What is Manager Self-Service?

Manager Self-Service (MSS) is an easy-to-use online module within OneUSG Connect. Managers will have access to the tools needed to manage employees, streamline processes, and eliminate paperwork.

How does Manager Self-Service Work?

Employees submit requests for manager approval in Employee Self-Service. Managers are automatically notified to take the appropriate action(s). OneUSG Connect utilizes workflow to move transactions from the manager to human resources and beyond.

Within MSS, a manager can:

- **Approve Requests**
  - Approve reported time and absence requests from employees.
- **Delegate Tasks**
  - Delegate another person to manage your time, labor and absence tasks when you are out of the office.
- **Submit Requests**
  - To transfer, promote, demote, retire or separate an employee
  - For an ad hoc salary change
  - To add new positions or make changes to an existing position
  - To view position funding changes
  - For additional pay for employees or one-time additional pay events