# **Manager MSS Check List – Staff**

## **Before Submitting**

[ ]  **Correct effective date**

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

[ ]  **Intended actions are indicated in the appropriate fields AND comments have been added to clarify**

Will everything you are needing to change be clear to all future approvers just by looking at the action? If no, add comments to describe each needed action with all appropriate details. When in doubt, add comments!

[ ]  **Any necessary extras are attached**

Example: Did you attach the Budget Amendment before submitting a change that affects your budget?

## **Review Approval Workflow**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff Transaction** | **Location** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** |
| Change Position Funding | Manage Positions | Single approver - straight to Budget group |
| Add/Change Position | Manage Positions | 1-up | Line VP | HR BP, HR Gen | Budget | HRMS Staff |
| Request Ad Hoc Salary Change | My Team Tile | 1-up | Line VP | HR BP, HR Gen | Budget | HRMS Staff |
| Submit Request to Adjust Leave Balances | My Team Tile | SKIP | SKIP | SKIP | SKIP | Payroll |
| Campus Address | Unknown | SKIP | SKIP | SKIP | SKIP | HRMS Staff |
| Submit Location Change Request | My Team Tile | SKIP | SKIP | SKIP | HR BP, HR Gen | Budget |
| Change Time and Absence Approver | My Team Tile | SKIP | SKIP | SKIP | SKIP | HRMS Staff |
| Request Reporting Change | My Team Tile | 1-up | SKIP | HR BP, HR Gen | N/A | HRMS Staff |
| Submit Demotion Request | My Team Tile | 1-up | SKIP | HR BP, HR Gen | Budget | HRMS Staff |
| Manager Self Service Request (Miscellaneous) | My Team Tile | SKIP | SKIP | SKIP | HR Gen | HRMS Staff |
| Promote Employee | My Team Tile | 1-up | SKIP | HR BP, HR Gen | Budget | HRMS Staff |
| Retire Employee | My Team Tile | SKIP | SKIP | SKIP | N/A | Benefits |
| Submit Supplemental Pay Request | My Team Tile | 1-up | Line VP | HR BP, HR Gen | Budget | HRMS Staff |
| Terminate Employee | My Team Tile | 1-up | SKIP | SKIP | N/A | HR Coord, HR Gen |
| Transfer Employee | My Team Tile | 1-up | SKIP | HR BP, HR Gen | Budget | HRMS Staff |

## **Add Ad Hoc Approvals (as necessary)**

[ ]  **Any additional approvals have been added
NOTE: only those with direct reports will automatically be provisioned in MSS for ad hoc approvals; if an ad hoc approval is needed from any other employee, email HRMS@kennesaw.edu to request that person’s access to approve actions in MSS)**

If this is a change that affects your budget, did you ad hoc an approval by your business manager?

If your Director also wants to approve actions before they are submitted to the Dean/AVP/VP for approval, did you ad hoc an approval by your Director?

If this is a change that affects the budget for a grant, did you ad hoc an approval by a Grants Professional/Manager?

If this is a change that affects more than one department, budget, and/or divisional area, did you ad hoc any approvers needed in BOTH areas?