

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.

HOW DO I VIEW A TRANSACTION TO CHECK ITS STATUS OR TO APPROVE IT?



Actions that affect a POSITION are routed through MANAGE POSITIONS



Actions that affect an EMPLOYEE are routed through supervisor's MY TEAM

View Request History allows the submitter and past approvers to view any transaction they have previously created/approved in its current state.

Approve Requests allows the current approver to view the transaction in its current state and to approve the transaction to move it along to the next approver in the workflow.

The notification bell allows past and current approvers to view the transaction in its current state and the current approver the ability to approve the transaction to move it along to the next approver in the workflow.

The Review Transactions tile allows the submitter and past approvers to view any transaction they have previously created/approved in its current state.

The Approvals tile allows the current approver to view the transaction in its current state and to approve the transaction to move it along to the next approver in the workflow.

To access **MANAGE POSITIONS**:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile

To **VIEW REQUEST HISTORY**:

- Click View Request History (radio button)

To **APPROVE REQUESTS**:

- Click Approve Requests (radio button)

To access **NOTIFICATIONS**:

- Log in to OneUSG
- Click bell icon in top right corner (between magnifying glass and menu)
- Click View All
- Click > on left side of screen to expand filter options

To access **REVIEW TRANSACTIONS**:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Review Transactions tile

To access **APPROVALS**:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Approvals tile

I'm Here! Now What?

If you followed the decisions and directions above, you're in the right place! But now you need to know where to click to find the information you need! [Click here for a document that can help!](#)

See pages 2-6 for specific navigational information for each of the areas above.

Looking for a different MSS Tip or Trick? Come back every month for a new topic or CLICK HERE to register for an MSS virtual webinar or in-person lunch & learn!