



Viewing Your Employees' HR Information

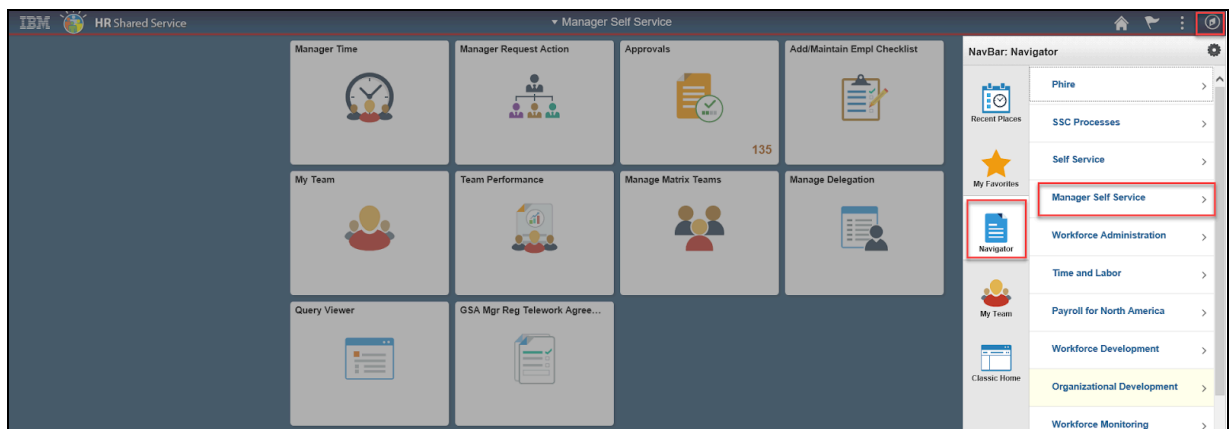
- [Background investigation](#)
- [Personnel Actions \(SF-50s\)](#)
- [Leave balances](#)

Need more help?

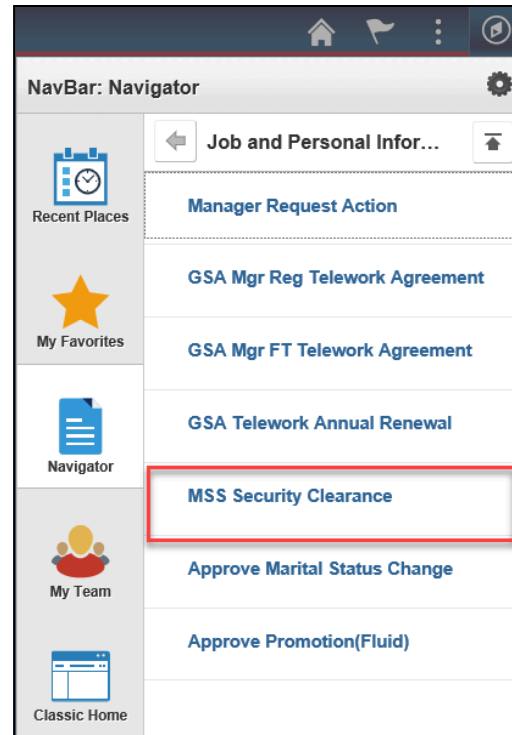
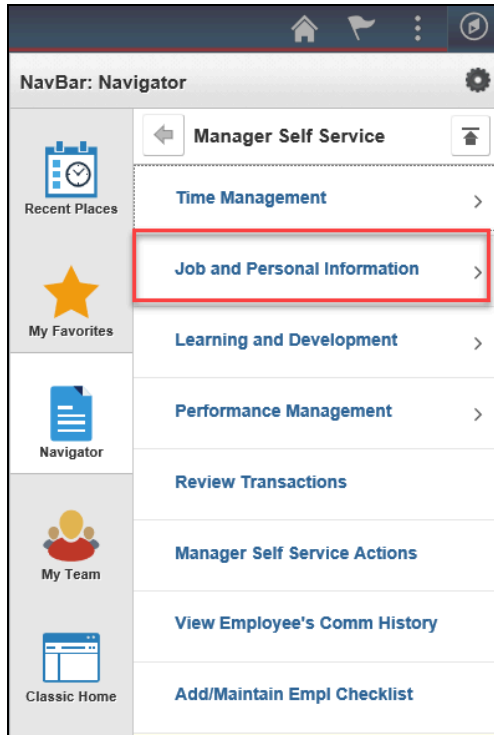
- Contact your [servicing human resources office](#)

Background investigation level

1. From the HR Links homepage, select the **NavBar** icon, **Navigator**, and choose **Manager Self Service**.



2. Select **Job and Personal Information**, then **MSS Security Clearance**.



3. Enter your employee's name in the search criteria. Select **Search**.

Favorites ▾ | Main Menu ▾ > Manager Self Service > MSS Security Clearance

IBM HR Shared Service

MSS Security Clearance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID begins with ▾

Empl Record = ▾

Name begins with ▾

Last Name begins with ▾ brown

First Name begins with ▾

Include History Correct History Case Sensitive

Search | Clear | Basic Search | Save Search Criteria



4. You'll see information about your employee's investigation.

Summary Page

Empl ID

Investigation Type	Investigation Code	Investigation Description	Agency	Investigation Closed Date	Investigation Status	Certification Date	Clearance Status	Reinvestigation Date
MBI	OSO	Moderate Risk	OPM	08/05/2016	Certification Granted	08/30/2016	Active	08/05/2021

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

Personnel actions (SF-50s)

1. From the HR Links homepage, select the **Manager Request Action** tile.



2. Enter the employee's name, then select **Search**.

Manager Self Service

Manager Action Request

New Search

ID

Empl Record

Last Name

First Name

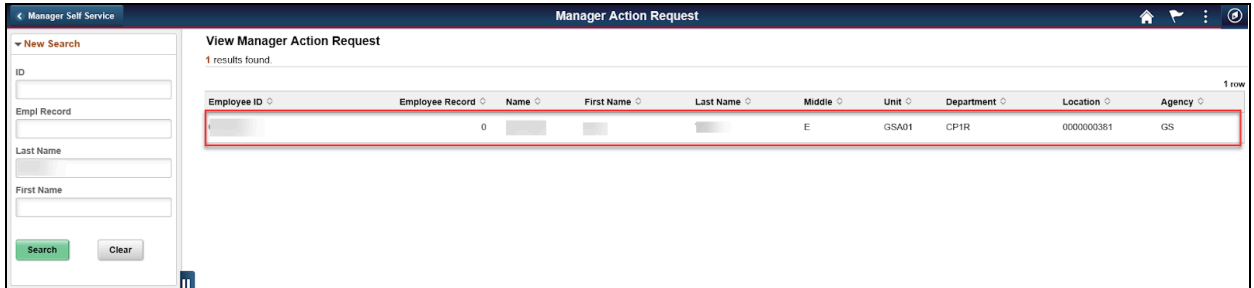
Search

Clear

View Manager Action Request



3. Select the line with the employee's name.



4. You'll see a list of the employee's personnel actions. Each row shows the **Effective Date**, type of **Action**, and **Status**.

If the **Status** field shows **Complete - Processed by HR** or **Corrected**, the action has been processed by HR. If it shows any other status (such as **Initiated** or **Requested**) the action is still being processed by HR and is not yet final. Check back in a few days to view the final personnel action.

To view the personnel action, select the arrow in the **View Continue** column.

Effective Date	Action	Action Reason	Nature of Action Code	Status	Approval Chain	View/Continue
06/18/2019	Change to Lower Grade	Revert back to original grade	713	Complete - Processed by HR	Approval Chain	>
02/17/2019	Promotion	Temporary	703	Corrected	Approval Chain	>
02/17/2019	Promotion	Temporary	703	Complete - Processed by HR	Approval Chain	>
01/06/2019	Pay Rate Change	Cost of Living Adjustment	894	Complete - Processed by HR	Approval Chain	>
12/09/2018	Award - Monetary	Individual Cash Award	840	Complete - Processed by HR	Approval Chain	>
09/02/2018	Award - Monetary	Special Act Cash Award	849	Complete - Processed by HR	Approval Chain	>
05/26/2018	Master Record Update	Conversion	999	Complete - Processed by HR	Approval Chain	>
01/12/2004	Hire	Other	000	Complete - Processed by HR	Approval Chain	>

5. You'll see a summary of the personnel action you selected.

- To view or print an HR Links version of the SF-50, scroll to the bottom of the page and select **Print SF-50**. Note: Employees can access official copies of their SF-50s in their [electronic Official Personnel Folder \(eOPF\)](#).
- To view more information about the personnel action, skip to **step 8**.



6. In the Print Parameters box, select **Web** then **Done**.

7. The employee's SF-50 (with personally identifiable information removed) will display.

8. Select **Next** to view each page of the personnel action.



Pay Rate Change

Employee Name [Redacted]
Employee ID [Redacted]
Employee Record 0

Next >

1 Request Data Visited

Step 1 of 3: Request Data - Data Control

Effective Date 01/06/2019 Action Pay Rate Change

Action Reason Cost-of Living Adjustment Nature of Action Code 894 Gen Adj

Employee Status Active Approval Status Complete - Processed by HR

Details for Data Control

Proposed Effective Date 01/06/2019 Not-to-Exceed Date [Redacted]

Legal Authority 1

Authority 1 QWM

Description Part 1 Reg 531.207. Pay conv Description Part 2 [at time of annual pay adj]

Legal Authority 2

Authority 2 ZL.M

Description Part 1 E.O. 13866 Dated 03-28-20 Description Part 2 19

Override PI Indicator No Yes NFC Indicator Applied at Payroll

2 Validate Data Visited

3 Transaction Summary Visited

Related Information

Reference Links

Personnel Actions Summary
GPPA Website
Profile Management

Related Information

Supervisor [Redacted]
Address [Redacted]
City [Redacted]
State [Redacted]
PD Number [Redacted]

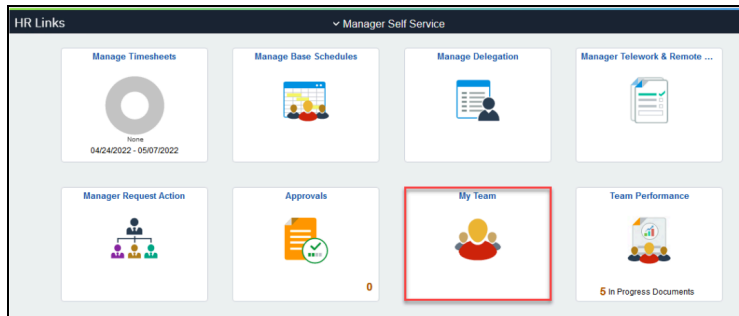
Here's what you can see on each page.

Page	Information You Can View
Data Control	Details on the type of personnel action (e.g., promotion, within grade increase, detail).
Job Related Data	<p>Job Data:</p> <ul style="list-style-type: none"> • Title, series, grade • Location (city, state, and building name) • Federal Employees Group Life Insurance (FEGLI) election • Retirement plan <p>Position Data:</p> <ul style="list-style-type: none"> • Type of appointment • Position occupied (competitive/excepted service) • Work schedule <p>Compensation Data:</p> <ul style="list-style-type: none"> • Step • Base pay • Locality pay
Employment Data	<ul style="list-style-type: none"> • Service Computation Dates (SCDs) for leave, Reduction in Force (RIF) and retirement • Date of last Within Grade Increase (WGI) • Within Grade Increase due date • Bargaining unit status • Probationary period dates



Leave Balances

1. From the HR Links homepage, select the **My Team** tile.



2. You'll see within the Summary tab:
 - a. A list of your employees, including any matrix team members (if applicable).
 - i. Encumbered positions will display current employee information, and unencumbered/vacant positions will display prior incumbent information, if applicable. Your direct reports will automatically display in the grid. To view indirect reports see the [My Team Tile](#) job aid.
 - b. Their department, location (city, state, building), email, and phone number.
 - c. Today's status (you'll see a Planned Absence icon if the employee is on leave).
 - d. Recent transactions information -the Recent column will display any recent MSS transactions that were submitted on your employees within the last 90 days. The number on the icon indicates the number of transactions.



The screenshot shows the 'My Team' page for 'Isreal Supervisor'. The 'Summary' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Name / Title, Department / Location, Email / Phone, Today's Status, and Recent. The table lists five employees: Carrie Trainee 1, Gracie Trainee 2, Molly Trainee 4, Tanya Trainee 3, and Tony Trainee 5. A blue notification bubble with the number '1' is visible next to Tanya Trainee 3.

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Molly Trainee 4 Director, Real Property Policy View Team	WPXR - Real Property Policy Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6785		
Tanya Trainee 3 Realty Program Execution Manag View Team	WPXP - Program Execution Division 0000000141 - DC-WASHINGTON-1800 F NW	202/401-8102		1
Tony Trainee 5 Realty Officer View Team	WPXU - Real Property Utilztn & Dispos 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6782		

3. Select **Leave Balances**.

The screenshot shows the same 'My Team' page, but the 'Leave Balances' tab is now selected and highlighted with a red box. The table content is partially visible, showing the first two employees: Carrie Trainee 1 and Gracie Trainee 2.

Name / Title	Department / Location	Email / Phone	Today's Status	Recent
Carrie Trainee 1 Supervisory Strategic Analysis View Team	WPXB - Strategic Analysis Division 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		
Gracie Trainee 2 Program Manager	WPX1 - Deputy Director 0000000141 - DC-WASHINGTON-1800 F NW	203/445-6789		

4. You'll see your employees' leave balances, including any compensatory time, credit hours, use or lose leave, and award leave. Select **View Details**.



Manager Self Service | My Team | Home | Approvals

Isreal Supervisor
Deputy Director of Portfolio M

Summary | Position | Compensation | **Leave Balances**

Name / Title	Balances	
Indirect Report 1 Management Analyst/Program Ana	Annual Leave Balance 277.90 Hours Use or Lose 197.90 Hours	Sick Leave Balance 1,086.00 Hours View Details
Indirect Report 2 Asset Manager	Annual Leave Balance 276.00 Hours Award Leave 27.00 Hours	Sick Leave Balance 489.00 Hours Use or Lose 160.00 Hours View Details
Indirect Report 3 Management and Program Analyst	Annual Leave Balance 267.00 Hours Use or Lose 151.00 Hours	Sick Leave Balance 473.00 Hours View Details

5. You'll see the date the leave balances were last updated in the "as of" column.

View Details

Carrie Trainee 1
Management and Program Analyst

Leave Balances

Type	Balance	Unit	As Of
Annual Leave Balance	235.0	Hours	03/26/2022
Sick Leave Balance	361.0	Hours	03/26/2022
Use or Lose	119.0	Hours	03/26/2022