MANAGER SELF SERVICE

I'M HERE! NOW WHAT?

Additional Information related to the MSS Tips and Tricks article titled "How do I view a transaction to check its status or to approve it?" from the March 2020 HR Newsletter.

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

See Page 2 for more info

Approve Requests

See Page 3 for more info

Notification Bell

See Page 4 for more info

Review Transactions Tile

See Page 5 for more info

Approvals Tile

See Page 6 for more info

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)

NOTIFICATION FLAG:

- 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

REVIEW TRANSACTIONS:

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

APPROVALS:

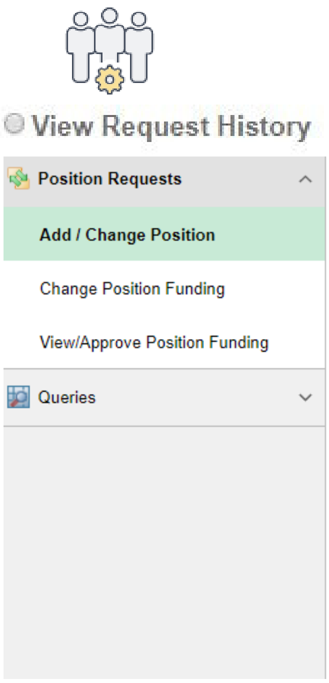
- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Approvals tile

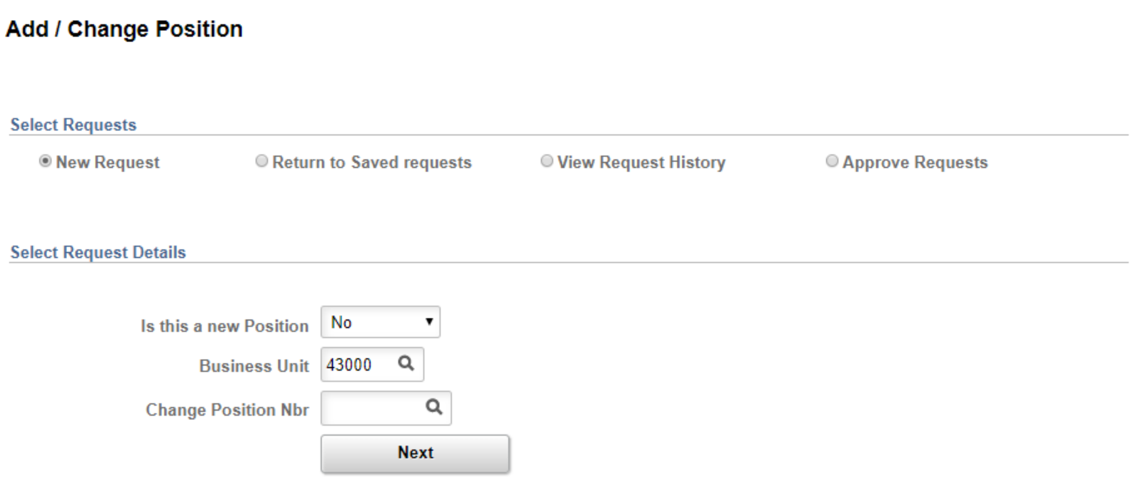
Need Help?

Your HRBP Team has access to other tools to help locate and resolve issues with transactions. If you need assistance with finding a specific transaction in order to check its status, please reach out to your HRBP Team.
If you don't know your HRBP team, meet there here: https://hr.kennesaw.edu/hrteams.php

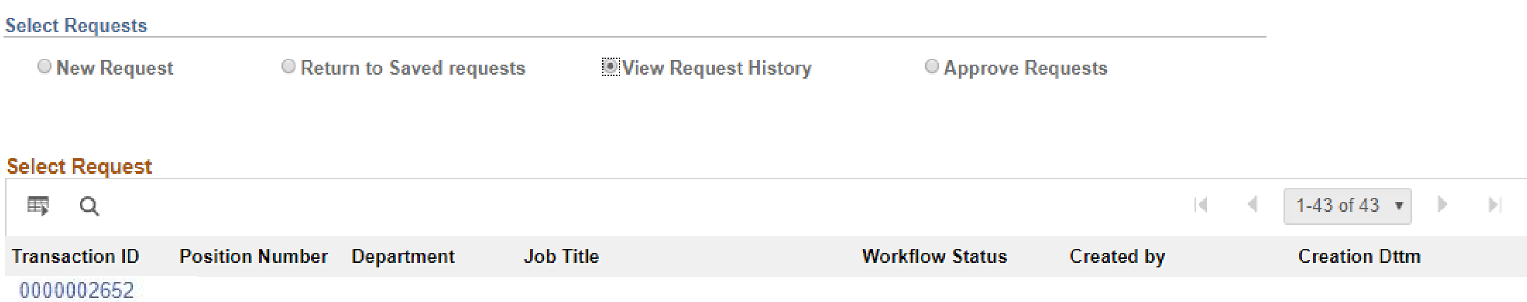
VIEW REQUEST HISTORY

All Add/Change Position transactions previously cancelled, submitted, denied, or approved by the user are automatically displayed.





Manage Positions landing page. "Add/Change Position" is pre-selected on the left-hand menu and "New Request" is pre-selected on the top menu. To View Request History, change the top menu selection to "View Request History".



View Request History page. A list of all Add/Change Position transactions submitted or approved by the user will be listed under the headings shown here. (This does NOT include transactions submitted via My Team.)

Click here to personalize the data table or download the table to excel

Click here to search the table for any text string to find it quickly on the screen

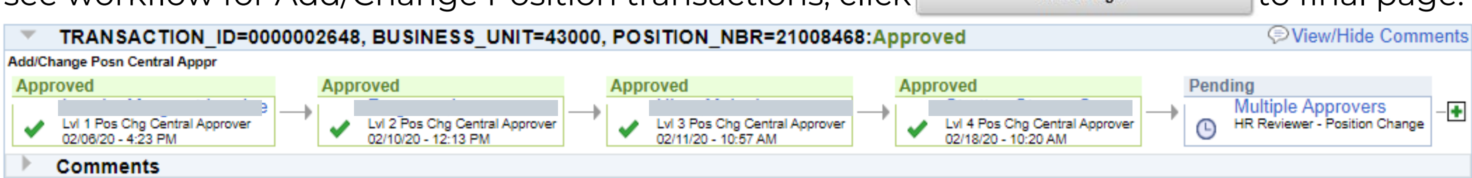
Transaction ID

0000002652 → Click here to see the transaction

1-43 of 43 Make sure to look at each screen of results, if there are multiples

Finding Workflow Within Transaction

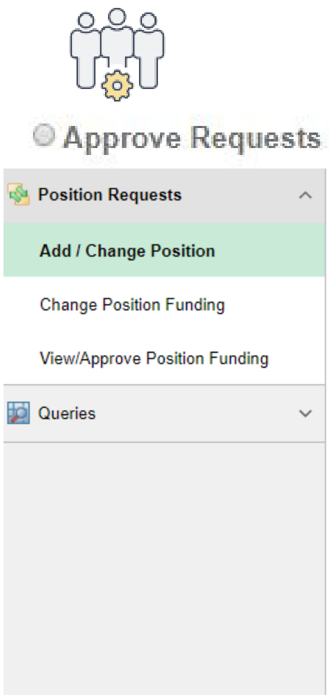
To see workflow for Add/Change Position transactions, click Next Page to final page.



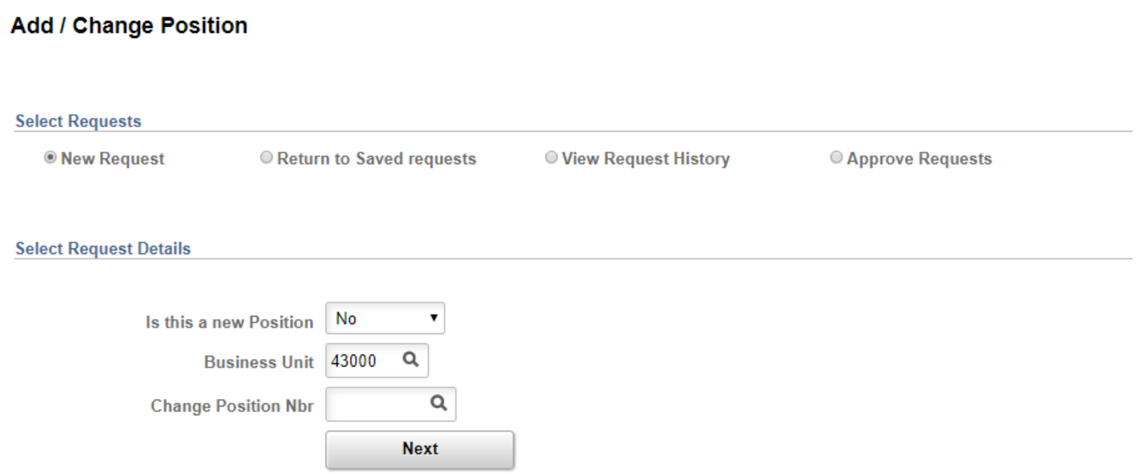
Click all arrows (changes to ▼) to expand the view.

Multiple Approvers → Click to see individual approvers within a group.

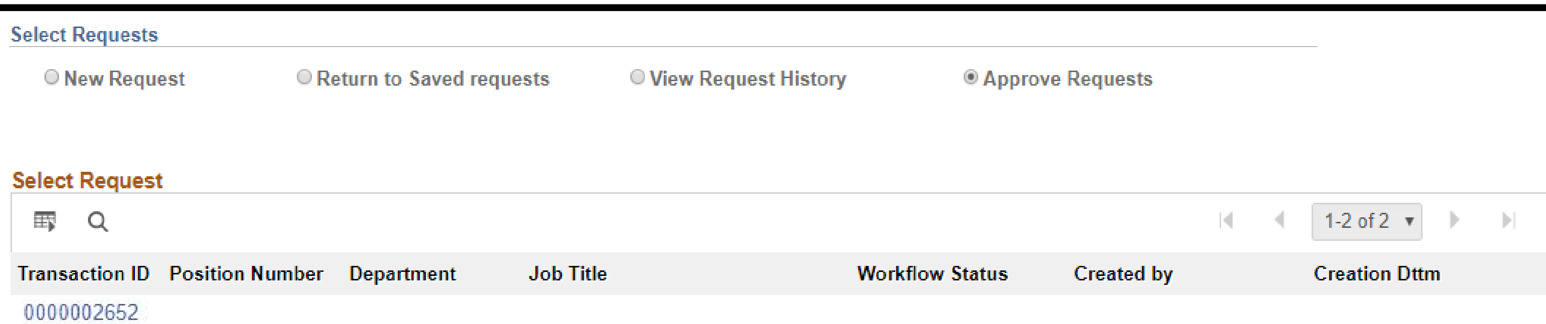
APPROVE REQUESTS



All Add/Change Position transactions currently pending the user's approval are automatically displayed.



Manage Positions landing page. "Add/Change Position" is pre-selected on the left-hand menu and "New Request" is pre-selected on the top menu. To Approve Requests, change the top menu selection to "Approve Requests".



Approve Requests page. A list of all Add/Change Position transactions currently pending the user's approval will be listed under the headings shown here. (This does NOT include transactions submitted via My Team.)

Click here to personalize the data table or download the table to excel

Click here to search the table for any text string to find it quickly on the screen

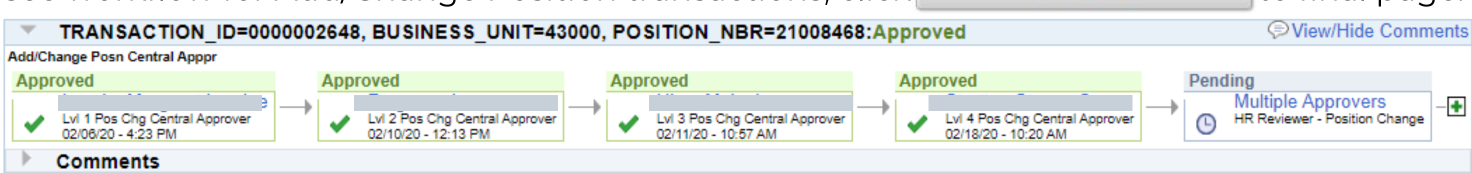
Transaction ID

0000002652 → Click here to see the transaction

1-2 of 2 — Make sure to look at each screen of results, if there are multiples

Finding Workflow Within Transaction

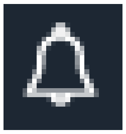
To see workflow for Add/Change Position transactions, click **Next Page** to final page.



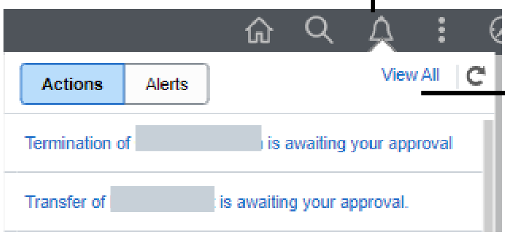
Click all arrows (changes to ▼) to expand the view.

Multiple Approvers → Click to see individual approvers within a group.

NOTIFICATION FLAG



All transactions denied, approved, or currently pending approval by the user are automatically displayed when View All is selected. Click anywhere in the line to see the transaction.



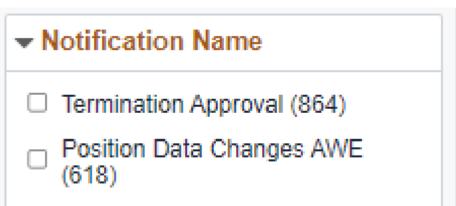
Click the notification flag icon to pull up the notification window.

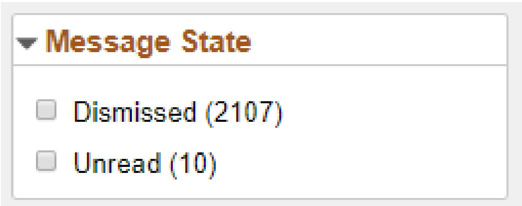
Click View All to open the notification page.

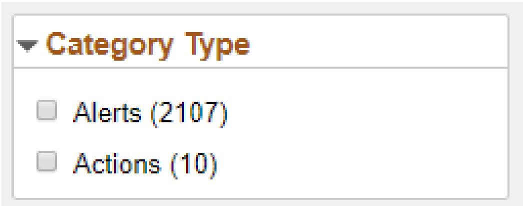
The notification page lists the user's most recent 100 notifications.

	Notification Name	Category Type	Message
☐	Ad Hoc Salary Change Approval	Alerts	Ad Hoc Salary Change request for is awaiting your approval.
☐	Termination Approval	Actions	Termination of is awaiting your approval

Click here to expand filter options (to find transactions by type or status since only top 100 are automatically displayed)







"Position Data Changes AWE" are Add/Change Position transactions from Manage Positions.

"CA Position Funding Change" are Change Position Funding transactions from Manage Positions.

All other transactions are submitted via the My Team tile and are named according to the action submitted.

"Dismissed" have already been approved or denied by somebody within the approver group.

"Unread" have been unread by the current user. (Will change to dismissed once another user approves, if part of a multiple approver group.)

"Alerts" have already been approved or denied by the user or by another user within the approver group.

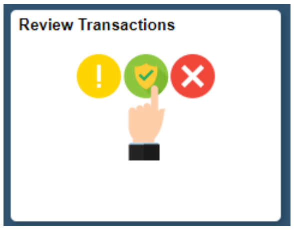
"Actions" still need some kind of action (approve/deny).

Finding Workflow Within Transaction

See detailed workflow screen shots on:

- Page 2 for Add/Change Position transactions
- Page 6 for My Team transactions

REVIEW TRANSACTIONS TILE



All transactions submitted, denied, approved, or currently pending approval by the user can be searched.

Review Transactions

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Approval Status: Pending my review ▼ — Refresh

Approval Process: GSSPromoteEmployee

Approver Oper ID:

From Date: — End Date:

Approval Status

Choose the status you wish to display. If you would like to see multiple statuses, select All.

Approval Process

Choose the approval process (transaction type) you wish to display. If you would like to see multiple types, you will need to run an individual search for each type.

NOTE: Only statuses that begin with BORGSS or GSS apply for KSU.

Approver Oper ID

As of the creation of this document, this is not a functioning field and will cause no value returns if used.

There are plans to fix this error, but they will not be implemented in the system until April of 2020.

From Date / End Date

As of the creation of this document, these are not functioning fields and will cause no value returns if used.

There are plans to fix this error, but they will not be implemented in the system until April of 2020.

Once search criteria is selected, click Refresh and check for the wait icon, which appears in the top right corner of the screen. The search is in progress as long as the wait icon is still displayed.

Approval Transactions — Find | First 1-2 of 2 Last

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status	
Change Time & Absence App	n		3/11/2020 - 11:49 PM	Pending	Approve/Deny

Transaction Details

Transaction Date	Effective Sequence	Emp ID	Employment Record Number
2020-03-22	6		0

Approve/Deny → Click here to view/approve/deny the transaction if you are the current approver

If you are not the current approver, the link will look like this: View Details

Click here to view the transaction.

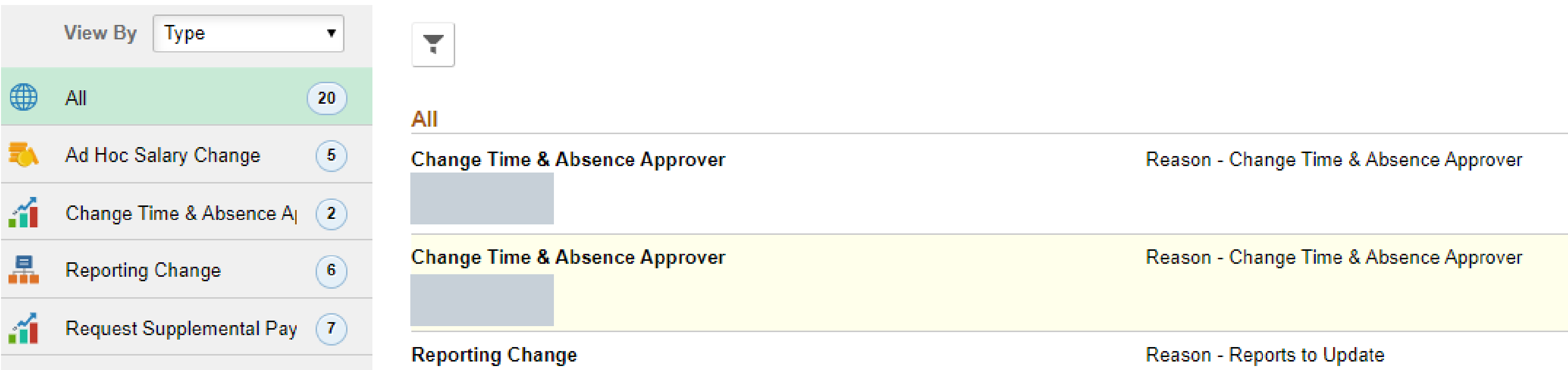
Finding Workflow Within Transaction

See detailed workflow screen shots on:

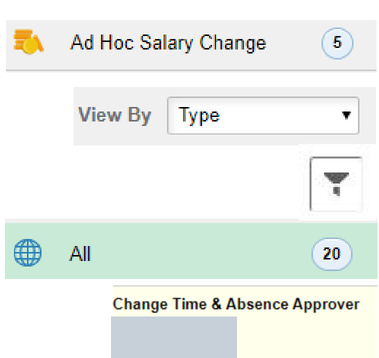
- Page 2 for Add/Change Position transactions
- Page 6 for My Team transactions

APPROVALS TILE

All MSS My Team transactions currently pending the user's approval are automatically displayed. Click anywhere in the line to see the transaction.



Approvals page. A list of all My Team transactions currently pending the user's approval will be listed here. (This does NOT include transactions submitted via Manage Positions.)



Click here to filter the results by a specific transaction type. Will change to green once filter is applied.

Click here to filter results by a different variable (date routed, from, or requester).

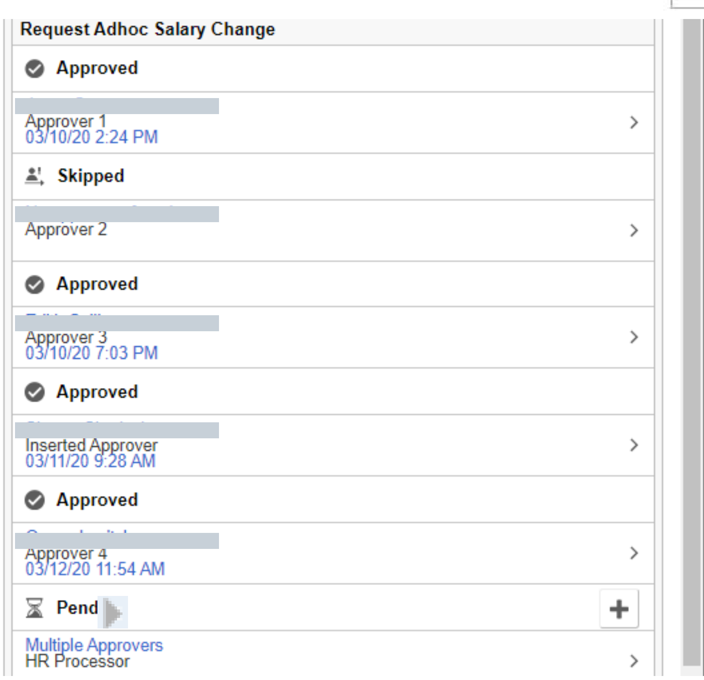
Click here to filter results by two variables simultaneously.

Click here to display ALL again if needed after filtering. (Option turns to green once selected.)

Hover on a line to highlight it then click to view the transaction.

Finding Workflow Within Transaction

To see workflow for My Team transactions, click 



Click all arrows (changes to ) to expand the view.

Click to see individual approvers within a group.

I'M HERE! NOW WHAT?

View Request History

View Request History

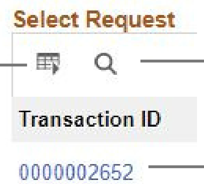
All Add/Change Position transactions previously cancelled, submitted, denied, or approved by the user are automatically displayed.

Approve Requests

Approve Requests

All Add/Change Position transactions currently pending the user's approval are automatically displayed.

Click here to personalize the data table or download the table to excel



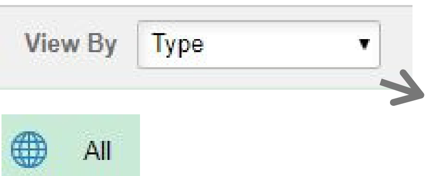
Click here to search the table for any text string to find it quickly on the screen

Click here to see the transaction

Make sure to look at each screen of results, if there are multiples

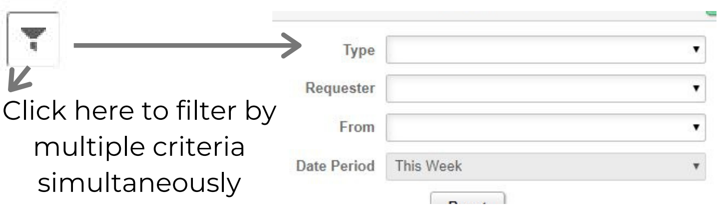
Approvals Tile

All MSS My Team transactions currently pending the user's approval are automatically displayed. Click anywhere in the line to see the transaction.



Click here to filter by a different variable.

Click here to view all transactions pending approval.



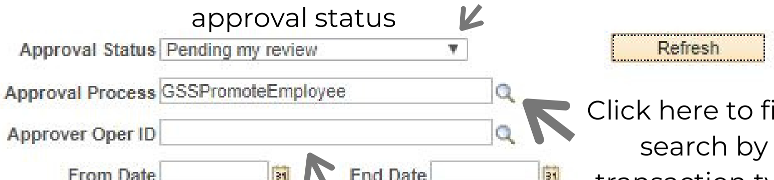
Click here to filter by multiple criteria simultaneously

The best of the navigational tips from this document all in one page.
Use as a quick guide/desk reference to remember when and where to click.

Review Transactions Tile

All transactions submitted, denied, approved, or currently pending approval by the user can be searched.

Click here to filter search by approval status



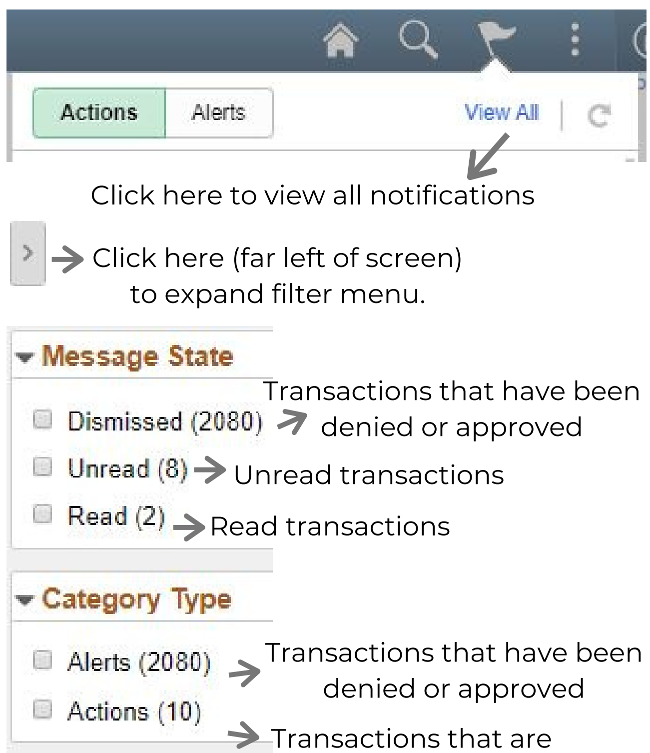
Click here to filter search by transaction type

Do not search by approver oper ID or from/end dates. They are not currently functioning and will return no result values.

In search list, click View Details or Approve/Deny to see the summary.

Notification Bell

All transactions denied, approved, or currently pending approval by the user are automatically displayed when View All is selected. Click anywhere in the line to see the transaction.



Click here to view all notifications

Click here (far left of screen) to expand filter menu.

Dismissed: Transactions that have been denied or approved

Unread: Unread transactions

Read: Read transactions

Alerts: Transactions that have been denied or approved

Actions: Transactions that are pending approval

Finding Workflow Within Transaction (applies to all areas above)

To see workflow for MSS My Team transactions, click Approval Chain

To see workflow for Add/Change Position transactions, click Next Page to final page.

Click all arrows to see all info. Click Multiple Approvers to see individual approvers within a group.