Manager MSS Check List – Faculty

Before Submitting

☐ **Correct effective date**

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

☐ **Intended actions are indicated in the appropriate fields AND comments have been added to clarify**

Will everything you are needing to change be clear to all future approvers just by looking at the action? If no, add comments to describe each needed action with all appropriate details. When in doubt, add comments!

☐ **Any necessary extras are attached**

Example: Did you attach the Budget Amendment before submitting a change that affects your budget?

Review Approval Workflow

Faculty Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5
Request Ad Hoc Salary Change	My Team Tile	1-up	Line VP	AAF	Budget	HRMS Faculty
Submit Request to Adjust Leave Balances	My Team Tile	SKIP	SKIP	SKIP	SKIP	Payroll
Submit Request to Change Time & Absence Appr	My Team Tile	SKIP	SKIP	SKIP	SKIP	HRMS Faculty
Submit Demotion Request	My Team Tile	1-up	SKIP	AAF	Budget	HRMS Faculty
Submit Location Change Request	My Team Tile	SKIP	SKIP	SKIP	AAF	Budget
Submit Manager Self Service Request (Misc)	My Team Tile	SKIP	SKIP	SKIP	AAF	HRMS Faculty
Promote Employee	My Team Tile	1-up	SKIP	AAF	Budget	HRMS Faculty
Request Reporting Change	My Team Tile	1-up	SKIP	N/A	AAF	HRMS Faculty
Retire Employee	My Team Tile	SKIP	SKIP	SKIP	AAF	Benefits
Submit Security Request	My Team Tile	SKIP	SKIP	SKIP	SKIP	HRMS Manager
Submit Supplemental Pay Request	My Team Tile	1-up	Line VP	AAF	Budget	HRMS Faculty
Terminate Employee	My Team Tile	1-up	SKIP	SKIP	AAF	HR Gen
Transfer Employee	My Team Tile	1-up	SKIP	AAF	Budget	HRMS Faculty
Add/Change Position	Manage Positions	1-up	Line VP	AAF	Budget	HRMS Faculty
Change Position Funding	Manage Positions	1-up	Line VP	AAF	Budget	HRMS Faculty

Add Ad Hoc Approvals (as necessary)

☐ **Any additional approvals have been added**
NOTE: only those with direct reports will automatically be provisioned in MSS for ad hoc approvals; if an ad hoc approval is needed from any other employee, email HRMS@kennesaw.edu to request that person's access to approve actions in MSS)

If this is a change that affects your budget, did you ad hoc an approval by your business manager?

If your Director also wants to approve actions before they are submitted to the Dean/AVP/VP for approval, did you ad hoc an approval by your Director?

If this is a change that affects the budget for a grant, did you ad hoc an approval by a Grants Professional/Manager?

If this is a change that affects more than one department, budget, and/or divisional area, did you ad hoc any approvers needed in BOTH areas?

Manager MSS Check List – Staff

Before Submitting

☐ **Correct effective date**

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

☐ **Intended actions are indicated in the appropriate fields AND comments have been added to clarify**

Will everything you are needing to change be clear to all future approvers just by looking at the action? If no, add comments to describe each needed action with all appropriate details. When in doubt, add comments!

☐ **Any necessary extras are attached**

Example: Did you attach the Budget Amendment before submitting a change that affects your budget?

Review Approval Workflow

Staff Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5
Request Ad Hoc Salary Change	My Team Tile	1-up	Line VP	HR BP	Budget	HRMS Staff
Submit Request to Adjust Leave Balances	My Team Tile	SKIP	SKIP	SKIP	SKIP	Payroll
Submit Request to Change Time & Absence Appr	My Team Tile	SKIP	SKIP	SKIP	SKIP	HRMS Staff
Submit Demotion Request	My Team Tile	1-up	SKIP	HR BP	Budget	HRMS Staff
Submit Location Change Request	My Team Tile	SKIP	SKIP	SKIP	HR BP	Budget
Submit Manager Self Service Request (Misc)	My Team Tile	SKIP	SKIP	SKIP	HR Gen	HRMS Staff
Promote Employee	My Team Tile	1-up	SKIP	HR BP	Budget	HRMS Staff
Request Reporting Change	My Team Tile	1-up	SKIP	N/A	HR BP	HRMS Staff
Retire Employee	My Team Tile	SKIP	SKIP	SKIP	N/A	Benefits
Submit Security Request	My Team Tile	SKIP	SKIP	SKIP	SKIP	HRMS Manager
Submit Supplemental Pay Request	My Team Tile	1-up	Line VP	HR BP	Budget	HRMS Staff
Terminate Employee	My Team Tile	1-up	SKIP	SKIP	N/A	HR Gen
Transfer Employee	My Team Tile	1-up	SKIP	HR BP	Budget	HRMS Staff
Add/Change Position	Manage Positions	1-up	Line VP	HR BP	Budget	HRMS Staff
Change Position Funding	Manage Positions	1-up	Line VP	HR BP	Budget	HRMS Staff

Add Ad Hoc Approvals (as necessary)

☐ **Any additional approvals have been added**

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If this is a change that affects your budget, did you ad hoc an approval by your business manager?

If your Director also wants to approve actions before they are submitted to the Dean/AVP/VP for approval, did you ad hoc an approval by your Director?

If this is a change that affects the budget for a grant, did you ad hoc an approval by a Grants Professional/Manager?

If this is a change that affects more than one department, budget, and/or divisional area, did you ad hoc any approvers needed in BOTH areas?

Manager MSS Check List – Student Assistants

Before Submitting

☐ **Correct effective date**

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

☐ **Intended actions are indicated in the appropriate fields AND comments have been added to clarify**

Will everything you are needing to change be clear to all future approvers just by looking at the action? If no, add comments to describe each needed action with all appropriate details. When in doubt, add comments!

☐ **Any necessary extras are attached**

Example: Did you attach the Budget Amendment before submitting a change that affects your budget?

Review Approval Workflow

Student Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5
Request Ad Hoc Salary Change	My Team Tile	1-up	Line VP	N/A	HR Gen	HRMS Student
Submit Request to Adjust Leave Balances	My Team Tile	SKIP	SKIP	N/A	SKIP	Payroll
Submit Request to Change Time & Absence Appr	My Team Tile	SKIP	SKIP	N/A	SKIP	HRMS Student
Submit Demotion Request	My Team Tile	1-up	SKIP	N/A	N/A	HR Gen
Submit Location Change Request	My Team Tile	SKIP	SKIP	N/A	HR Gen	Budget
Submit Manager Self Service Request (Misc)	My Team Tile	SKIP	SKIP	N/A	HR Gen	HRMS Student
Promote Employee	My Team Tile	1-up	SKIP	N/A	HR Gen	HRMS Student
Request Reporting Change	My Team Tile	1-up	SKIP	N/A	N/A	HRMS Student
Retire Employee	My Team Tile	SKIP	SKIP	N/A	N/A	HR Gen
Submit Security Request	My Team Tile	SKIP	SKIP	N/A	SKIP	HRMS Manager
Submit Supplemental Pay Request	My Team Tile	1-up	Line VP	N/A	HR Gen	HRMS Student
Terminate Employee	My Team Tile	1-up	SKIP	N/A	N/A	HR Gen
Transfer Employee	My Team Tile	1-up	SKIP	N/A	HR Gen	HRMS Student
Add/Change Position	Manage Positions	1-up	Line VP	N/A	HR Gen	HRMS Student
Change Position Funding	Manage Positions	1-up	Line VP	N/A	HR Gen	HRMS Student

Add Approvals (as necessary)

☐ **Any additional approvals have been added**
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If this is a change that affects your budget, did you ad hoc an approval by your business manager?

If your Director also wants to approve actions before they are submitted to the Dean/AVP/VP for approval, did you ad hoc an approval by your Director?

If this is a change that affects the budget for a grant, did you ad hoc an approval by a Grants Professional/Manager?

If this is a change that affects more than one department, budget, and/or divisional area, did you ad hoc any approvers needed in BOTH areas?

If this is a change from or to Federal Work Study status, did you ad hoc an approval by the FWS Coordinator?

Manager MSS Check List – Work Study Students

Before Submitting

☐ **Correct effective date**

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

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☐ **Any necessary extras are attached**

Example: Did you attach the Budget Amendment before submitting a change that affects your budget?

Review Approval Workflow

FWS Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5
Request Ad Hoc Salary Change	My Team Tile	1-up	Line VP	N/A	HR Gen	HRMS Student
Submit Request to Adjust Leave Balances	My Team Tile	SKIP	SKIP	N/A	SKIP	Payroll
Submit Request to Change Time & Absence Appr	My Team Tile	SKIP	SKIP	N/A	SKIP	HRMS Student
Submit Demotion Request	My Team Tile	1-up	SKIP	N/A	N/A	HR Gen
Submit Location Change Request	My Team Tile	SKIP	SKIP	N/A	HR Gen	Budget
Submit Manager Self Service Request (Misc)	My Team Tile	SKIP	SKIP	N/A	HR Gen	HRMS Student
Promote Employee	My Team Tile	1-up	SKIP	N/A	HR Gen	HRMS Student
Request Reporting Change	My Team Tile	1-up	SKIP	N/A	FWS	HRMS Student
Retire Employee	My Team Tile	SKIP	SKIP	N/A	N/A	HR Gen
Submit Security Request	My Team Tile	SKIP	SKIP	N/A	SKIP	HRMS Manager
Submit Supplemental Pay Request	My Team Tile	1-up	Line VP	N/A	HR Gen	HRMS Student
Terminate Employee	My Team Tile	1-up	SKIP	N/A	FWS	HR Gen
Transfer Employee	My Team Tile	1-up	SKIP	N/A	HR Gen	HRMS Student
Add/Change Position	Manage Positions	1-up	Line VP	N/A	HR Gen	HRMS Student
Change Position Funding	Manage Positions	1-up	Line VP	N/A	HR Gen	HRMS Student

Add Approvals (as necessary)

☐ **Any additional approvals have been added**
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If this is a change that affects your budget, did you ad hoc an approval by your business manager?

If your Director also wants to approve actions before they are submitted to the Dean/AVP/VP for approval, did you ad hoc an approval by your Director?

If this is a change that affects the budget for a grant, did you ad hoc an approval by a Grants Professional/Manager?

If this is a change that affects more than one department, budget, and/or divisional area, did you ad hoc any approvers needed in BOTH areas?

If this is a change from or to Federal Work Study status, did you ad hoc an approval by the FWS Coordinator?