
Manager Self Service – Tip Sheet – Guided Self-Service Requests

What is Guided Self-Service Requests?

This page allows you to view the status and relevant information for any transactions within your department by searching by Employee ID, Employee Name, or Action type.

Who has access to Guided Self-Service Requests?

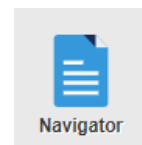
Access to Guided Self-Service is security driven with pre-established security parameters. Any user with HR Liaison, Unit Approver, or Manager access will be able to view the tile or navigate, but your specific GEMS security will drive your viewable results.

How do I access Guided Self-Service Requests?

- Log in GEMS
- Guided Self-Service is accessed via to available paths:
 - **Path 1**



- **Path 2**



- Select **Workforce Administration** from the list
- Select **Self Service Transactions** from the list
- Select **Guided Self-Service Requests** from the list and the page will open
- Begin your Search by either *Empl ID*, *Transaction Date*, *Employee Name*, or *Action type*
- Once you have entered your search criteria, click **Search**
- The displayed results should populate on the page. Click desired action for additional information including attachments, comments, and approvals.