

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.

HOW IS ROUTING PRE-DEFINED AT KSU FOR MSS TRANSACTIONS?

The HR system allows KSU to pre-define the five basic levels of approval based on the type of transaction and the type of employee. These can not be customized at the department or manager level, so they are maintained by HR. The HR system has 14 different transactions and 4 different pay groupings, so this allows for 56 different customizations of the pre-defined workflow/routing that are specific to KSU's internal processes.

Pay grouping	Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5
Staff	Request Reporting Change	My Team Tile	1-up	SKIP	HR BP, HR Gen	N/A	HRMS Staff

The pay grouping refers to the type of employee:

- Faculty - 12-month and 10-month, full-time and part-time, administrative and instructional.
- Staff - 12-month and 10-month, benefited (regular, 20+ hours/wk), salaried and hourly. Also includes GRAs.
- Student - student assistants and non-benefitted staff (regular with < 20 hours/wk, all temporary).
- FWS - federal work study students.

The transaction refers to the type of transaction submitted.

The location refers to where the transaction is found in Manager Self Service.

Levels 1-5 refer to the five basic levels of approval in the HR system.

The box is yellow if that approval is skipped or green if that approval is required.

The text describes who has been assigned to that level:

- N/A will skip that level
- AH is an ad hoc'd approver
- AH...? is a possible ad hoc'd approver



Want More?

You can see all 56 customizations, broken down into pay grouping, on the MSS Manager Checklists on the HR website. [Click here to be taken straight to it!](#)

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