

OneUSG Connect - Manager Self-Service (MSS)

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 or Deny Requests**
 - Approve or Deny reported time and absence requests from employees
 - Approve or Deny employee transaction requests
- **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
 - To add new positions or make changes to an existing position
 - To add/view/approve position funding changes
 - For ad hoc salary change, additional pay for employees, or one-time additional pay events