

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

\*Please review matrix key below for additional details\*

Transaction	Paygroupings	Level 1	Level 2	Level 3	Level 4	Level 5	Notification sent after transaction approved at Level 5
Ad Hoc Salary Request	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	Payroll
	FWS (Pay group W)	1-up	skip	Financial Aid	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
Supplemental Pay Request	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	Payroll
	FWS (Pay group W)	1-up	skip	Financial Aid	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
Add/Change Position	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	
	FWS (Pay group W)	1-up	skip	HRTM	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
Change Position Funding	Faculty (Pay groups F, Y, P)	skip	skip	skip	skip	Budget	HRIS
	FWS (Pay group W)	skip	skip	skip	skip	Budget	
	Staff (Pay groups A, G, H, J, N, X)	skip	skip	skip	skip	Budget	
	Student (Pay groups T, C, L)	skip	skip	skip	skip	Budget	
Adjust Leave Balances	Faculty (Pay groups F, Y, P)	skip	skip	skip	skip	Payroll	Benefits
	FWS (Pay group W)	skip	skip	skip	skip	Payroll	
	Staff (Pay groups A, G, H, J, N, X)	skip	skip	skip	skip	Payroll	
	Student (Pay groups T, C, L)	skip	skip	skip	skip	Payroll	
Change Time & Abs Approver	Faculty (Pay groups F, Y, P)	1-up	skip	skip	HRIS	Payroll	
	FWS (Pay group W)	1-up	skip	skip	HRIS	Payroll	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	skip	HRIS	Payroll	
	Student (Pay groups T, C, L)	1-up	skip	skip	HRIS	Payroll	
Demotion	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	Payroll
	FWS (Pay group W)	1-up	skip	Financial Aid	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
Location Change	Faculty (Pay groups F, Y, P)	skip	skip	skip	skip	HRIS	
	FWS (Pay group W)	skip	skip	skip	skip	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	skip	skip	skip	skip	HRIS	
	Student (Pay groups T, C, L)	skip	skip	skip	skip	HRIS	
Promotion	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	Payroll
	FWS (Pay group W)	1-up	skip	Financial Aid	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	

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	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
Reporting Change	Faculty (Pay groups F, Y, P)	skip	skip	skip	skip	Budget	
	FWS (Pay group W)	skip	skip	skip	skip	Budget	
	Staff (Pay groups A, G, H, J, N, X)	skip	skip	skip	skip	Budget	
	Student (Pay groups T, C, L)	skip	skip	skip	skip	Budget	
Retirement	Faculty (Pay groups F, Y, P)	1-up	skip	AA	HRTM	HRIS	Budget / Payroll / Benefits
	FWS (Pay group W)	1-up	skip	skip	skip	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	skip	HRTM	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	skip	skip	HRIS	
Termination	Faculty (Pay groups F, Y, P)	1-up	skip	AA	HRTM	HRIS	Budget / Payroll / HRTM / Termite
	FWS (Pay group W)	1-up	skip	Financial Aid	HRTM	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	skip	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	skip	HRIS	
Transfer (internal)	Faculty (Pay groups F, Y, P)	1-up	skip	AA	Budget	HRIS	Payroll
	FWS (Pay group W)	1-up	skip	Financial Aid	Budget	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRTM	Budget	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRTM	Budget	HRIS	
MSS Request (misc)	Faculty (Pay groups F, Y, P)	1-up	skip	HRIS	skip	HRIS	Budget
	FWS (Pay group W)	1-up	skip	HRIS	skip	HRIS	
	Staff (Pay groups A, G, H, J, N, X)	1-up	skip	HRIS	skip	HRIS	
	Student (Pay groups T, C, L)	1-up	skip	HRIS	skip	HRIS	
Security Request Form	One path	1-up	skip	skip	skip	HRSEC	
<b>Matrix Key:</b>							
1-up	Reports to Supervisor of manager submitting the transaction						
HRSEC	UWG Security Admin team for OneUSG (HR, Payroll, Budget)						
HRTM	Human Resources Talent Management (HR Business Partners)						
HRIS	Human Resources Information Systems (HR data management team)						
AA	Academic Affairs (Provost Office)						

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Transaction	Paygroupings	Level 1	Level 2	Level 3	Level 4	Level 5	Notification sent after transaction approved at Level 5
<b>Pay Group</b>	<b>Pay Group Description</b>						
54A	Staff - FT - 12 Month - exempt						
54C	Staff - PT - non-exempt						
54F	Faculty - FT - 10 month - exempt						
54G	Student - Graduate Assistant - exempt						
54H	Staff - FT - 12 month - non-exempt						
54J	Staff - FT - 9/10 month - non-exempt						
54L	Staff - PT - exempt						
54P	Faculty - PT - exempt						
54T	Student - Student Assistant - non-exempt						
54W	Student - Federal Work Study Student						
54X	Staff - FT - 9/10 month - exempt						
54Y	Faculty - FT - 12 Month - exempt						