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Accessing MSS

Starting from the GEMS Homepage, click the drop down.

Choose Manager Self Service.

This is the Manager Self Service (MSS) Homepage. All MSS transactions will be initiated from this page.
Managers can delegate the initiation and approval of MSS transactions to other GEMS users.

Starting from the Manager Self Service Homepage, click on the **Create Delegation Request** tile.

On the **Delegation Dates** screen, update the following information:

**Start Date**: Enter the date the delegation will be effective.

**End Date**: If the delegation will only be in place for a set time-period, enter an end date. Otherwise, leave it blank.

**Comment**: Must be supplied. Include information on reason for the delegation and its purpose. Please note that delegates assigned by Unit Approvers must be in line and listed on the salary delegation authority list.

Click **Next**.
On the Delegates screen, search the list for the employee(s) that you would like to initiate transactions on your behalf.

Select the Check Box to the left of their name.

If there are employees who are not listed, you can add them by clicking Add Delegate.

The Add Delegate window will appear. Click on the magnifying glass to open the Lookup window.

Click on the arrow to the left of Search Criteria to search by Employee Name or ID.

Click Search.

Under the Search Results, click on the row containing the employee’s information.

When returned to the Add Delegate window, click Done.

The employee will now appear at the bottom of the Delegates list with the checkbox selected.

Repeat the Add Delegate steps above if there are any additional employees you wish to be a delegate. Click Next.
On the **Transactions** screen, select all the transactions the delegates will be able to Initiate and/or Approve on your behalf.

Click **Next**.

On the **Review and Submit** screen, review the Delegation Details.

If all the information looks correct, click **Submit**.

Delegates will receive an email notification to **Accept** or **Reject** the delegation request.

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**Original Message**

From:
Sent: Thursday, September 23, 2021 6:55 AM
To:
Subject: A delegation request from **has been submitted for review and acceptance**

or an administrator on behalf of **has submitted a delegation request to you.**

Transaction(s): Add delegate
From: 2021-09-23
To:

You can review the request, then accept or reject the request, please log into GEMS via [https://my.usf.edu](https://my.usf.edu)

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Accepting/Rejecting a Delegation Request

Please Note: If you do not currently have the Manager Self Service tab, click the notification flag located at the top right-hand corner.

Within Actions, there will be a notification regarding the delegation request. Click this notification and the screen to accept the delegation request will open.

Upon receiving the email notification, delegates can log into GEMS to Accept/Reject the delegation request.

Go to the Manager Self Service homepage.

Click on the My Delegated Authorities tile.

Under the Submitted tab, delegates will see a listing of transactions that have been delegated to them as well as the time-period.

Select the box next to the transaction and click Accept or Reject.

An email notification will be sent out to the Delegator denoting the acceptance or rejection of the delegation. Delegators can also see their active delegations on the My Delegates tile.
Revoking Delegated Authority of MSS Transactions

Managers can revoke delegated transactions at any time.

From the Manager Self Service homepage, click on the My Delegates tile.

Under the Active tab, select the checkbox next to the delegation you would like to revoke.

Click Revoke.

**NOTE**: If the original delegation request included multiple users and transactions, the removal of the delegated authority will apply to all users and transactions from that request.

Demote Employee – Submitter

Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the Update Team Information tile.
Click **Demote Employee** from the list of available transactions.

Select the employee for the Demote Employee transaction by clicking on their name.

On the **Demote Employee** screen, select Yes or No for the first two questions from the Questionnaire.

On the **Job Detail** screen, update the following:

**Transaction Date:** Enter the effective date of the demotion.

**Reason:** Enter the appropriate reason.

**Position Title:** Select the position from the lookup.

Click **Next**.
Here you can find additional guidance on what documents should be submitted with the transaction.

On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to enter adjustments.

Once satisfied with the changes, click **Submit**.

After successful submission, the **Demotion Approval Chain** will indicate the steps in the workflow.

**Approver Steps:**
1. Unit Approver
2. Data Entry

Once all approvals are obtained the transaction will be added to Job Data.
Managers and their Delegates can now approve select employment change transactions for employees in GEMS. These transactions can be approved by clicking on the Approvals tile.

Click **Demote Employee** from the list of available transactions for Approval.

On the **Demote Employee** screen, review all the details of the transaction. Add any necessary Approver Comments.

Once satisfied that the transaction is correct, click **Approve**.
Enter any Approver Comments and click Submit.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.

The transaction will have to be re-submitted.

Request Employee Promotion: Submitter

Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the Update Team Information tile.
Click **Promote Employee** from the list of available transactions.

Select the employee who you wish to place on a Promote by clicking on their name.

Answer the related questions for the Promotion and click next.

On the **Job Detail** screen, update the following:

**Transaction Date:** Enter the effective date of the Promotion.

**Reason:** Select the appropriate reason for Promotion.

**Job Title:** Use the Lookup to find the Correct Job Title. Click the **Magnifying Glass**.
In the lookup screen click the arrow next to the words "Search Criteria" to display all the options for entry.

Enter the information that you have available for the new Position to get a listing of Positions. Or if you know the position number just enter that here.

Select the Promotion position from the list below.
Review the New Information on the left and make sure that it matches the Promotion you intend.

Click the Next button.

In the Compensation Details screen you can enter either the Change Percent, the Change Amount, or the New Amount and all the other fields will be calculated.

If any amount calculates to more than a 20% change you will receive a warning message to confirm that amount entered is correct.

Click Next.
Here you can find additional guidance on what documents should be submitted with the transaction.

On the Review & Submit screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click Previous to make adjustments.

Once satisfied with the changes, click Submit.

After successful submission, the Promotion Approval Chain will indicate the steps in the workflow.

Once all approvals are obtained the transaction will be added to Job Data.
Managers and their Delegates can now approve select employment change transactions for employees in GEMS. These transactions can be approved by clicking on the Approvals tile.

Click **Promote Employee** from the list of available transactions for Approval.

On the **Promote Employee** screen, review all the details of the transaction. Add any necessary Approver Comments. Once satisfied that the transaction is correct, click **Approve**.
Enter any Approver Comments and click Submit.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, click Deny. Enter the reason for the denial and click Submit.

Request Reporting Change –Submitter

Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the Update Team Information tile.

Click Request Reporting Change from the list of available transactions.

Select the employee you wish to change their supervisor by clicking on their name.
On the Request Reporting Change screen (employee not assigned a position), update the following:

**Transaction Date:** Enter the effective date of the supervisor change.

**Supervisor Name:** Select the supervisor from the lookup.

Click **Next.**

On the Request Reporting Change screen (employee assigned a position), update the following:

**Transaction Date:** Enter the effective date of the supervisor change.

**Reports To:** Select the supervisor from the lookup.

Click **Next.**

Here you can find additional guidance on what documents should be submitted with the transaction.
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to make adjustments.

Once satisfied with the changes, click **Submit**.

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After successful submission, the **Request Reporting Change** will indicate the steps in the workflow.

**Approver Steps:**

3. **Unit Approver**

Once all approvals are obtained the transaction will be added to Job Data.

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Once approved, the transaction will display in Job Data.

The updated Supervisor Name will display on the Job Information tab.

For employees **assigned** a position, the Action Reason will show Position Change/Reports To Change.

For employees **not assigned** a position, the Action Reason will show Data.
Change/Reports To Change.

Managers and their Delegates can now approve select employment change transactions for employees in GEMS. These transactions can be approved by clicking on the Approvals tile.

Click Reporting Change from the list of available transactions for Approval.
On the **Reporting Change** screen, review all the details of the transaction.

Add any necessary Approver Comments.

If there are errors, click **Previous** to make any adjustments.

Once satisfied with the changes, click **Approve**.

Enter any Approver Comments and click **Submit**.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, click **Deny**.

Enter the reason for the denial and click **Submit**.
Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the Update Team Information tile.

Click Retire Employee from the list of available transactions.

Select the employee who you wish to request a Retirement for by clicking on their name.

On the following screen answer Yes to acknowledge that you will select a reason of “Retirement -9 Month Faculty” if the person is 9 Month Faculty.
On the Work and Job Info screen, update the following:

**Transaction Date:** Enter the effective date of the Retirement.

**Reason:** Select the appropriate reason from the dropdown. **Retirement or Retirement – 9 Month Faculty**

Click **Next**.

Here you can find additional guidance on what documents should be submitted with the transaction.

On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to make any adjustments.
Once satisfied with the changes, click **Submit**.

After successful submission, the **Retirement Approval Chain** will indicate the steps in the workflow.

**Approver Steps:**

4. Unit Approver
5. HR Benefits Team

Once all approvals are obtained the transaction will be added to Job Data.

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**Request to Retire Employee: Approver**

Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

These transactions can be approved by clicking on the **Approvals** tile.

Click **Retire Employee** from the list of available transactions for Approval.
On the Retire Employee screen, review all the details of the transaction.

Add any necessary Approver Comments.

Once satisfied that the transaction is correct, click Approve.

Enter any Approver Comments and click Submit.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.
Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the **Update Team Information** tile.

Click **Terminate Employee** from the list of available transactions.

Select the employee who you wish to request a termination for by clicking on their name.
On the Work and Job Info screen, update the following:

**Transaction Date:** Enter the effective date of the Termination.

**Reason:** Select the appropriate reason from the dropdown.

Click **Next**.

Here you can find additional guidance on what documents should be submitted with the transaction.
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to make any adjustments.

Once satisfied with the changes, click **Submit**.

After successful submission, the **Termination Approval Chain** will indicate the steps in the workflow.

**Approver Steps:**

6. **Unit Approver**

7. **MSS Data Entry**

Once all approvals are obtained the transaction will be added to Job Data.
Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

These transactions can be approved by clicking on the Approvals tile.

Click Terminate Employee from the list of available transactions for Approval.

On the Terminate Employee screen, review all the details of the transaction.

Add any necessary Approver Comments.

Once satisfied that the transaction is correct, click Approve.
Enter any Approver Comments and click **Submit**.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, click **Deny**.

Enter the reason for the denial and click **Submit**.

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**Request to Update Job Details for Group: Submitter**

Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the **Update Team Information** tile.
Click Update Job Details for Group from the list of available transactions.

To select the employees who you wish to request an update for:

You can one by one click on the boxes next to their names.

Or,

You can click the Box underneath the Continue button to select all employees listed.

On the Questionnaire screen you will be asked to answer “Yes” or “No” to questions about the transaction and what will be changing.

The Next Screen will populate based on which items you answer “Yes” to on this page.
On the **Work and Job Info** screen, update the following:

**Transaction Date:** Enter the effective date of Job Detail changes.

Enter the desired changes to:

- **Department**
- **Location**
- **Supervisor**

Depending on how the questions were answered, click **Next**.

Here you can find additional guidance on what documents should be submitted with the transaction.
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to make any adjustments.

Once satisfied with the changes, click **Submit**.

After successful submission, you will receive a message that your transaction has been submitted and will see a list of Employees selected.

Once all approvals are obtained the transaction will be added to Job Data.
Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

These transactions can be approved by clicking on the Approvals tile.

Click Group Update from the list of available transactions for Approval.

On the Group Update screen, review all the details of the transaction. To select the employees whom, you wish to approve you can one by one click on the boxes next to their names. Or you can click the Box underneath Group Update to select all employees listed.
Once satisfied that the transaction is correct, click Approve.

Enter any Approver Comments and click Submit.

Once all approvals are obtained the transaction will be added to Job Data.

If the transaction is incorrect, for some of the employees, choose those employees as instructed above and click Deny.

Enter the reason for the denial and click Submit.

The transaction will have to be re-submitted.
Transfer Employee: Submitter

Managers and their Delegates can now submit select employment change transactions for employees in GEMS. These transactions can be accessed by clicking on the Update Team Information tile.

Click Transfer Employee from the list of available transactions. Select the employee you wish to transfer by clicking on their name.

Complete the questionnaire that is presented on screen, answering yes or no to the questions provided. Click Next.
On the Job Detail screen, update the following:

**Transaction Date:** Enter the date the Transfer will be effective.

**Reason:** Select the appropriate reason for transfer from the dropdown.
- Reassignment
- Salary Change

**Position Title:** For employees on positions, use the magnifying glass to search for the new position title and number.

For Temporary employees, enter the new Temporary job code, if changing.

**NOTE:** If there is no Salary Change, you will not see the Compensation Detail train stop.
Changing Position

Title: Click on the Magnifying glass, then click the arrow to the left of Search Criteria.

To find the correct position, enter any of the details associated with the position: Position Number, Position Title, Department ID, Job Code, etc.

Once the position has been identified, click on it from the Search Results section.

The screen will display the New and Current information. Details that have changed will appear with an Orange dot to the left of the field name.

Click Next.
Here you can find additional guidance on what documents should be submitted with the transaction.

On the Compensation Detail screen, update the salary information by entering the **New Amount**.

**NOTE:** You also have the option to enter the **Change Percent** or **Change Amount**. The system will do the calculation and update the New Amount field.

Click **Next**.
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous or Return to Questionnaire** to make any adjustments.

If satisfied with the changes, click **Submit**.

**NOTE:** If the supervisor is being updated as a part of the Transfer, it can take up to 2 hours for the employee to be removed from the previous supervisor's list of Direct Reports after the transaction is reflected in Job Data. The same applies for the new supervisor.

After successful submission, the **Transfer Approval Chain** will indicate the steps in the workflow.

Once all approvals are obtained the transaction will be added to Job Data.
Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

These transactions can be approved by clicking on the **Approvals** tile.

Click **Transfer Employee** from the list of available transactions for Approval.

On the **Transfer Employee** screen, review all the details of the transaction.

Add any necessary Approver Comments.

Once satisfied that the transaction is correct, click **Approve**.
Enter any Approver Comments and click **Submit**.

Once all approvals are obtained the transaction will be added to Job.

If the transaction is incorrect, click **Deny**.

Enter the reason for the denial and click **Submit**.

The transaction will have to be re-submitted.

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**Request Ad Hoc Salary Change – Submitter**

Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the **Update Team Information** tile.
Click Request Ad Hoc Salary Change from the list of available transactions.

Select the employee whose salary you wish to change by clicking on their name.

On the Compensation Detail screen, update the Transaction Date, the Reason field, and the New Amount field with the new salary information.

NOTE:
- If you are unsure what Reason to use, please visit the Action Reasons – Reference.
- DO NOT enter the Change Percent or Change Amount. The system will do the calculation and update the New Amount field.

Click Next.
Here you can find additional guidance on what documents should be submitted with the transaction.

On the Review & Submit screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click Previous to make any adjustments.

Once satisfied with the changes, click Submit.
Salary Change Approval Chain

After successfully submission, the Salary Change Approval Chain will indicate the steps in the workflow.

**NOTE:** Salary Changes for Faculty will have an additional approval step in the workflow for Dwayne Smith after the Unit Approver.

Once all approvals are obtained the transaction will be added to Job Data.

Request Ad Hoc Salary Change - Approver

Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

These transactions can be approved by clicking on the Approvals tile.

Click Ad Hoc Salary Change from the list of available transactions for Approval.
On the Ad Hoc Salary Change screen, review all the details of the transaction.

Add any necessary Approver Comments.

Once satisfied that the transaction is correct, click Approve.

Enter any Approver Comments and click Submit.

Once all approvals are obtained, the transaction will be added to Job Data.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.

The transaction will have to be re-submitted.
Managers and their Delegates can now submit select employment change transactions for employees in GEMS.

These transactions can be accessed by clicking on the Update Team Information tile.

Click Change Full/Part Time or Hours from the list of available transactions.

Select the employee you wish to change the FT/PT or hours for by clicking on their name.

On the Job Details screen, update the following:

Transaction Date: Enter the date the change will be effective.

Reason: Select the appropriate reason from the dropdown.
- FTE Change Decrease
- FTE Change Increase

Standard Hours: Enter the new hours. The system will calculate the FTE.

Full/Part Time: This field is only updatable for Temporary employees through Manager Self Service. Indicate the appropriate designation. Click Next.
Here you can find additional guidance on what documents should be submitted with the transaction.

For FTE Changes, if the salary will also be changing, an Ad Hoc Salary Change transaction will also need to be submitted.

On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

If there are errors, click **Previous** to make any adjustments.

Once satisfied with the changes, click **Submit**.
After successful submission, the Transfer Approval Chain will indicate the steps in the workflow.

Change Full/Part Time or Hours - Approver

Managers and their Delegates can now approve select employment change transactions for employees in GEMS. These transactions can be approved by clicking on the Approvals tile.

Click Full/Part Time or Hours from the list of available transactions for Approval.
On the Full/Part Time or Hours screen, review all the details of the transaction.

Add any necessary Approver Comments.

Once satisfied with the changes, click Approve.

Enter any Approver Comments and click Submit.

Once all approvals are obtained, the transaction will be added to Job Data.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.

The transaction will have to be re-submitted.