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## Manager's Self Service - Guidance for Unit Approvers

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### What is a Unit Approver?

The Unit Approver is an individual who has been delegated Hiring and Pay Action Authority. [Hiring and Pay Action Authority | Human Resources | USF](#)

The University President has directly delegated to Vice Presidents decisions regarding personnel and those Vice Presidents have identified managers with Hiring and Pay Action responsibilities which includes identifying employment needs and managing personnel decisions in their specialized areas including hiring, appointments, and terms of employment as noted in the General Delegation of Authority D1 and USF Policy O-100.

### Who can approve MSS Transactions?

Each employee vested with managerial authority should be aware of their position title and the expectations and boundaries of their authority with regards to Hiring and Pay Actions.

#### Levels of Authority

1. President and Provost – all hire and pay actions
2. Regional Chancellors, Senior Vice Presidents, Vice Presidents, Deans – all nonfaculty hire and pay actions
3. Associate Vice Presidents, Assistant Vice Presidents, Associate Deans, Assistant Deans, Budget Directors, some Directors – **may** be delegated nonfaculty hire and pay actions
4. Directors, Chairs, Unit HR Administrators, Faculty Administrators – temporary hire and pay actions (includes Adjunct Faculty, OPs, Graduate Assistants, Student Assistants, Postdoctoral Scholars, etc.).

### How do I access MSS to approve a transaction?

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 approver actions.

### How do I know what transactions to approve in MSS?

Review the approvals tile for the job code and salary plan, this will help determine if you have approval authority for this type of employee. That, along with any specific departmental business processes, will determine if you should approve the transaction.

For example, a Chair has authority to approve actions for Adjunct faculty according to the Levels of Authority, #4 above. If a salary action is pending for Rocky Bull, salary plan 06 (Adjunct), the Chair should review and take action. If a salary action is pending for Roberta Bull, salary plan 23 (Staff), the Chair would not take action and the approval should come from level #3 or above.

#### **Reporting Change**

Melissa Jacks

**Sal Plan:** Staff

**JobCode:** Sr. Human Resources Specialist

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### How do I know when an action is pending my approval?

By periodically logging into GEMS and reviewing the Notifications section for pending actions or referring to any established procedures with your HR Liaison (Dept HR).