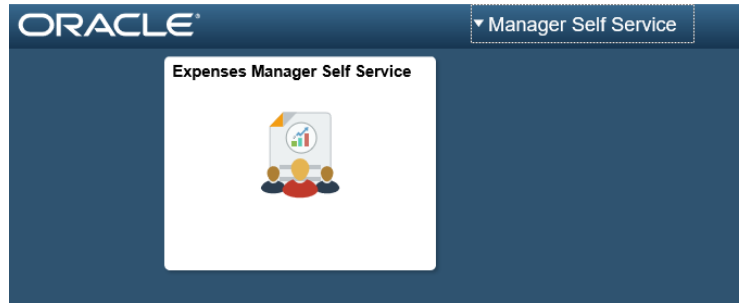
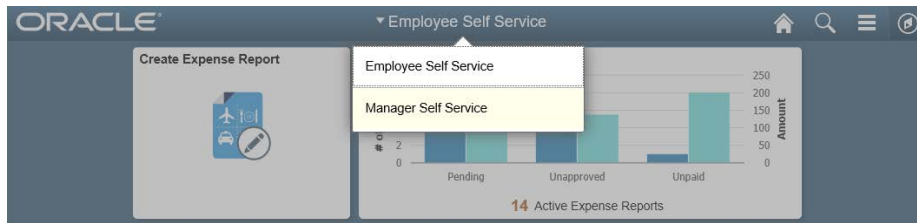


Manager Self Service Homepage

A Manager Self Service homepage, pictured below, will be available for managers and approvers following Release 5.30.



To access Manager Self Service, click the Employee Self Service dropdown located in the top center of the homepage. Then select Manager Self Service.



The Expenses Manager Self Service tile provides access to Manage Expenses Security, Print Reports, and Approve Transactions, depending on your security access. Selecting one of these options will take you to the Classic pages you would see prior to Release 5.30.

The same options can be accessed by navigating to **Manager Self-Service > Travel and Expense Center**.