GETTING STARTED WITH SOCO'S EMPLOYEE SELF-SERVICE

FOR MANAGERS

1. ## MANAGER SELF-SERVICE
   Managers can now access their employees' information quickly and easily using the same Self-Service Portal. Please follow the instruction below to gain Manager Profile access and view the available data for your employees.
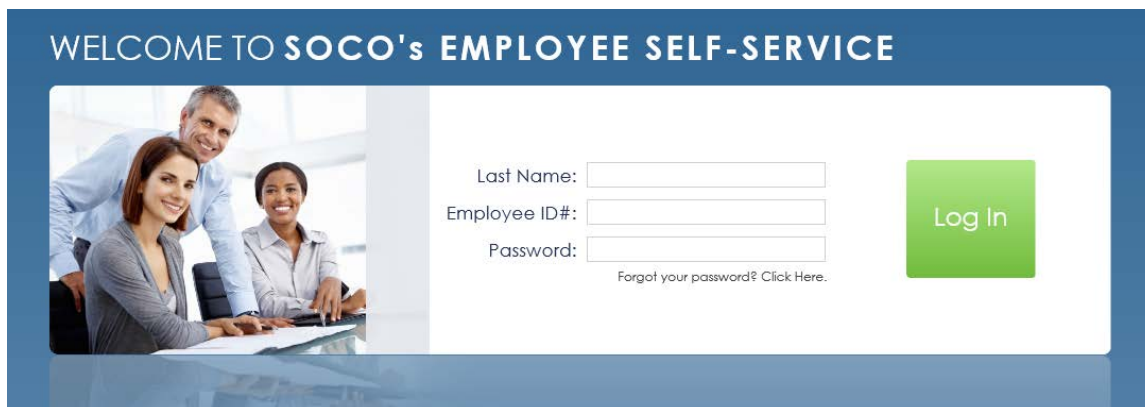
CLICK ON THE LINK BELOW TO LAUNCH THE APPLICATION OR ENTER THE FOLLOWING URL INTO YOUR WEB BROWSER

LOGGING INTO EMPLOYEE SELF-SERVICE

2. Click on the link below to launch the application or enter the following URL into your web browser:

   https://ngssprod.sonomacounty.ca.gov:7012/selfServiceADF/faces/ssLogin

   The following Login screen will appear:

3. Enter Login information:

Last Name:	Enter your last name. This is not case sensitive.
Employee ID:	Enter your five-digit employee ID number.
Password:	Enter your password. This **is** case sensitive.

If you forget your password, click "Forgot your password? Click Here." on the login screen:

CHANGING TO ""MANAGER" SELF-SERVICE

4. Change the view to the "Manager" screen.

5. Click on "My Employees' to select an employee

VACATION
314.96

SICK
77.91

COMP NON STAT
0.0

You **MUST** select an employee first to view employee-specific data
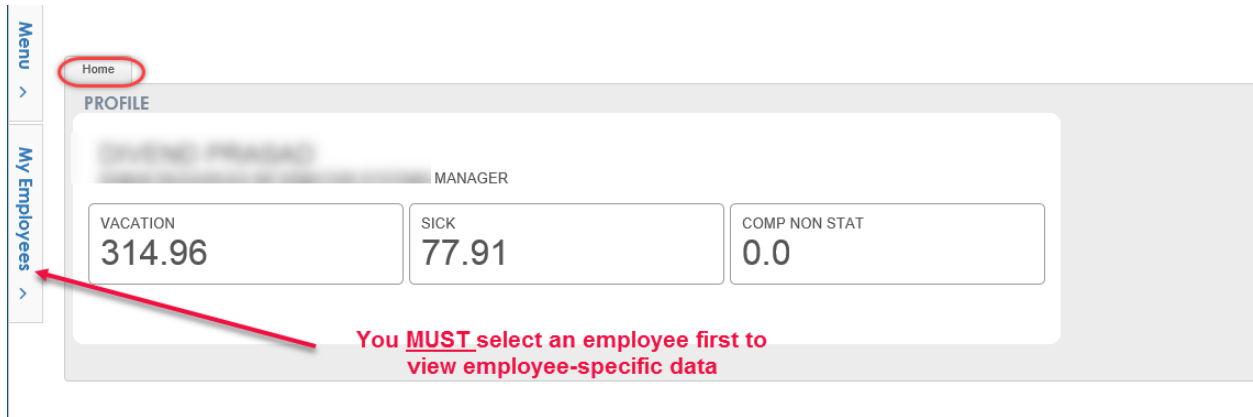
6. Select an employee from the list or "Search" for a specific employee and after selected click "Menu"
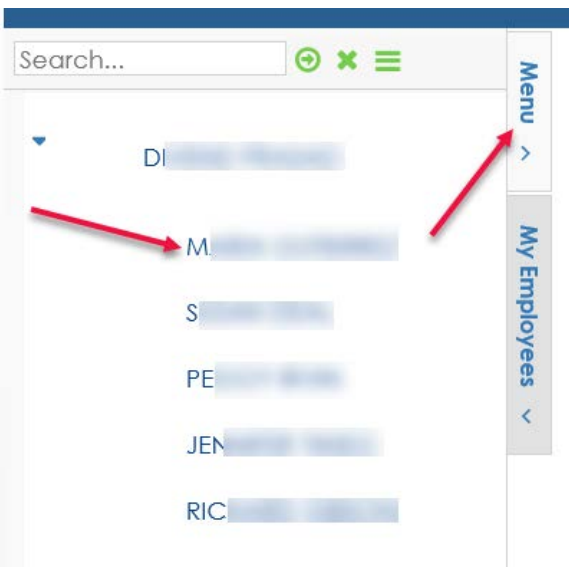
7. Clicking "Home" or clicking the arrow adjacent to "Employees" displays the same options
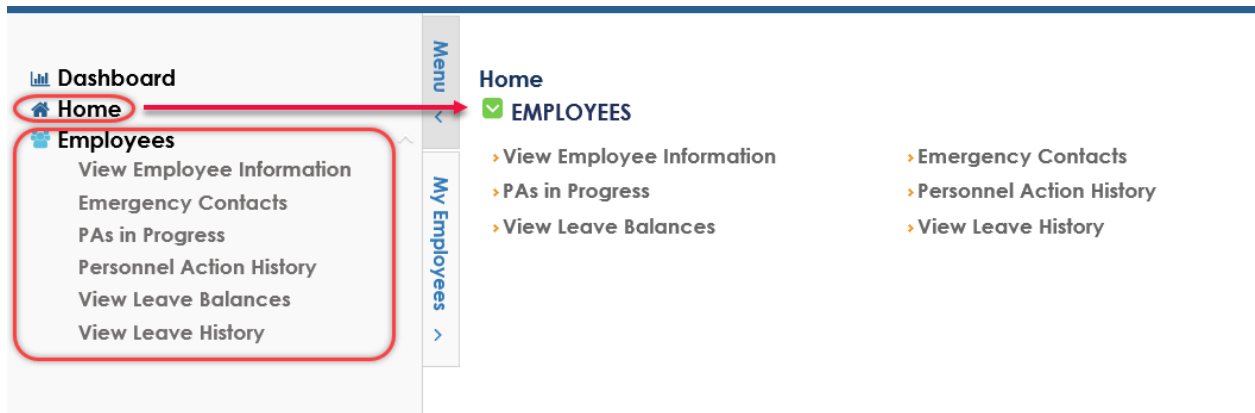
AVAILABLE SCREENS:

"View Employee Information"

"Emergency Contacts"

"PAs in Progress"

"Personnel Action History"

PERSONNEL ACTION HISTORY

PA HISTORICAL REQUESTS

PERSONNEL ACTIONS

1 - 5 of 10

PA (Request) #	Takes Effect	Status	Description
183989	06-Nov-2018	Submitted	Self Serve Update to Personal Contact Info
176286	26-Jul-2018	Cancelled	Self Serve Update to Personal Contact Info
174803	01-Jun-2018	Cancelled	Self Serve Update to Personal Contact Info
172455	22-May-2018	Completed	EE SELF SERVICE TAX CHANGES
169779	22-May-2018	Cancelled	EE SELF SERVICE TAX CHANGES

PC CHANGE DETAILS

Field	Previous Value	Requested Value
Personal		
Effective	13-Mar-2018	06-Nov-2018
E-mail		

PA REQUEST DETAILS

PA Type : WEEPP_SOCO
Change Reason : CONTACT INFO CHG
Comments :

APPROVALS

Payroll Clerk
PA Type WEEPP_SOCO
Ready To Be Approved

"View Leave Balances"

EMPLOYEE LEAVE BALANCES

LEAVE BALANCES

Type of Leave	Evaluated	Basis	Prior Balance	Earned (Capped)	Taken	Earned (Unoff.)	Taken (Unoff.)	Current Balance	Planned Leave
CATASTROPHIC	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
CFRA	19-Nov-2018	HR	.00	600.00	.00	.00	.00	600.00	.00
COMP HOLIDAY	19-Nov-2018	HR	.00	8.00	1.00	.00	.00	7.00	.00
COMP NON STAT	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
COMP STAT	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
FMLA	19-Nov-2018	HR	.00	600.00	.00	.00	.00	600.00	.00
MAND TIME PLAN	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
MED LEAVE-FAM	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
MED LEAVE-SELF	19-Nov-2018	HR	.00	.00	.00	.00	.00	.00	.00
SICK	19-Nov-2018	HR	34.22	88.32	8.00	.00	.00	114.54	.00
VACATION	19-Nov-2018	HR	39.94	118.56	69.00	.00	.00	89.50	.00
VACATION PURC...	22-Oct-2018	HR	.00	.00	.00	.00	.00	.00	.00

"View Leave History"

View Leave History

Start Date	End Date	Leave Type	Time	Basis	Reason
15-Nov-2018	15-Nov-2018	SICK	1.50	HR	
12-Nov-2018	12-Nov-2018	COMP HOLIDAY	1.00	HR	
06-Aug-2018	06-Aug-2018	VACATION	9.00	HR	
19-Jul-2018	19-Jul-2018	VACATION	5.00	HR	
05-Jul-2018	05-Jul-2018	VACATION	9.00	HR	
04-Jul-2018	04-Jul-2018	VACATION	1.00	HR	
30-May-2018	30-May-2018	SICK	6.50	HR	
28-May-2018	28-May-2018	VACATION	1.00	HR	
08-May-2018	08-May-2018	VACATION	9.00	HR	
07-May-2018	07-May-2018	VACATION	9.00	HR	
04-May-2018	04-May-2018	VACATION	8.00	HR	
03-May-2018	03-May-2018	VACATION	9.00	HR	
02-May-2018	02-May-2018	VACATION	9.00	HR	
19-Oct-2017	19-Oct-2017	VACATION	4.00	HR	
18-Oct-2017	18-Oct-2017	VACATION	2.00	HR	