
Manager Self Service – Tip Sheet – Guided Self-Service Requests

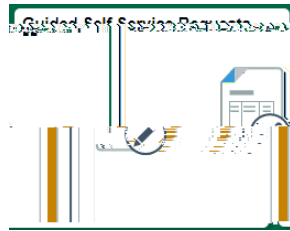
department by searching by Employee ID, Employee Name, or Action type.

Who has access to Guided Self-Service Requests?

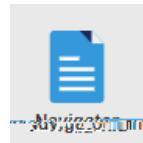
Access to Guided Self-Service is security driven with pre-established security parameters. Any user with a Liaison, an Approver, or Manager access will be able to view the tile or navigate to your specific GEMS security drive your viewable results.

How do I access Guided Self-Service Requests?

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Empl ID Transaction Date Employee Name Action type