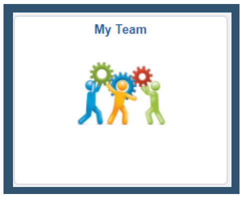
MANAGER SELF SERVICE

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.

TRANSFER, PROMOTION, AND DEMOTION 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 Job and Personal Info and one of the following: Transfer Employee, Promote Employee, or Submit Demotion 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 (Next >) at the top of the screen to review the transaction.
- Review the changes and ensure the indicated information is correct.
- Click the SUBMIT button (Submit) to submit the transaction through the required workflow for approval.

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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! Do you know the new position number? If not:

If you are unsure which position number you are moving the employee to, please reach out for assistance with locating the correct position number. You would reach out to your HR business partner (staff), to the Student Employment Coordinator (students/GRAs), or to Academic Affairs (faculty).

Next month's training topic will be Sorry To See You Go (an in-depth look at the termination and retirement transactions). Register to attend a virtual or in-person session by clicking HERE.

Transfer, Promote, and Demote

Field Name	Description
Are you changing salary information?	The first screen is one field with a slider bar for yes (Yes) or no (No) to indicate whether pay rate is changing as part of the transfer or not. The bar will default to yes. Click it to change to no if needed. Click Next to move on.
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	Choose an appropriate reason for the Transfer. Most will be Intra-Institutional Transfer.
Position Title	Click the magnifying glass to search for the employee's new position by a variety of search features. Click the correct position after searching to populate this field. The position number should appear to the right of the field and the other fields under Position Title should populate the new position's details. You will see a yellow circle ( ) next to any area that will change as a result of the transfer.
Other Fields	You will see informational only fields for the new position's details. Please review these fields to ensure the correct position was chosen and that no unintended changes occur.
Compensation Page	If you chose the "NO" slider at the beginning of the transaction, you will not see this page. If you chose the "YES" slider at the beginning of the transaction, you may enter the pay rate change in one of three ways: Change Percent, Change Amount, or New Amount. Once you enter one change, the system will populate the other areas and you will see a yellow circle ( ) next to the new information at the bottom of the screen.