

Manager Self Service System Access

Guide for Users
Updated on 4 October 2018



**Ryerson
University**

**Human
Resources**

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Getting Help

eHR Tutorials

You will find a collection of tutorials and user guides for eHR systems at: <http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html>. Check out the [Getting Started](#) topic before you start browsing the online content.

HR Client Services

Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.



416-979-5000 ext. 5075



hr@ryerson.ca

Technical Help

[Activate your my.ryerson username](#) first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.



416-979-5000 ext. 6806



help@ryerson.ca

Supported Browsers



Firefox

OSx + WIN 7/10

24.x, 35.x



Safari

OSx

17.x, 24.x, 30.x



Chrome

OSx +WIN 7/10

7.x



IE WIN 7/10

11.x Compatibility Off

Disclaimer

This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or hr@ryerson.ca.

Manager Self Service - System Access

This content will assist you with using eHR's online security access request forms that provide you with a clear view of the security access requests you have approved, denied, or pushed back. This self-service feature replaces all paper forms used for eAppoint, recruiting, and time sheet security.

By the end of this section you will be able to:

- Approve security access requests
- Review your approval history

This topic applies to:

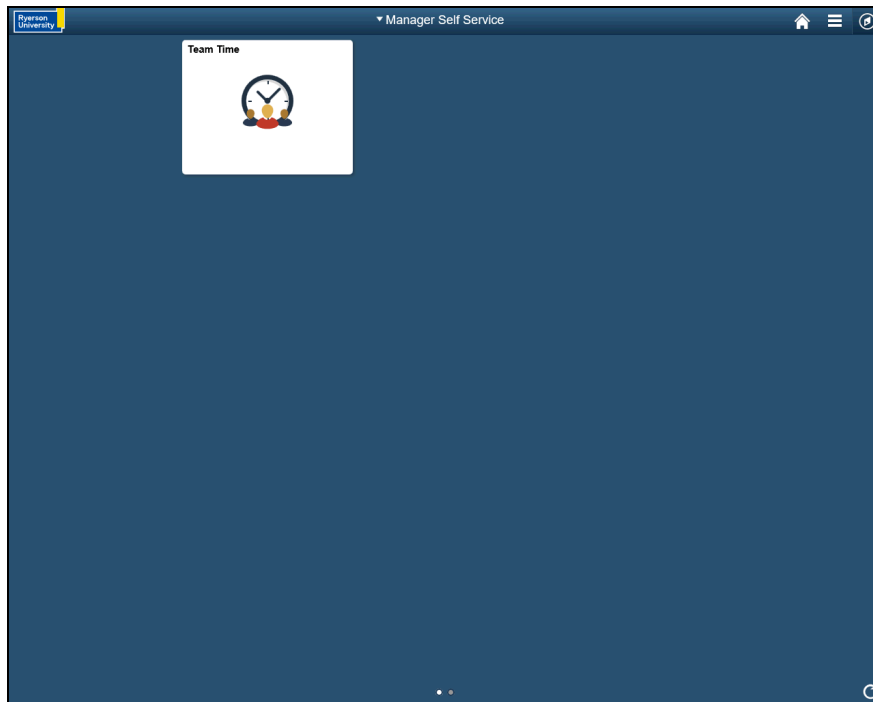
- All managers, and supervisors who approve security access requests


Approve security access requests

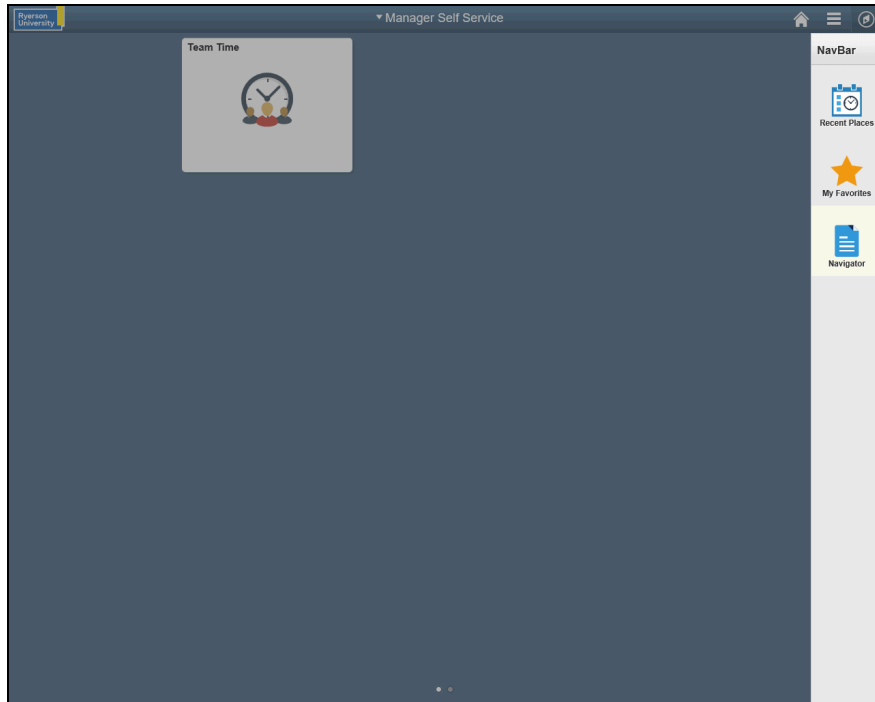
Access to each eHR system is determined by an employee's administrative role. Online security access requests require the approval of an employee's direct manager or supervisor, or designate leader for the department or faculty.

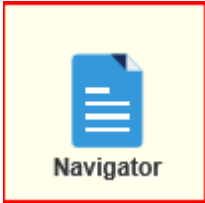


Procedure

This topic demonstrates how to approve security access requests.

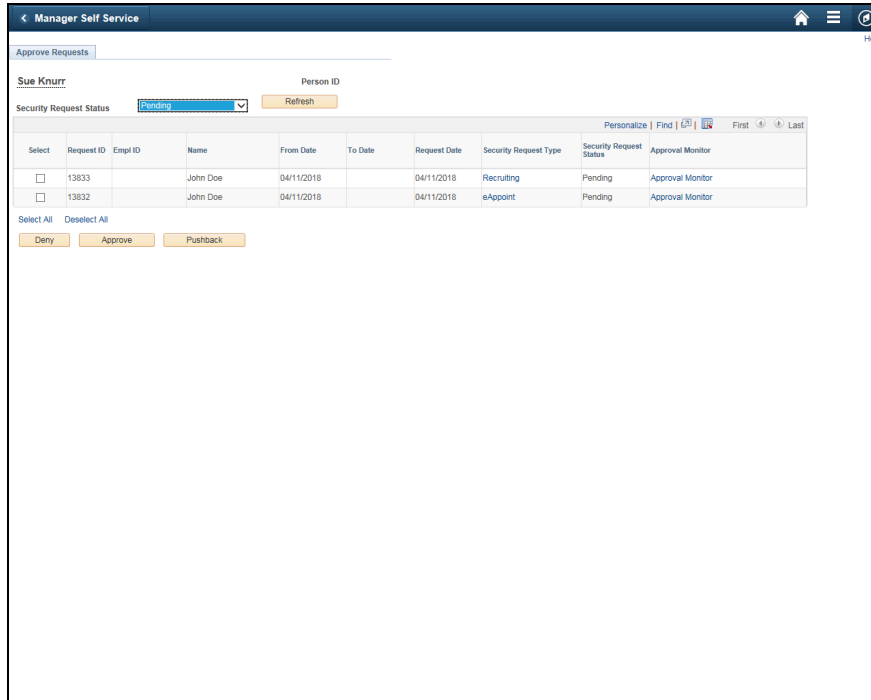


Step	Action
1.	Navigate to the Approve Requests page. Click the NavBar button. 



Step	Action
2.	Click the Navigator tile. 
3.	Click the Manager Self Service menu. 
4.	Click the System Access menu. 

Step	Action
5.	Click the Approve Security Request menu. <div style="border: 1px dashed black; background-color: #ffffcc; padding: 10px; text-align: center;"> <p>Approve Security Request</p> </div>



Step	Action
6.	By default, all pending transactions will display. To view the details of the transaction, click the link under Security Request Type. In this example, click the Recruiting link. Recruiting
7.	In this example, John submitted a security request as a Recruiter in the TRSM - Accounting department (D13019) for lab monitors hired by the department.

John Doe Person ID

Request ID 13833 Request Date 04/11/2018

Employee Job Details

Empl Record 0
 Position 10002367 Department Administrator
 Department D11513 TRSM Accounting
 Empl Class 401 OPSEU FTCE
 Reports To 10000714 Chair- Accounting - Bob Doe

Dates
 Enter the dates for this request. If no end date, leave the "End Date" field blank.
 Begin Date 04/11/2018 End Date

Recruiter For Department

Department D11513 TRSM Accounting Find First 1 of 1 Last

All Job Families

Job Family Restriction Find First 1 of 1 Last
 C3LABM Lab Monitors

Reviewer For Department

Online training and documentation for Recruiting:
<http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/Recruiting/index.html>
 Access to Recruiting will be granted once online training has been successfully completed. Failure to complete training will delay the security setup process. Complete the topics that are relevant to the types of hiring performed in Recruiting. For example, if access is being requested to submit a Chang School instructor hire, then only the instructor Continuing Ed module needs to be completed.
 I certify that all related learning has been completed pertaining to this request and the use of Recruiting. I understand that no access will be provided if no completion record is found and that this may result delays impacting completion of hire and/or payroll for an individual.

Return To List

Step	Action
8.	Once reviewed, click the Return To List button to approve the request.

Approve Requests

Sue Knurr Person ID


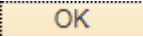
Security Request Status Pending Refresh

Personalize Find 1 of 1 Last

Select	Request ID	Empl ID	Name	From Date	To Date	Request Date	Security Request Type	Security Request Status	Approval Monitor
<input type="checkbox"/>	13833		John Doe	04/11/2018		04/11/2018	Recruiting	Pending	Approval Monitor
<input type="checkbox"/>	13832		John Doe	04/11/2018		04/11/2018	eAppoint	Pending	Approval Monitor

Select All Deselect All

Deny Approve Pushback

Step	Action
9.	In this example, we will approve both security requests. Click the Select option for the Recruiting transaction. <input data-bbox="326 323 354 352" type="checkbox"/>
10.	Click the Select option for the eAppoint transaction. <input data-bbox="326 422 354 451" type="checkbox"/>
11.	Click the Approve button. Note: Use other actions (such as Deny or Pushback) to re-route the security request back to the employee. 
12.	This message will confirm that you have successfully approved the requests. Click the OK button. 
13.	End of topic. For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page by clicking the link for your employee group. End of Procedure.