



# Manager Self Service for System Managers Quick Reference Guide

This guide serves as a quick reference for the material found in the Manager Self Service for System Managers course, with updates from the System Manager Update course. For additional information, please refer to the relevant course materials in the OneSource Training Library, including tutorials that walk you step-by-step through each of the MSS Transactions described below.

## Important Reminder

After final approval of the MSS transactions, certain types of MSS transactions now automatically update the system. Automatic updates mean that information entered MUST be accurate (e.g. effective date).

<b>AUTOMATIC</b> (changes auto update the system upon final approval)	<b>MANUAL</b> (changes keyed in manually by Central HR for change to occur)
<ul style="list-style-type: none"> <li>• Job-related transactions, including:               <ul style="list-style-type: none"> <li>○ Terminations</li> <li>○ Retirements</li> <li>○ Ad hoc salary requests</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Security requests</li> <li>• Change Time Approvers</li> <li>• Adjust leave balances</li> <li>• Supplemental pay</li> </ul>
<ul style="list-style-type: none"> <li>• Change funding requests</li> </ul>	<ul style="list-style-type: none"> <li>• General MSS requests</li> </ul>

## MSS Transaction Information

### Request Employee Security Access (Used to submit new security requests or to change existing requests)

**Navigation:** NavBar button > Navigator > Manager Self Service > Forms > Submit Security Request

**Tutorial:** [Submitting a Security Request for an Employee](#)

#### Fields to Enter:

If you are unsure what to put on the form or which roles you need to request, put a detailed description in the comments section.

- Effective Date: The date the request should take effect.
- Request: A brief description of why you are making the request. If you want to clone the access from another user, terminate access, or have a miscellaneous request (such as the Job Data View role), indicate that here. Use Miscellaneous Request if unsure.
- Security Actions: Clone Access, Grant Approver Access, Grant Initiator Access, Grant Practitioner Access, Miscellaneous Request, Terminate Access.
- Grant Access to College or Unit: Select College or Unit to which the employee needs access.
- Grant Access to Specific Departments: Select from list.
- Comments: Enter any additional relevant information.
- Attachment: Add any supporting documents.
- Ad Hoc Approver: Add any additional approvers.



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## **Request a Change to Time and Absence Approver** (Changes who approves time for your employees)

This is the secondary approver to the Reports To Supervisor. For groups over 50, contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) for mass entry. Can assign any UGA employee to be the approver for another employee.

**Navigation:** NavBar button > Navigator > Manager Self Service > Time Management > Request Change Time & Abs Appr

**Tutorial:** [Requesting a Change to an Employee's Time & Absence Approver](#)

### **Fields to Enter:**

- Effective Date: The date the new approver assumes responsibility
- Time and Absence Approver: Use lookup to enter the new approver; if the employee you want to assign is not available, contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).

## **Request a Leave Balance Adjustment** (Used to adjust employee leave balances, rarely)

Used rarely because employees, supervisors, and T&A Approvers can make corrections without entering a leave balance adjustment by editing submitted leave, which picks up on the next on-cycle payroll for correction.

**Navigation:** NavBar button > Navigator > Manager Self Service > Time Management > Submit Request to Adjust Leave

**Tutorial:** [Requesting a Leave Balance Adjustment](#)

### **Fields to Enter:**

- Enter correct balances for those that are incorrect.
- Use the comments field to justify including previous balances. Be specific.
- **Note:** Per policy, negative leave balances are not allowed. Leave balances are updated and available:
  - Biweekly employees: The pay period that contains the 1<sup>st</sup> of the month.
  - Monthly employees: The 1<sup>st</sup> of the month.

## **Request an Ad Hoc Salary Change** (Used to submit salary change requests to central offices after intra-departmental approvals are obtained)

Use existing forms per UGA policy and submit documentation as attachments with the request.

**Navigation:** NavBar button > Navigator > Manager Self Service > Compensation and Stock > Request Ad Hoc Salary Change

**Tutorial:** [Requesting an Ad Hoc Salary Change](#)

### **Fields to Enter:**

- Effective Date: The date the new salary takes effect.
- Reason: Select from drop-down list. Reach out to HR if you need clarification. Refer to the Ad Hoc/Supplemental Pay Quick Reference for more information about each option.
- Change Percent or Change Amount: Enter whichever value applies. New amounts will be calculated and displayed.
- Comments: Additional information to explain request
- Attachments: Required forms that support the request



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## **Request Supplemental Pay** (Used to submit Supplemental Pay, also known as Supplements or Extra Compensation payments)

Detailed instructions can be located in the [Changes to Salaries and Compensation Rates](#) document.

**Navigation:** NavBar button > Navigator > Manager Self Service > Compensation and Stock > Request Supplemental Pay

**Tutorial:** [Requesting Supplemental Pay](#)

### **Fields to Enter:**

- **Effective Date:** The beginning date of the supplement
- **End Date:** The last day of the supplement.
- **Supplemental Pay Type:** Select either Defined Term or One-Time Payment. Refer to the Ad Hoc/Supplemental Pay Quick Reference for more information about each option. This will populate the options available under Supplemental Pay Code.
- **Supplemental Pay Code:** Options depend on Pay Type selected.
- **Amount:** Total of the supplement
- **Combination Code:** Enter the appropriate combo code. Putting the combo code here does not change the funding. If the supplement is funded differently from regular earnings, you will need to enter a Change Funding Request.
- **Comments:** Before submitting, you can enter additional information on the supplement in the Comments field.
- **Attachments:** Required forms that support the request

## **Funding Change** (Used to make changes to the combination codes that govern how the funding is charged for a position and associated fringes)

Also used when an HR department on a position is changed. This type of transaction is used to do a budget retro. Before starting, you will need to have the position number, HR department, combo code(s) to be used for funding, and the pay group.

**Navigation:** NavBar button > Navigator > Manager Self Service > Position and Funding > Change Position Funding

**Tutorial:** [Submitting a Change Funding Request](#)

### **Fields to Enter:**

- **SetID:** 18000 for UGA
- **Effective Date:** For a position that has a biweekly pay frequency, the position funding effective date would generally be the begin date for the biweekly pay run. For a position with a monthly pay frequency, the effective date would generally be the pay period begin date for the monthly pay run. Depending on the situation, the funding effective date may fall to a date in the middle of a pay period. In those situations, the effective date should be the first day the position is to be funded by the new HR department. The position cannot be funded prior to the date the position actually becomes effective.
- **Earnings Code:** Will only be used for a selected group of positions; it should be left blank for all other colleges.
- **ChartField Detail:** The account will be 999999 unless it is a suspense account. A position should never be funded by a suspense combo code. A suspense combo code ends in SUS.
- **Exclusion Fringe Group:** Select the type of fringes to be charged.
- **Comments:** Enter any comments needed to complete the request.



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## **Request Termination** (Enters an employee termination request, not including retirement )

This does not include retirement (see Request Retirement).

**Navigation:** NavBar button > Navigator > Manager Self Service > Job and Personal Information > Terminate Employee

**Tutorial:** [Requesting Termination of an Employee](#)

### **Fields to Enter:**

- Termination Effective Date: Enter the first day after the last day worked or the first day after an active HR status, even if it falls on a weekend, holiday, or during a pay period.
- Reason: Select from drop-down list. Reach out to HR if you need clarification.
- HR requires the following information in the Comments field: position number and HR department (as some employees may hold multiple positions), last day worked, if the employee is on leave (include the dates of the leave), if the department knows the employee is transferring to another unit, please include the unit the employee is transferring to.
- Attachments: Enter any attachments (letters, forms, etc.)

## **Request Retirement** (Records the retirement decision after the employee has met with HR and determined a retirement date)

**Navigation:** NavBar button > Navigator > Manager Self Service > Job and Personal Information > Retire Employee

**Tutorial:** [Requesting Retirement of an Employee](#)

### **Fields to Enter:**

- Effective Date: Always the first day of the last month, because for retirement, the last day an employee will be active at UGA is the last day of the month
- Reason: Select from drop-down (Disability or Normal)

## **General Manager Self Service Request** (Used for summer pay; may be used for a variety of requests in the future)

**Navigation:** NavBar > Navigation button > Manager Self Service > Forms > Manager Self Service Request

**Example Tutorial:** Submitting a Summer Payroll Change Request

### **Fields to Enter:**

- Effective Date: The date the change is effective
- Request: A brief description of what you are requesting
- Comments: Add relevant comments
- Attachments: Can include relevant attachments if needed (ex: Summary Payroll Change form needed for Summer Payroll Change Request)

## **Additional Information**

- Resources and any additional details will be available on the UGA OneSource website (<https://onesource.uga.edu/>) and on the Training Library website (<https://training.onesource.uga.edu/>).
- If you have questions, please contact the Service Desk at [onesugsupport@uga.edu](mailto:onesugsupport@uga.edu) or at 706-542-0202 (option 1).