CMS Reporting Relationship
Self Service

Provided by
Budget Planning & Administration
CMS Reporting Relationships

- Where is it located?
  - MySACSTATE

- What do I use it for?
  - To validate organizational reporting relationships for your position
CMS Reporting Relationships

- Why is it important for the reporting relationship to be correct?
  - Inaccurate information affects multiple processes:
    - Employee Self-Service for Absence Management
    - Performance Evaluations
    - Recruitment Requests
    - Human Resources Applications
    - Reporting and Online training
CMS Reporting Relationships

- How do I validate my information?

![Login form]

Prevent unauthorized use of your personal information. Close all Web browser windows when you are finished (quit on a Mac). Logging into the Central Authentication Service (CAS) with your SacLink account authorizes you for all other online services that use CAS.
Navigate Reporting Relationships

- Staff Services tab > Employee Personal Information > View Reporting Relationships
Navigate Reporting Relationships

**Reporting Relationship**

- **Name:** Minerva McGonagall
- **Department:** Advisory Services
- **Position Title:** Advisor

If your reporting relationship is incorrect, please notify your current supervisor.

**Direct Reports For Minerva McGonagall**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Rcd#</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dumbledore, Albus</td>
<td>0</td>
<td>0</td>
<td>ADMN 2</td>
<td>ACS</td>
</tr>
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<td>Hooch, Rolanda</td>
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<td>Lockhart, Gilderoy</td>
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<td>ADMN 3</td>
<td>ACS</td>
</tr>
<tr>
<td>Pomfrey, Poppy</td>
<td>0</td>
<td>0</td>
<td>ITC 12</td>
<td>ACS</td>
</tr>
</tbody>
</table>

**Reports To**

- John Stockton
- CSUS
- CSUS Administrator
Reporting Relationship Resources

Who do I notify to initiate a correction?

www.csus.edu/aba/budget
Questions?