

### OneUSG Manager Self-Service (MSS) Matrix

\*Please review tools/contact information below matrix for assistance\*

Navigation:	Actions:	Reasons:	Notes to User / Previous Method for Submittal:	Options within drop-down menu:
"My Team" Tile	Time Management	Submit Request to Adjust Leave Balances	-Used to request a leave balance adjustment for your direct report -Previously submitted as an email to payroll	
"My Team" Tile	Time Management	Submit Request to Change Time and Absence Approver	-Used to request a change of time and absence approver for your direct report -Previously submitted on time approver change form	
"My Team" Tile	Job and Personal Information	Request Reporting Change	-DO NOT USE -Previously submitted as reports to supervisor change form -Reports To supervisor change should be submitted using the "Manage Positions" tile > Add/Change Position action	
"My Team" Tile	Job and Personal Information	Transfer Employee	-Previously submitted as transfer on ePAR	-Begin Acting Position -Begin Interim Position -End Acting Position -End Interim Position -Fair Labor Standards Act (FLSA) - HR Use Only -Intra-Institutional Transfer (transfer within UWG) -Reorganization -Transfer to Non-OneUSG Affiliate - HR Use Only
"My Team" Tile	Job and Personal Information	Promote Employee	-Previously submitted as promotion on ePAR	-Promotion -Reclassification - HR Use Only -Academic Rank
"My Team" Tile	Job and Personal Information	Submit Location Change Request	-DO NOT USE	
"My Team" Tile	Job and Personal Information	Retire Employee	-Previously submitted as a termination/retirement on ePAR	-Disability Retirement - HR Use Only -Early Retirement - HR Use Only -ERS Retirement - HR Use Only -Normal Retirement
"My Team" Tile	Job and Personal Information	View Employee Personal Info		
"My Team" Tile	Job and Personal Information	Terminate Employee	-Previously submitted as a termination on ePAR	-Contract Not Renewed -Death -Elimination of Position -End Semester Appointment -End Summer Faculty Appointment -End Temporary Employment -End of Demand -End of Fixed Term Contract -End of Student Employment -Faculty Not Reappointed -Failure to Return from Leave -Funding/Budget Restrictions - HR Use Only -Grant Funding Ended -Gross Misconduct -Job Abandonment -No Show -No Work Authorization - NRA -Probationary Period -Rescind Retirement -Resignation -Resignation -Transfer to Affiliate -Unsatisfactory Performance -Violation of Rules
"My Team" Tile	Job and Personal Information	Submit Demotion Request	-Previously not an option on ePAR	-Voluntary -Involuntary
"My Team" Tile	Compensation	View Compensation History		
"My Team" Tile	Compensation	Request Ad Hoc Salary Change	-Previously submitted as pay change in ePAR	-Compression Adjustment - HR Use Only -Equity Adjustment - HR Use Only -In Range Adjustment -Job Reclassification -Market Adjustment - HR Use Only -Merit - HR Use Only
"My Team" Tile	Compensation	Submit Supplemental Pay Request	-Use this selection to initiate a supplemental pay request for your employees - -MUST ATTACH current supplemental pay form to MSS transaction -Forms can be found at the following link: <a href="https://www.westga.edu/hr/forms.php">https://www.westga.edu/hr/forms.php</a>	-Defined Term -One-Time
"My Team" Tile	Development	View Current Team Profiles		
"My Team" Tile	Development	View Team Historical Profiles		

### OneUSG Manager Self-Service (MSS) Matrix

*\*Please review tools/contact information below matrix for assistance\**

Navigation:	Actions:	Reasons:	Notes to User / Previous Method for Submittal:	Options within drop-down menu:
"My Team" Tile	Forms	Submit Security Request	-Previously submitted to Center for Business Excellence/ITS. -This is to request access or a change in access for an employee in OneUSG.	-Clone Access -Grant Approver Access -Grant Initiator Access -Grant Practitioner Security -Miscellaneous Request -Terminate Access
"My Team" Tile	Forms	Submit Manager Self Service Request	-DO NOT USE	
"Manage Positions" Tile	Add/Change Position	Add New or Change Existing Position	-Use this selection to request a reports to supervisor change, a new position number, to change attributes for a current position number, or update a job description -This was previously submitted as a reports to supervisor change form or a request to modify a position/create a position in PeopleAdmin	-Contract Change -Department Change -Fair Labor Standards Act (FLSA) - HR Use Only -FTE (full-time equivalent) -Position Inactivated -Job Re-Classification -Reports To Update -New Fiscal Year - HR Use Only -Position Reactivated -Title Change -Position Data Update - HR Use Only
"Manage Positions" Tile	Change Position Funding	Change Position Funding	-DO NOT USE -Budget Services Use Only -Use current internal budget amendment process to change funding for a position	

To Access OneUSG:

<https://oneusgconnect.usg.edu/>

To Access All Job Aids Within the USG ServiceNow Knowledge Base:

<https://usg.service-now.com/usgsp>

For assistance in determining the correct action or reason coding, please contact your assigned HR Talent Management business partner:

<https://www.westga.edu/hr/faculty-staff.php>

For additional assistance, please email:

[hr@westga.edu](mailto:hr@westga.edu)