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.

ADD/CHANGE POSITION TRANSACTIONS

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

To access the Add/Change position transaction:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile
- Click Add/Change Position
- Ensure "New Request" is selected
  - Indicate if new position
    - YES will create a new position (allows you to clone an existing position if desired)
    - NO will allow you to enter the number of an existing position that needs to be updated
  - Business Unit should always be 43000
  - If YES above, enter position # you wish to clone or leave blank to create from scratch
  - If NO above, enter position number that needs to be updated

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<u>Summary of request</u>

This tells HR in words what you'd like to happen so we can review for accuracy. A detailed summary is crucial for this purpose.

<u>Effective Date</u>

This must be the beginning of a payroll period for the position's type. Otherwise, it can cause errors during payroll processing and cause the employee not to be paid correctly.

<u>Reason Code</u>

This must be updated from NFY to an applicable reason code. This information feeds to the system for data reporting purposes.

<u>Required Fields</u>

Individual fields required will depend on the change made. Reach out to your HRBP if you are unsure.

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.

<u>Next month's training topic will be They're Not Mine! (an in-depth look at reporting changes). Register to attend a virtual or in-person session by clicking HERE.</u>

Add/Change Position Transaction - Field Definitions for KSU

Field Name	Description
Summary of Request	Written summary of request. Can be used to indicate other changes like pay rate changes or time approver changes that are related to the change.
Effective Date	Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly). A list of payroll period begin dates are available here: https://payroll.kennesaw.edu/calendars.php (under Annual Payroll Schedules).
Reason Code	Click the magnifying glass to choose the reason code that matches the request. DO NOT select NFY reason code - that code is for Budget purposes only.
Status	Displays the current status of the position as of the indicated effective date.
Company	Should default to "430", which refers to Kennesaw State University's company code within the OneUSG system. IF no default, indicate 430. Otherwise, leave as is.
Job Code	Classification code for the position/employee. If you are unsure of the appropriate job code, reach out to your HR Business Partner. Find your HRBP at: https://hr.kennesaw.edu/hrteams.php (under your division's heading).
Official Title	Official title always closely matches the classification title, but can be used to spell out abbreviations or add program names to titles.
Reports To	The position number responsible for supervision. Click the magnifying glass to search for reports to position number by incumbent name.
Reports To Name	The name of the employee currently occupying the reporting position as of the effective date indicated for the transaction. (Will be blank if position is unoccupied.)
Employee Type	Select hourly or salaried as appropriate for the position's classification. If you are unsure, reach out to your HR Business Partner.
Pay Group	Click the magnifying glass to choose the correct pay group. If you are unsure, reach out to your HR Business Partner (staff/student) or Academic Affairs (faculty). DO NOT leave blank. This field is what drives the workflow for the transaction.
Pay Frequency	Displays the pay frequency based on the pay group chosen. Should match the employee type (hourly = biweekly; salaried = monthly).
Regular/Temporary	Select the appropriate response based on the position's status.
Full/Part Time	Select the appropriate response based on the position's standard hours. (Anything less than 40 is part-time. Only 40 hours is full-time.)
FLSA Status	Displays the FLSA status based on the job code chosen. Should match the employee type (hourly = nonexempt; salaried = administrative).
Legacy Position #	Leave as is - do not alter this field. (If blank, leave blank.)
Department	This is the HOME department for the position (i.e. where it sits/reports).
Location Code	Should always be "430", which refers to Kennesaw State University. DO NOT use other location codes as they are not fully configured.
Campus Bldg	Should always be blank. Building/location is not tracked in OneUSG.
Address	Should always be blank. Building/location is not tracked in OneUSG.
Mail Drop Code	Should always be blank. Building/location is not tracked in OneUSG.
Standard Hours	The number of hours per week an employee in this position is expected to work.
Standard Work Period	For 12-month positions, this should be W. For 10-month positions, this should be W10. However, this field is not editable in MSS. If the indicated value is incorrect, indicate the change in the summary of request AND in the comments.
FTE	Standard hours divided by 40. Gives percentage of full-time equivalent.
Max Head Count	Maximum number of occupants for position. If you are unsure, contact Budget.
Job Summary	This field is required by the system, but it is not always used by KSU. If the field is blank, enter a period (".") or dash ("-") to bypass the requirement.