Best Practices for Comments and Attachments in OneUSG Connect MSS

Manager Self Service (MSS) in OneUSG Connect allows initiators and approvers to add comments and upload attachments as support documentation for MSS transactions.

To protect employee personal information, it is important that initiators and approvers do not include any personally identifiable information (PII). PII includes sensitive information like **social security numbers, dates of birth, home address, medical information, driver's license number, bank information, telephone numbers, and passwords**.

OneUSG Connect will populate all employee and job-related details needed to complete the transaction. Comments and attachments should be to supplement specific details, such as when an employee submitted a resignation letter.

Include	DO NOT Include
Resignation Letters	Social Security numbers in comments or attachments
Documentation required by UGA	Employee mailing addresses
Details regarding the employee's last day worked, including any planned vacation days	Details about an employee's medical/disability status or history

*Consult the OneSource Training Library > [MSS for System Managers (Initiators)](#) or [Approving MSS Transactions](#) for tutorials related to submitting requests and/or approving requests in MSS.