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 DO I SUBMIT MULTIPLE SIMULTANEOUS CHANGES?

Manage Positions

My Team

Actions that affect a **POSITION** are routed through **MANAGE POSITIONS**

Actions that affect an **EMPLOYEE** are routed through supervisor's **MY TEAM**

All changes happening to a position as of the same effective date MUST be submitted in a single transaction, with the exception of Position Funding.

The following can also be added to the Summary of Request section when these related changes are happening:
- Pay Rate Changes (if job code or pay group is changing)
- Time and Absence Approver Changes (if manager is changing)

Change Position Funding transactions must always be submitted as a separate transaction. That change cannot be added to any other transaction.

Transactions submitted via My Team generally only allow one change to happen at a time. If multiple changes are happening, it is recommended to submit separate transactions, with the following exceptions.
- Manager Change - a simultaneous Time and Absence Approver change can be indicated in the comments section of the Manager Change
  - If manager is changing along with some other position change (i.e. department), submit the manager change as part of the Add/Change Position transaction to make all changes at once!
- Transfer/Demotion/Promotion - a simultaneous pay rate change can be indicated in the transaction as long as the requestor slides the pay rate change slider to YES when they begin the transaction

BEFORE YOU SUBMIT MULTIPLE TRANSACTIONS:

With the exception of Position Funding transactions, each new transaction should be submitted only after all other transactions have been approved by all approvers, which will send a completion email to the original requestor. Change Position Funding transactions can be submitted simultaneously with any other transaction.

Looking for a different MSS Tip or Trick? Come back every month for a new topic or CLICK HERE to register for an MSS virtual webinar or in-person lunch & learn!