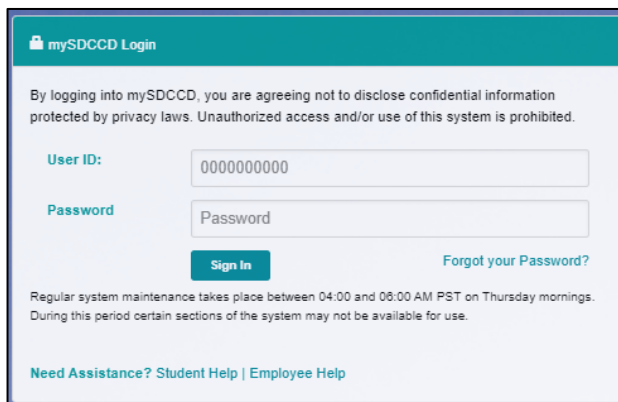
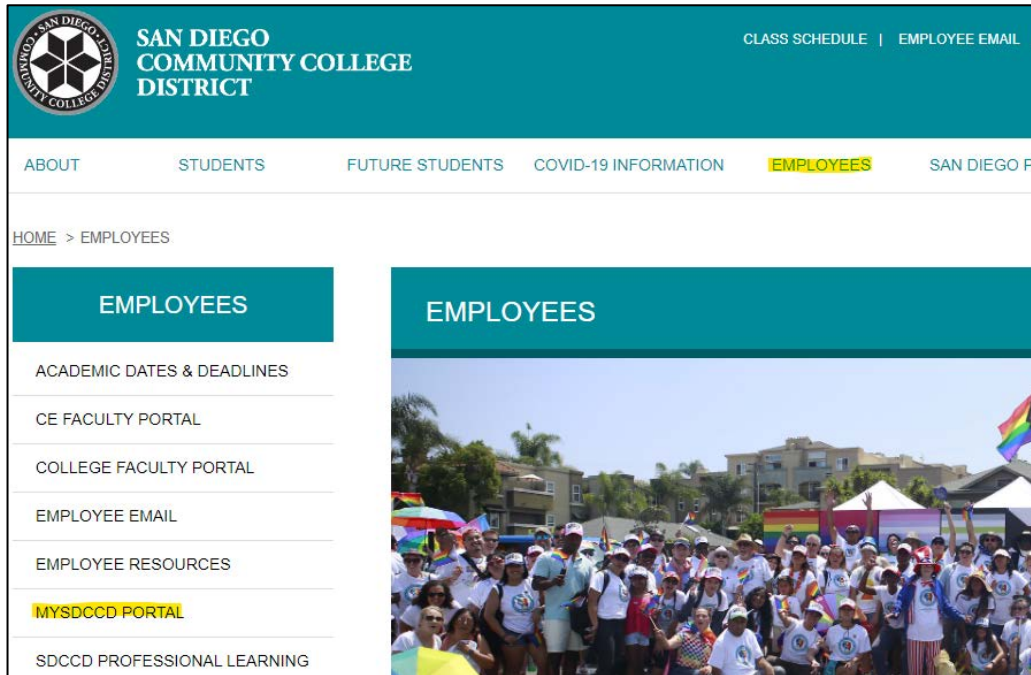


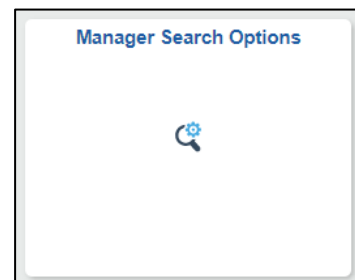
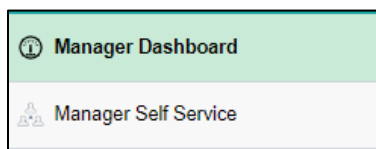
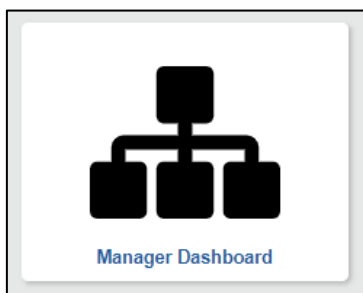
MANAGER SEARCH OPTIONS

Managers/Supervisors can set their position as the default, via the Manager Search Options page, to have their direct reports automatically show when they access Manager Self Service pages.

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left, click on MYSDCCD PORTAL. Log in using your User ID and Password.



Click on **Manager Dashboard** to access the Manager Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, and then click on the **Manager Search Options** tile.



MANAGER SEARCH OPTIONS

Enter the supervisor position number in the **Reports To Position Number** field, then click the blue **Save** button at the bottom of the page.

Manager Search Options

Select Default Criteria and Options

Loading of Matching Employees

Auto Populate Results
 Prompt for Results

Default Criteria Presentation

Show Criteria List Collapsed
 Show Criteria List Expanded

Show Schedule Information

▼ **Employee Selection Criteria** ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include ▼
Empl Record	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include ▼
Last Name	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include
First Name	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include
Business Unit	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description ▼
Job Code	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description ▼
Job Description	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	
Department	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Description Only ▼
Supervisor ID	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	Do Not Include ▼
Reports To Position Number	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only ▼
Location Code	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only ▼
North American Pay Group	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only ▼
Workgroup	<input style="width: 100%;" type="text"/>	<input checked="" type="checkbox"/>	Do Not Include ▼
Taskgroup	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	Do Not Include ▼

▶ **Data Loading in Time Management** ?

Save