MANAGER SELF SERVICE
TIPS & TRICKS

OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

WHICH MSS TILE DO I USE TO…?

Manage Positions

My Team

Actions that affect a <u>POSITION</u> are routed through <u>MANAGE POSITIONS</u>

Actions that affect an <u>EMPLOYEE</u> are routed through supervisor's <u>MY TEAM</u>

Use for vacant positions or when employee is changing while staying in current position number: • Classification (Job Code / Title) • Department • Reports To • Standard Hours / FTE • Pay Frequency	**Use when employee is moving to a new position number:** • Transfer • Promote • Demote	**Use when employee information is changing:** • Change Time/Absence Approver • Reports To • Retire • Terminate • Salary Change • Supplemental Pay

MULTI-INCUMBENT POSITIONS:

Employees who share a position number must all be changed in the same way if making changes via Manage Positions. If only one or a group of employees within a position is changing, the changes must be made via Transfer action. Each employee to experience the change should be moved into a new position number that matches the new details of their position.

To access MANAGE POSITIONS:
- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile

To Add/Change Position
- Click Add/Change Position
- Complete on-screen fields to access transaction

To access MY TEAM:
- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on My Team tile
- Find employee who needs to change
- Click green arrow next to employee's name
- Select appropriate action from menu

<u>Next month's training topic will be Managing Your Seats (an in-depth look at the add/change position transaction). Register to attend a virtual or in-person session by clicking HERE.</u>