

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.

SUPPLEMENTAL PAY 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
- Click Compensation and Submit Supplemental Pay Request
- 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.

Defined-term payments

These are payments paid to an employee for a pre-determined period of time - either monthly or hourly depending on the employee's type. Usually interim pay, acting duties, temporary assignments, and overloads.

Effective date must be the beginning of the payroll period when the payment should start. End date must be the last day of the payroll period when the payment should end.

One-time payments

These are lump sum payments paid to an employee as one flat amount. Usually awards, incentives, project pay, and pay differentials.

Effective date and end date should correspond to the dates the work was actually performed.

STOP! Make sure the intended pay change is supplemental pay!

To be considered supplemental pay, the intended payment must be a one-time payment or must be a payment that will continue for a defined period of time (usually no longer than 6 months). If the pay increase is intended to be permanent, you will need to submit a Salary Change transaction instead.

Next month's training topic will be Moving to a New Seat (an in-depth look at the transfer, promotion, and demotion transactions). Register to attend a virtual or in-person session by clicking [HERE](#).

Supplemental Pay Transactions - Field Definitions for KSU

Supplemental Pay

Field Name	Description
Effective Date	<p>Make sure to indicate an appropriate date based on the type of payment.</p> <p>One-time payments should have an effective date that corresponds with when the work actually began.</p> <p>Defined-term payments MUST be the beginning of a payroll period for the employee's type. A list of payroll period begin dates are available here: https://payroll.kennesaw.edu/calendars.php (under Annual Payroll Schedules).</p>
End Date	<p>Make sure to indicate an appropriate date based on the type of payment.</p> <p>One-time payments should have an end date that corresponds with when the work actually ended.</p> <p>Defined-term payments MUST be the last day of a payroll period for the employee's type. A list of payroll period begin dates are available here: https://payroll.kennesaw.edu/calendars.php (under Annual Payroll Schedules).</p>
Supplemental Pay Type	<p>Choose the appropriate type of payment:</p> <ul style="list-style-type: none">• One-time payments are lump-sum payments paid to an employee as one flat amount. Usually awards, incentives, project pay, and pay differentials.• Defined-term payments are payments paid to an employee for a pre-determined period of time - either monthly or hourly depending on the employee's type. Usually interim pay, acting duties, temporary assignments, and overloads.
Supplemental Pay Code	<p>Choose the appropriate reason for the payment. If you are unsure, reach out to your HR Business Partner (staff/student) or Academic Affairs (faculty).</p>
Amount	<p>For one-time payments, enter the total amount of the one-time payment.</p> <p>For defined-term payments, enter the monthly amount of supplemental pay for salaried employees or the hourly amount of supplemental pay for hourly employees.</p>
Combination Code	<p>Enter the 12-digit combination code to use for the payment IF the payment should be paid from a different funding source than the employee's regular pay. Click the magnifying glass to look up the combination code by a variety of other elements if you don't know the combination code. Reach out to your business manager or to Budget if you are unsure.</p>