

MANAGER SELF SERVICE TIPS & TRICKS



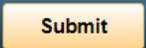
OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

AD HOC SALARY CHANGE 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 Request Ad Hoc Salary Change
- 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 employee's type. Otherwise, it can cause errors during payroll processing and cause the employee not to be paid correctly.

STOP! Make sure the intended pay change is an ongoing salary increase!

To be considered an ad hoc salary change, the intended change must be an ongoing change to the compensation rate. If the pay change is actually a short-term pay change - either a one-time payment or a payment that will continue only for a defined period of time (usually no longer than 6 months), you will need to submit a Supplemental Pay transaction instead.

Next month's training topic will be Let's Change It All (an in-depth look at making multiple, simultaneous changes). Register to attend a virtual or in-person session by clicking [HERE](#).

Ad Hoc Salary Change Transactions - Field Definitions for KSU

Ad Hoc Salary 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: https://payroll.kennesaw.edu/calendars.php (under Annual Payroll Schedules). |
| Reason | <p>Make sure to indicate an appropriate reason based on the type of increase.</p> <ul style="list-style-type: none">• Compression - due to a new employee being hired at a higher salary• Equity - used when an employee is paid less than other employees in same role• In Range Adjustment - used for all other changes not otherwise defined• Job Reclassification - used when an employee is moving to a new classification• Market - used when an employee is paid less than market rate• Merit - used when state budget approves increases for all employees |
| Change Percent OR Change Amount OR New Amount | <p>Enter one of these three fields in order to change compensation rate. The system will auto-calculate all fields and display the new and current pay information at the bottom of the screen for review.</p> <p>For instance, an employee making \$5000 per month is receiving an increase of 5%. This can be entered in one of three ways:</p> <ul style="list-style-type: none">◦ Change Percent = 5◦ Change Amount = 250◦ New Amount = 5250 |
| Other Fields | <p>You will see informational only fields for current amount, currency code, type, and frequency. These fields are not editable via this transaction.</p> <p>You will also see informational only fields for the new information and current information. Please review these fields to ensure the correct amount was entered and that no unintended changes occur.</p> |