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## Manager's Self Service - Guidance for Managers

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### What is a Manager?

The Manager/Supervisor is an individual who has been assigned to supervise or lead other university employees in a department or unit. This could include supervising students, staff, and faculty.

### Who can initiate MSS employment actions?

Each employee vested with managerial authority should be aware of their position title and the expectations and boundaries of their authority with taking lead over their direct report employment actions.

Any employee given managerial authority can initiate employment actions on any of their direct reports in MSS.

If Managers wish to delegate this authority, they may do so by assigning delegation to another employee. Please visit the [MSS Training Guide](#) for step-by-step instructions. Once the Delegate has accepted the delegation request via GEMS, they will be able to initiate employment actions on the Manager's behalf. ***Managers should check with their HR Liaison (Dept HR) to determine if a business process has been put in place to identify who can serve as a Delegate within the Department/Unit.***

### How do I access MSS to initiate an employment action?

You can access MSS by logging into GEMS and clicking on the Manager Self Service home page. Click [here](#) to access step-by-step instructions for submitting actions.

### How do I know what employment actions to initiate in MSS?

Before an employment action is entered you should ***review and complete any department processes or flows with your HR Liaison (Dept HR)***. Then, you will initiate the employment action in MSS based on the guidance you have received.

For example, an employee has provided their letter of resignation. Once you have spoken to your HR Liaison (Dept HR), log into GEMS and access MSS to initiate the *Terminate Employee* action. Please make sure you attach a copy of the resignation letter along with any other applicable documents or notes your department may require at the time of submittal.

### How do I know when an action has been fully approved?

If you are submitting the action and you are the Manager, you will receive an email notification if the action is denied at any step in the process. Employees within the Central and Branch HR offices will be auditing to ensure employment changes are processed accordingly. Questions related to the submitted action should be referred to your HR Liaison (Dept HR).