

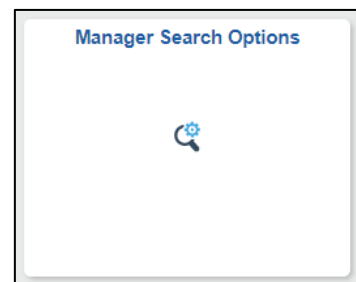
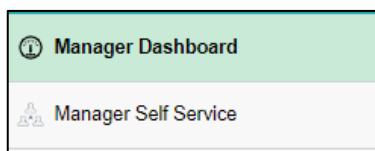
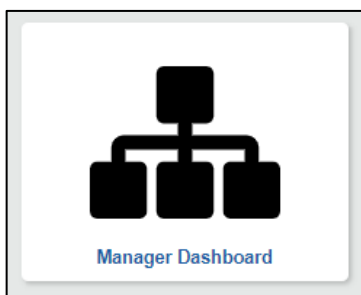
## **MANAGER SEARCH OPTIONS**

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	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include <span style="float: right;">▼</span>
Empl Record	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include <span style="float: right;">▼</span>
Last Name	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include
First Name	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include
Business Unit	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description <span style="float: right;">▼</span>
Job Code	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description <span style="float: right;">▼</span>
Job Description	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	
Department	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Description Only <span style="float: right;">▼</span>
Supervisor ID	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	Do Not Include <span style="float: right;">▼</span>
Reports To Position Number	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <span style="float: right;">▼</span>
Location Code	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <span style="float: right;">▼</span>
North American Pay Group	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <span style="float: right;">▼</span>
Workgroup	<input style="width: 100px;" type="text"/>	<input checked="" type="checkbox"/>	Do Not Include <span style="float: right;">▼</span>
Taskgroup	<input style="width: 100px;" type="text"/>	<input type="checkbox"/>	Do Not Include <span style="float: right;">▼</span>

**► Data Loading in Time Management** ?

Save