

# MANAGER SELF SERVICE TIPS & TRICKS




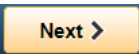

OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

## TERMINATION 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 Terminate Employee
- 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

The effective date should be ONE DAY AFTER the employee's last day worked to ensure that payroll can pay the employee for all days/hours worked.

### **STOP! Does this employee have others reporting to him/her? If so:**

Terminating a manager or time approver will cause vacant reporting or time approval issues. If the terminating employee is a manager or time approver, the employee's reports should be carefully reviewed and updated. Reach out to your HRBP team for assistance with a mass change if there are 5 or more reports that will all be changing in the same way. Otherwise, you can submit Reporting Change transactions to make any necessary updates.

Next month's training topic will be Show Me the Money! (an in-depth look at the ad hoc salary change transaction). Register to attend a virtual or in-person session by clicking [HERE](#).

## Termination Transactions - Field Definitions for KSU

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### Termination

Field Name	Description
Effective Date	The effective date should be one day after the employee's last day worked. Failure to choose the correct date can result in the employee not being paid correctly for his/her final work day(s). Confirm last day worked PRIOR to submitting the transaction.
Reason	Make sure to select an appropriate reason for the termination.
Other Fields	You will see informational only fields for the employee's position, job code title, and reports to manager. It is not necessary to edit or review these fields.