



Subject: New Functionality Now Available in OneUSG Connect – Manager Self

Service (MSS)

As of March 8, 2019, managers will have added functionality in OneUSG Connect – Manager Self Service (MSS). In addition to the current functionality of approving time and absence requests from your employees, you will now be able to electronically submit requests formerly processed through paper Personnel Action Forms (PAF) and Faculty Status Change Forms. **These new options will include the ability to:**

- Request an employee reporting change or location change.
- Submit requests to transfer or separate an employee.
- Submit requests for pay changes or one-time payments.
- View or submit requests for position funding changes.

Please note: All managers will need to login to MSS with their email address and password and authenticate through DUO to complete all of the associated transactions for their direct reports. There is no delegation feature for these transactions.

An email with registration details to join an information and/or drop-in help session will be coming soon. We ask for your patience and understanding as we work through any issues that may arise as we implement these exciting new features.

If you have any questions, please contact Human Resources at hr@kennesaw.edu.