

Manager & Delegate Reference Card Manager Self Service (MSS)

To do this...		Go here:
Navigate	➤ Find Managers Self Service	➤ Sign in at: https://hasp.nshealth.ca
	➤ Go to MSS	➤ Click on Manager Self-Service tab or Delegate Self Service tab
	➤ View your employees' information	➤ Employee Information → Employee Profile
	➤ Review your team's absences/attendances	➤ Employee Information → Team Overview
	➤ View your organizational structure including positions, vacancies and holders.	➤ Organizational Profile
	➤ Access employee change request forms, external hire & transfer forms, position request forms, etc.	➤ Employee Change Requests
Portal Inbox	➤ Set up delegate access, view draft forms you have not yet submitted, view forms that HR has returned to you for changes.	➤ Work Overview → Portal Inbox
Status Overview	➤ View the status of forms you have submitted.	➤ Work Overview → Status Overview

Form Types:	Use This Form When...	Go here:
Retirement	➤ An existing NSGEU or non-union employee is retiring from the organization.	➤ Employee Change Request → Employee Change Request (select employee, select form)
Request for Internal Concurrent Employment – Name Change	<ul style="list-style-type: none"> ➤ Employee will be working in more than one position in your org. structure ➤ Employees are returning early from maternity leave in a relief position. ➤ This form was previously called the "Request for Additional Assignment" 	
Internal Transfer	<ul style="list-style-type: none"> ➤ You are transferring one of your own employees from one org. unit to another or from position to position. ➤ If uncertain of pay level choose step 1 (HR confirms correct step). 	
Leave of Absence	<ul style="list-style-type: none"> ➤ Employee is taking a leave of absence from the organization ➤ Submit the LOA form prior to employee going off. 	
Return from Leave	➤ An employee is returning from a leave of absence.	
Request for Hours Change – Name Change	<ul style="list-style-type: none"> ➤ An employee is temporarily or permanently increasing or decreasing their hours within their current position. ➤ This form was previously called the "Request for Work Schedule Change" 	
Termination	<ul style="list-style-type: none"> ➤ An employee is voluntarily or involuntarily terminating from CDHA or from a concurrent position ➤ An NSNU employee is retiring. 	
Salary Step Change	➤ Notifying HR of a salary step change required for a non-unionized employee.	
External Transfer	<ul style="list-style-type: none"> ➤ An employee is being hired into your org. unit from another area; or ➤ An employee is ending their assignment and returning to your org. unit; or <ul style="list-style-type: none"> • Note: You must have a vacant position to transfer the employee into unless they are replacing an employee going off on leave • If uncertain of pay level choose step 1 (HR confirms correct step). 	
Request for External Concurrent Employment – NEW	➤ An employee is being hired into your org. unit from another area while continuing to work in the other org unit	
Create Position & Change Position	➤ Creating new positions and changing existing positions, for reorganizations, restructuring, making changes to existing positions, etc. These changes impact the OM structure.	➤ Organizational Profile → Request to Create / Change Position → Select Form

Form Fields

Basic Data/Actions/Request Data		
Form field	Description	Example/more information
Assignment End Date	➤ Required for all employees in an assignment.	➤ Use form default of 9999-12-31 if no end date applies.
Job Posting Required	➤ Always 'No' (CDHA uses E-recruit for competitions).	➤ Used for cross-reference purposes only.
Return Date	➤ Return date = the estimated return date.	
Organizational Assignment		
Personnel Area	➤ Identifies the site (facility) or program.	➤ e.g. QE2, Dartmouth General
Employee Group	➤ A grouping of employees based on their relationship to the organization.	➤ e.g. regular, temporary, student or casual.
Personnel Subarea	➤ Identifies the union or non-union group.	➤ e.g. NSNU, NSGEU, EXC, etc.
Employee Subgroup	➤ Subcategory of employee group.	➤ e.g. full-time, part-time, casual relief.
Cost Centre	➤ Associated with an org. unit, job and position.	➤ The new 6-digit SAP account number for your department (refer to Manager Toolkit).
Work time and pay		
Work Schedule Rule	➤ A pattern of days worked and days off that repeat over a defined period of time.	➤ Always contains word 'Interface' except for Residents.
Employment %	➤ The FTE percentage the employee will work.	➤ 3% for casual relief.
Time Management Status	<ul style="list-style-type: none"> ➤ Determines how employees' time will be managed. ➤ Interface – Time information sent to SAP for districts keeping their own time/scheduling system. 	➤ 2 - (Interface) Time evaluation time imported.
Time Administrator	➤ Always choose 'Interface Time Administrator T99' (first one in drop-down list).	
Contract Type	➤ The type of assignment the employee is in.	➤ e.g. permanent, short, long assignment, job share, acting, casual relief, etc.
Pay scale group	➤ Contains associated low/high values for hourly rates of a job.	
Pay scale level	➤ The actual step an employee is placed on within pay scale.	➤ If uncertain of pay level choose step 1 (HR confirms correct step).