

# MANAGER SELF SERVICE TIPS & TRICKS



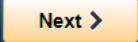
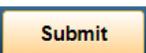
OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

## REPORTING AND TIME APPROVER TRANSACTIONS



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

To access transactions available to the supervisor via My Team:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on My Team tile
- Find the employee's name
- Click the green arrow (  ) next to the person's name
- For reporting, click Job and Personal Info and Request Reporting Change
- For time approver, click Time Management and Submit Request to Change Time and Absence Approver
- The system will begin routing you through the selected transaction for the selected employee.
- Once all changes have been indicated, click the NEXT button (  ) at the top of the screen to review the transaction.
- Review the changes and ensure the indicated information is correct.
- Click the SUBMIT button (  ) to submit the transaction through the required workflow for approval.



### Effective Date

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.

### **STOP! Does this employee share a position number? If so:**

Employees who share a position number must all report the same way, so reporting change transactions for those employees should be submitted via the Add/Change Position transaction. If only one or a group of employees within the same position number 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 reporting for their position.

**Next month's training topic will be Extra! Extra! (an in-depth look at the supplemental pay transaction).**  
**Register to attend a virtual or in-person session by clicking [HERE](#).**

# Reporting and Time Approver Transactions - Field Definitions for KSU

---

## Reporting Change

Field Name	Description
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: <a href="https://payroll.kennesaw.edu/calendars.php">https://payroll.kennesaw.edu/calendars.php</a> (under Annual Payroll Schedules).
Reports To	Click the magnifying glass to search for the reports to position by title and department. Click the correct reports to position after searching to populate this field. The position number should appear to the right of the field and the current incumbent's name should appear in "Manager Name" below the field.
Other Fields	You will see informational only fields for the employee's position and job code title. <b>It is not necessary to edit or review these fields.</b>

## Change Time and Absence Approver

Field Name	Description
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: <a href="https://payroll.kennesaw.edu/calendars.php">https://payroll.kennesaw.edu/calendars.php</a> (under Annual Payroll Schedules).
Time & Absence Approver	Click the magnifying glass to search for the time approver by name. Click the person's name after searching to populate this field. The Employee ID should appear to the right of the field.
Other Fields	You will also see informational only fields for time reporter type, workgroup, and taskgroup. <b>It is not necessary to edit or review these fields.</b>