date 23/03/2018 REQUIRES AUTHORISATION ...Less	To review and approve select the request, action and select authorise or reject
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Tile – Useful links	
 Useful Links	Click here for a selection of links for St George's staff