

Get
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OneUSG Connect Manager Self Service

What is Manager Self Service?

Manager Self Service is an easy-to-use online tool within OneUSG Connect. Managers have access to the tools needed to manage employees, streamline processes and eliminate paperwork. Managers can access the Manager Self Service securely from their desktop computer or mobile device to perform the following activities:

- ✓ Approve reported time and absence requests from employees.
- ✓ View your team's degrees, certifications, and job-related information.
- ✓ Delegate another person to manage your time, labor and absence tasks when you are out of the office.
- ✓ Request an employee reporting or location change.
- ✓ Submit requests to transfer, promote, demote, retire or separate an employee.
- ✓ Submit requests for an ad hoc salary change, such as a reclassification or equity adjustment.
- ✓ Submit requests to add new positions or make changes to an existing position.
- ✓ Submit additional pay requests for employees, such as housing allowances or one-time additional pay events.
- ✓ Submit requests for and view position funding changes.

How does Manager Self Service work?

Employees submit requests for manager approval in Employee Self Service. Managers are automatically notified to take appropriate action.

OneUSG Connect also utilizes workflow to move transactions from the manager to human resources, payroll, and other OneUSG Connect areas.

How will I be notified of requests and approvals?

Managers will be notified two ways when employees submit requests and approvals:

1. Managers will receive email notifications. Managers can approve requests directly from the email notification without logging into OneUSG Connect.
2. Managers will receive alert notifications when they log into Manager Self Service.

What if I need help?

Contact the **Shared Services Center** at 1-877-251-2644 or email sscsupport@ssc.usg.edu.

