Welcome to the upgrade PeopleSoft HR MSS user guide. In this guide, you will learn about recent upgrades to the PeopleSoft MSS as well as some of the existing functionality.

**Login page**

The login page remains the same. You can get to the login page from The Bridge.

**Landing Page**

Once you login to the PeopleSoft MSS, there is a new and improved look. All managers will see a number of tiles with each tile giving access to various applications.

Each manager’s personal landing page will have a slightly different look which is based on security roles assigned in PeopleSoft MSS.

The dots at the bottom of the page indicate the page numbers and are not clickable.
**Toggle between Manager Self Service & Employee Self Service**

Switch between PeopleSoft MSS & PeopleSoft ESS by using the drop-down menu at the top of the screen.

![Manager Self Service Menu](image)

**Navigation Bar**

The way to move around in PeopleSoft MSS will now change from left to the right hand side.

*Old View:*

![Old Navigation Bar](image)

*New View:*

![New Navigation Bar](image)
How do I get to the Navigations Tool Bar?

There are four buttons on the right hand side called NavBar.

- Home button, returns to landing page.
- Search button allows employees to search in PeopleSoft.
- Notifications button, allows managers to view actions and alerts in the notifications window
- Actions List is used to view a list of available actions for the current window. The sign out command as well as help are always available under this menu.

Following options are available under Actions.

- Personalize Homepage
- My Preferences
- Help
- Sign Out

NavBar provides handy navigation options such as Recent Places, My Favorites, Navigator (additional details on NavBar will be explained later).
**NavigationBar -> NavBar**

NavigationBar is the manager’s main navigation within PeopleSoft MSS. It can also be customized by clicking on the wheel button in the right top corner.

**NavigationBar -> My Favorites**

You can add your most visited pages to your favorites. If you had any favorites before, they will be moved to the new MSS.
**NavBar -> Navigator**

Recent Places Menu displays the pages/tiles you most recently visited.

My Favorites Menu is configurable and allows you to add the pages/functions you use the most in MSS. Favorites that you have saved prior to this update will be accessible here.

Navigator Menu allows you to see the main menu in a linear layout.

Here you can access the functionality you need.

**NavBar -> Company Directory**

You are able to view your profile.

You are able to save favorite profiles.

Company Directory allows you to search all employees in the organization.

You can view your Org Chart.

**NavBar -> My Team**

My Team allows you to view summary information for your direct and indirect reports.
Please refer to the additional PeopleSoft Manager Self-Service (MSS) user guides for functionality available in each tile on the MSS Home Page.