

MSS – Decentralized Originator Navigation

Time Management

- Submit Request to Adjust Leave Balances
 - > Manager Self Service > Time Management > Submit Request to Adjust Leave
- Submit Request to Change Time & Absence Approver
 - > Manager Self Service > Time Management > Request Time & Abs Appr

Position Management

- Submit Request to Add Position
 - > Manager Self Service > Position and Funding > Add Position
- Submit Request to Change Position
 - > Manager Self Service > Position and Funding > Change Position Details
- Submit Request to Inactivate Position
 - Manager Self Service > Position and Funding > Inactivate Position
- Change Position Funding
 - > Manager Self Service > Position and Funding > Change Position Funding

Team Development

- View and Update Team Profile
 - Manager Self Service > Learning and Development > Current Team Profiles

Job and Personal Information

- Transfer Employee
 - > Manager Self Service > Job and Personal Information > Transfer Employee
- Promote Employee
 - > Manager Self Service > Job and Personal Information > Promote Employee
- Submit a Demotion Request
 - > Manager Self Service > Job and Personal Information > Demote Employee
- Request Reporting Change
 - > Manager Self Service > Job and Personal Information > Request Reporting change
- Submit Location Change Request
 - > Manager Self Service > Job and Personal Information > Submit Location Code Request
- Retire Employee
 - > Manager Self Service > Job and Personal Information > Retire Employee

Terminate Employee

> Manager Self Service > Job and Personal Information > Terminate Employee

Compensation

Request Ad Hoc Salary Change



> Manager Self Service > Compensation and Stock > Request Ad Hoc Salary Change

Submit Supplemental Pay Request



> Manager Self Service > Request Supplemental Pay

Forms

Submit Security Request



> Manager Self Service > Forms > Submit Security Request

Smart HR Template

Hire Non-Benefit Eligible Employee (Student, Part-Time, Rehired Retiree, Temporary) or Resident

> Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Hire/Rehire > Template 120 HIRE EMP

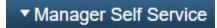
Add USG Affiliate

> Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Hire/Rehire > Template 120_ADD_AFFILIATE

Complete USG Affiliate

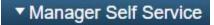
> Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Terminate > Template 120_COMPLETE_AFFILIATE

System Manager Reporting



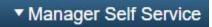
> System Manager Reporting Tile

Careers



> Create Job Opening Tile & Open Jobs Tile

Delegation



> Delegation Tile