SIU Manager Self-Service Instructions

1) Log into Oracle EBS normally.
2) Select the “SIU Manager Self-Service” or “SIU Manager Self-Service (View Only)” responsibility. All supervisors will have the “SIU Manager Self-Service (View Only)” responsibility by default. Only those with elevated access will have the “SIU Manager Self-Service” responsibility.

**SIU Manager Self-Service (View Only)** – If you are a supervisor, you will be given this responsibility by default. As the name implies, this responsibility can only view information about the employees that report to you and their assignments. There is no edit function with this responsibility. Again, this responsibility is for information purposes only.

   a) **View Manager Tree** – Click here to view those employees with assignments that report to you. This will open a new tab in your browser.

   ![View Manager Tree](image1)

   - You can hover your mouse over the “Details” button to view a popup of the information.

   ![Details Popup](image2)

   - You can also click on the “Details” button to show more information about that employee.
• Other Page functions –
  1. Click “Home” to return to Oracle EBS menu.
  2. Click “Logout” to log out of Oracle EBS.
• If this window was launched from the Java application, “Home” and “Logout” will not be displayed. Instead you will see a “Close Window” option. Click “Close Window” to close the tab in your browser, or simply click the “X” on the tab as you normally would.

b) Change Manager – This will allow you to see your supervisor. However, all edit functions for this have been removed. These functions are only available to the elevated access in the “SIU Manager Self-Service” responsibility.

c) Supervisor Maintenance – This launches an APEX application in a tab in your browser. This application will allow you to either run an audit report of employees by supervisor, or run a report on assignments missing a supervisor.

  1) Audit Report of Employee by Supervisor –
     a. Select the desired supervisor from the drop down menu to display the employees that have assignments reporting to that supervisor.
b. Click arrows beside the names to expand or collapse that section. You can also choose to collapse or expand all by using the “Collapse All” and “Expand All” buttons on the lower right.
c. Click “Return to AIS” to return to AIS.
d. Click the “Home” button under “Supervisor Maintenance” to choose another report.

2) **Assignments Missing Supervisors** –

a. Select the organization in which you want to find assignments that are missing supervisors. This will display a list of all employees with assignments that are missing supervisors.

b. Once the list has been populated, you can also search for rows containing specific text by using the search feature in the above picture.
c. Clicking the “Actions” button displays a pulldown menu that allows you to download the results, filter the columns displayed, as well as other various tools.
d. Click “Return to AIS” to return to AIS.
e. Click the “Home” button under “Supervisor Maintenance” to choose another report.