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.

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 Bell

See Page 4 for more info

To VIEW REQUEST HISTORY:
- Click View Request History (radio button)

To APPROVE REQUESTS:
- Click Approve Requests (radio button)

Approvals Tile

See Page 6 for more info

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 them here: https://hr.kennesaw.edu/hrteams.php
All Add/Change Position transactions previously cancelled, submitted, denied, or approved by the user are automatically displayed.

Finding Workflow Within Transaction
To see workflow for Add/Change Position transactions, click here to final page.

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

Click to see individual approvers within a group.
All Add/Change Position transactions currently pending the user's approval are automatically displayed.

Select Request Details:
- Is this a new position: Yes/No
- Business Unit: [Search]
- Change Position Nbr: [Search]

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
- Click here to see the transaction

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 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.

Not 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 expand filter options (to find transactions by type or status since only top 100 are automatically displayed).

Finding Workflow Within Transaction
See detailed workflow screen shots on:
- Page 2 for Add/Change Position transactions
- Page 6 for My Team transactions
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
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

Transaction Name
Change Time & Absence App

Submitted By

Submitted On Behalf Of

Submitted On
3/11/2020 - 11:49 PM

Thread Status
Pending
Approve/Deny

Transaction Details

Transaction Date
2020-03-22

Effective Sequence
6

Emp ID

Employment Record Number

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

Finding Workflow Within Transaction
See detailed workflow screen shots on:
• Page 2 for Add/Change Position transactions
• Page 6 for My Team transactions
To see workflow for My Team transactions, click "Approval Chain".

Finding Workflow Within Transaction

To see workflow for My Team transactions, click "Approval Chain".

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

Click to see individual approvers within a group.

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

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

**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.

**Notification Bell**
All transactions denied, approved, or currently pending approval by the user are automatically displayed. Click anywhere in the line to see the transaction.

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

**Finding Workflow Within Transaction (applies to all areas above)**
To see workflow for MSS My Team transactions, click **to see the summary.**

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

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