Approving MSS Transactions Quick Reference

Approving a Change Time & Absence Approver Request

This changes the time and absence approver for an employee. Requests should be used for <50 employees. Central Payroll will complete mass entry for >50 employees.

Navigation: Manager Self Service > Approvals > Change Time and Absence Approver

Things to Consider:
- Approvers must know when they are being assigned this role.

Approving a Leave Balance Adjustment Request

This is primarily used at Go-Live to correct 2018 balances that occur prior to being on OneUSG Connect. Should become less common after Go-Live.

Navigation: Manager Self Service > Approvals > Adjust Leave Balances

Things to Consider:
- Can the adjustment be handled via regular absence requests?
- What is the underlying issue that caused the error?

Approving a Termination Request

This is a request to terminate an employee. It does not include retirement requests. (See Approving a Retirement Request)

Navigation: Manager Self Service > Approvals > Terminate Employee

Things to Consider:
Comments field should include:
- Position number and HR department (as some employees may hold multiple positions)
- Last day worked
- If the employee provided notice
- If the employee is on leave, and if so, what are those dates?
- If the department has knowledge that the employee is transferring to another unit, they should include the unit the employee is transferring to
- Workforce Administration (WFA) can determine effective dates based on information the department has provided.

Approving a Retirement Request

This is a request to retire an employee after the employee has visited Central HR and knows their last day.

Navigation: Manager Self Service > Approvals > Retire Employee

Things to Consider:
- The request should not be an intent to retire (the employee should have already visited Central HR).
- All investigation and preparation are complete.
- Effective date of retirement is the 1st day of the month

Approving a Security Request

This is a request for new security access or to change existing security access.

Navigation: Manager Self Service > Approvals > Request Security

Things to Consider:
- Distributed departments will primarily use this to maintain workflow.
- Distributed users would not request correction mode or access to PII data.
- When a request gets to central security personnel, they will review and reach out to departments if needed.

Approving a Position Funding Change Request

This is a request that a position receive different funding.

Navigation: Employee Self Service > Notification flag > Change Position and Funding Request (link) > Enter Comments or Add Ad Hoc Approvers > Save Ad Hoc (if any were added) > Approve (or Deny) button

Things to Consider:
- If the position is partially funded by a combo code from another department, insert an ad hoc approver from the other unit.
- If denying the transaction, enter additional comments and indicate the reason for the denial in the comments.

Approving a Supplemental Pay Request

This is a request for what UGA refers to as Supplements or Extra Compensation payments.

Navigation: Manager Self Service > Approvals > Supplemental Pay Request

Things to Consider:
- Effective/End Dates on the MSS transaction match up with both the Supplement and Employee Agreement Form.
- Amounts are correct and match the forms?
- Attachments have the proper signatures.

Approving an Ad Hoc Salary Change Request

This is used to submit salary change requests to central offices after intra-departmental approvals have been obtained. Departments should use existing forms, per UGA policy, and submit documentation as attachments.

Navigation: Manager Self Service > Approvals > Ad Hoc Salary Change

Things to Consider:
- What is the reason for the request?
- Has all information been processed and approved in the department?
- Is all information attached and ready to be sent to HR for approval?
- Is the Request for Salary Adjustment (RSA) completed and attached?

Approving/Denying an Express Direct Retro

This is a method to redistribute payroll expenses that have already posted to the General Ledger. Express Direct Retros (EDRs) replaced **Budget Retros** (triggered by a backdated change position funding request) and **Direct Retros**.

EDRs can be completed by employees with the System Manager role in OneUSG Connect.

Navigation: Manager Self Service > Review/Approval EDR

Things to Consider:

Approval options for EDRs:

- Approve: Moves the request forward in workflow
- Deny: Terminates the transaction, does not allow edits; comments required, viewable by initiators; denials release the lock on the position. You cannot approve your own transaction.

Approvers should review EDR requests for the following:
- Are the payroll expenses being moved onto/off of the appropriate combo codes?
- Is the dollar amount of payroll expenses being moved appropriately?
- If any part of the transaction involves a grant/project combo code, does the transaction fall under the University's cost transfer policy?
    - If YES: Is the cost transfer justification form completed and attached?

Other Things to Know:
- DR transactions can be saved, allowing a user to start an EDR transaction and come back to it at a later date.
- Saved EDR transactions will lock the position and not allow other users to process an EDR transaction for the same position and paycheck.
- Saved EDR transactions that have not been submitted through the workflow approval process will be deleted after 5 days. EDR transactions that have already been submitted through workflow will NOT be deleted

Special Cases for EDRs:

There are **4 scenarios** in which you are NOT able to submit an EDR in OneUSG Connect and must submit an Express Retro Payroll Request instead:

1. Payroll expenditures from a prior fiscal year transferring onto/off of a restricted grant or project
2. Payroll expenditures posted to a suspense combo code prior to December 10, 2019
3. Payroll expenditures transferring onto/off of a restricted grant or project that has ended
    Ex: If a grant has an end date of 10/31/2019, departments would not be able to submit an EDR transaction on 12/15/2019 that impacts the grant.
4. Payroll expenditure credit