

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 CHANGES FOR POSITIONS THAT HAVE MORE THAN ONE EMPLOYEE CURRENTLY IN IT?



Actions that affect a POSITION are routed through MANAGE POSITIONS. These transactions affect ALL employees currently in the position.

If all employees are changing in the same way, submit an Add/Change Position transaction to change all employees at the same time with one action.

If all employees are NOT changing in the same way, the position can not be updated (because the Add/Change Position transaction will auto-update all employees when processed). Instead, the employees will need to be moved to new position numbers to change their position information. Submit a Transfer transaction in My Team to enact the change.



Actions that affect an EMPLOYEE are routed through the supervisor's MY TEAM. These transactions affect ONLY the selected employee.

If all employees who share a position are NOT changing in the same way, the employees can no longer share a position number. Move affected employees to a new position number via the Transfer transaction to enact the change.

HOW TO FIND THE NEW POSITION NUMBER

Managers can find current position info in the Budget Position Inquiry.

[Click here to be taken straight to it!](#)

- Make sure to double check job code (classification/title), department, regular/temporary status, full/part-time status, reports to, standard hours, FTE, and funding of any current position before transferring an employee into it.

If no position exists that matches the needed position information, request a NEW position via the Add/Change Position transaction. (The new position number is not provided until after the transaction is submitted and approved by Budget and HR, so you will need to wait a few days to submit the transfer transaction until it is available.)

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