HR Connect Manager Self-Service (MSS)
Accessing, Navigating, & Designating a Proxy

To access HR Connect via the Enterprise Service’s HR landing page, please visit: https://CommerceEnterpriseServices.service-now.com/HR and click the link “Go to HR Connect”

Accessing HR Connect

1. **Sign Up for HR Connect:** Access the HR Connect login page then navigate to the center column and select the New to HR Connect Self Service? Sign up now! link

2. **Create an Account:** To sign up for an account in HR Connect:
   A. Enter your personal information in the following fields:
      • Official Business Email Address
      • Last 4-Digits of SSN
      • Last Name
      • Temporary Registration PIN (create your own)
   B. Click Submit

3. **Register:** You will receive an e-mail from pwms-registration@fiscal.treasury.gov with a user ID, temporary password, and a link (URL) to set your password:
   A. Select the link in the e-mail message
   B. Enter the temporary password and registration pin in the following fields:
      • Temporary Password
      • Registration Pin
   C. Click Submit
   D. Enter a new password in the New Password and Confirm New Password fields
   E. Click Submit

4. **Log in:** To log in to HR Connect:
   A. Enter your user ID or DOC e-mail address in the User ID field
   B. Enter your password in the Password field
   C. Click Sign In

5. **Use HR Connect:** You will be directed to the Manager tab of the HR Connect main page

**Quick Tip:** Internet Explorer 9 and above are the preferred browsers for using HR Connect

**Quick Tip:** Passwords must be at least 8 characters long and contain both letters and numbers, with at least one number and at least one special character (e.g. ! @ # $ %)

**Attention:** After you log in and authenticate your HR Connect account, you will receive your full Manager Self-Service system access to initiate actions and designate a proxy after HR Connect runs its next scheduled update at 10AM, 2PM, or 8PM EST daily. After you have Manager Self-Service access, you will be able to log in to HR Connect and designate a proxy. Your proxy’s Manager Self-Service access will be effective after the next scheduled update. If after 24 hours you or your proxy do not have full Manager Self-Service access, please contact the Contact Center at (888) 316-2285 or EnterpriseservicesHR@doc.gov.
Navigating MSS

HR Connect will serve as the central system for viewing, initiating, and approving Personnel Action Requests (PARs). As a manager, you will use MSS to:

• Establish proxies and workflows
• Initiate and approve PARs
• View employee data, position information, and general reports

The MSS Home Page displays all of HR Connect’s functionalities, even though some features will not be used at this time. Key functionalities for managers include:

1. **Manager Tab:** HR Connect is role-based, meaning that tabs are generated based on the roles assigned to each user. Only use the Manager tab. Although the Employee tab is present, employees are not currently using Employee Self-Service (ESS).

2. **People and Positions:** Use People and Positions to initiate individual PARs, to view employee data, and to view position information. Click the employee’s name if he/she is a direct report, or search for another employee using the Other Bureau Employees link.

3. **Positions:** Use Positions to view Vacant Positions, or Establish a New Position. Do NOT use Power Recruiting for new competitive actions continue to use your legacy system.

4. **Worklist:** Use Worklist to review and authorize or disapprove personnel actions. Do not use SEC Worklists.

5. **Manager Tools:** Use Manager Tools to Print Position Descriptions. Do not use Manager Tools to access Workforce Analytics or SHIMS. Local HR will continue to handle workforce reports.

6. **Reports:** Use Reports to run Manager Reports including: Employee Roster, Emergency Contacts, NTE Date List, etc.

**Quick Tip:** Do not use Mass Actions. Local HR will handle all actions that apply to multiple employees.
Managers can designate one or more proxies to carry out administrative actions on their behalf. This designation can be temporary or semi-permanent, at the manager’s discretion.

1. Click the Manager tab

2. Select the Pick a Proxy link

3. Click the Name lookup icon

4. Enter the search criteria for the proxy

5. Uncheck the Only list my direct reports checkbox to select a proxy outside your immediate organization

6. Click Search

7. Select the hyperlinked employee name

8. Select the appropriate role from the Proxy as (Role) drop down

9. Click the Calendar lookup icon to select the Start Date and End Date

10. Check the Proxy Can Change Routing checkbox, if proxy is permitted to change the workflow routing

11. Click Save

12. Review the proxy information and click Close

*Please reference the ‘Pick a Proxy’ job aid, including a step-by-step video, on Connect-2-Learn for additional information

For additional information, please refer to the following resources:

- Accessing Connect-2-Learn (C2L): Using a government internet connection, or VPN, please visit: http://www.hres.treas.gov/pages/training/connect_2.html (no login required)
- HR Connect User Guide: Contains system procedural information and visuals to help users complete processes in HR Connect. It is available for both HR Staff and Managers by visiting: http://www.hres.treas.gov/pages/training/usermanuals/HRConnect_User_Guide.pdf
- HR Connect: Manager Self Service Course: Provides basic knowledge and skills required to access and use Manager Self Service (MSS) functionality in HR Connect. It is accessible online via the Commerce Learning Center (CLC) by visiting: https://doc.csod.com

Quick Tip: Coming soon! In a few months, you will be able to designate contractors, or contingent workers, as proxies in HR Connect.

Quick Tip: A newly designated proxy will gain access to the Proxy/Group tab after the system update at 10 AM, 2 PM, and 8 PM Eastern.