

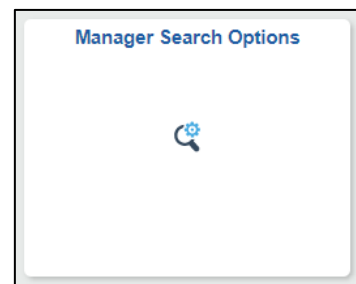
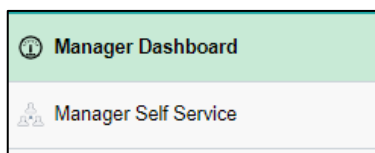
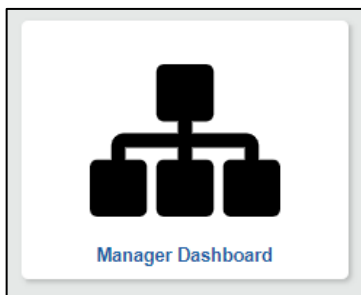
MANAGER SEARCH OPTIONS

Managers/Supervisors can set their position as the default, via the Manager Search Options page, to have their direct reports automatically show when they access Manager Self Service pages.

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



Click on **Manager Dashboard** to access the Manager Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, and then click on the **Manager Search Options** tile.



MANAGER SEARCH OPTIONS

Enter the supervisor position number in the **Reports To Position Number** field, then click the blue **Save** button at the bottom of the page.

Manager Search Options

Select Default Criteria and Options

Loading of Matching Employees
☒ Auto Populate Results
☐ Prompt for Results

Default Criteria Presentation
☐ Show Criteria List Collapsed
☒ Show Criteria List Expanded

☒ Show Schedule Information

▼ Employee Selection Criteria ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group		☒	Do Not Include
Employee ID		☒	Include v
Empl Record		☒	Include v
Last Name		☒	Include
First Name		☒	Include
Business Unit		☒	Include Code and Description v
Job Code		☒	Include Code and Description v
Job Description		☒	
Department		☒	Include Description Only v
Supervisor ID		☐	Do Not Include v
Reports To Position Number		☒	Include Code Only v
Location Code		☒	Include Code Only v
North American Pay Group		☒	Include Code Only v
Workgroup		☒	Do Not Include v
Taskgroup		☐	Do Not Include v

► Data Loading in Time Management ?

Save