# GEMS Manager Self Service Transactions User Guide

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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.

Delegation of MSS Transactions

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 back 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 of 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 of the information looks correct, click Submit.

Delegates will receive an email notification to Accept or Reject the delegation request.
Accepting/Rejecting a Delegation Request

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

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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.

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### 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.

**Note:** Salary changes should be processed through the **Request Ad Hoc Salary Change** transaction.

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**.

**NOTE:** To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the **Decision Support** window icon:

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 **Demotion Approval Chain** will indicate the steps in the workflow.

**Approver Steps:**

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

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and final notifications are delivered to the submitter.
A request is awaiting your approval.

Transaction Name: Demotion
Employee Name: Gupta, Kaushik
Employee Id: 0000095482

To approve or deny this request, go to:
http://genesis.mcloud.uff.edu/cmp/gensis/EMPLOYEE/HRMS/FL_MANAGER_FLHR_MSCT_APPR.GBL?
Page=HR_MSCT_APPR&Action=1&EMPL_ID=0000095482&EMPL_RCD=0&ACTION_DT=2021-04-28&FFSEQ=1&EXTRA_PROCESSID=035DemoteE

An email notification will also be sent to the Manager/Delegate that submitted the transaction to approve the transaction.

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Demote 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 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 and final notification emails are delivered to the submitter.

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

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

An email notification will be sent to the Manager/Delegate that submitted the transaction.

**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.

NOTE: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the Decision Support window icon:

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.

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and a final notification delivered to the submitter.
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 and final notification emails are delivered to the submitter.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.

An email notification will be sent to the Manager / Delegate that submitted the transaction.

The transaction will have to be re-submitted.

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**.

**NOTE**: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the **Decision Support** window icon:

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 **Request Reporting Change** will indicate the steps in the workflow.

**Approver Steps:**

3. **Unit Approver**

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and final notifications are delivered to the submitter.

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.
Request Reporting Change - Approver

A request is awaiting your approval.

Transaction Name: Request Reporting Change Employee Name: Monastyrzka, Kateryna Employee Id: 00000074326

To approve or deny this request, go to:
http://geminst.ufl.edu/gems/gems/EMPL_EMPL_MGR CT_APPR.php?
Page=HR_MGR_CT_APPR&Action=6&EMPL_ID=00000074326&EMPL_THR=0&BATCH_DT=2021-04-
20&EFFSIDE=1&EMTA_PROCESSID=555&REPORTING=0&EMPL_RT=0&EMPL_ADDRESS=0

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

An email notification will also be sent to the Manager/Delegate that submitted the transaction to approve the transaction.

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 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 and final notification emails are delivered to the submitter.

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

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

An email notification will be sent to the Manager/Delegate that submitted the transaction.

**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 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.

Click Next
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**.

**NOTE**: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the **Decision Support** window icon:

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 Retirement Approval Chain will indicate the steps in the workflow.

Approver Steps:

4. Unit Approver
5. HR Benefits Team

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and a final notification delivered to the submitter.

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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 and final notification emails are delivered to the submitter.

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**.

NOTE: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the **Decision Support** window icon:

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 **Termination Approval Chain** will indicate the steps in the workflow.

**Approver Steps:**

6. **Unit Approver**
7. **MSS Data Entry**

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and a final notification delivered to the submitter.

---

**Request to Terminate 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 **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 and final notification emails are delivered to the submitter.

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

Enter the reason for the denial and click **Submit**.
An email notification will be sent to the Manager/Delegate that submitted the transaction. The transaction will have to be re-submitted.

**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**.

**NOTE:** To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon:

Once expanded, click on the **Decision Support** window icon:

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

Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

**Transaction Name:** Request Group Job Update

**Employee Name:** Rasheed, Aliyah

**Employee Id:** 00000147205

To view the status of this request, go to:

```
http://genmstest.mycloud.usf.edu/psp/genmstest/EMPLOYEE/HRMS/c/EL_MANAGER_FL/HR_MSS_CT_VW.GBL?
Page=HR_MSS_CT_EER&Action=U&EMPLID=00000147205&EMPL_RCD=0&ACTION_DT=SS=2021-04-28&EFTSEQ=1&EXTRA_PROCESSID=GSSGroupUpdate&PROCESSID=GSSGroupUpdate
```

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
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 and final notification emails are delivered to the submitter.

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**.
An email notification will be sent to the Manager/Delegate that submitted the transaction.

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.

NOTE: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon: . Once expanded, click on the Decision Support window icon: . 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 adjustments.

If satisfied with the changes, click Submit.

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

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Once all approvals are obtained the transaction will be added to Job Data and a final notification delivered to the submitter.

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.

Transfer 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 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 Data and final notification emails are delivered to the submitter.

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

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

An email notification will be sent to the Manager/Delegate that submitted the transaction.

**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 **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 and 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**.
NOTE: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon: 

Once expanded, click on the Decision Support window icon: 

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 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.
Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

Transaction Name: Request Ad Hoc Salary Change  Employee Name: Clements, Cynthia  Employee Id: 00000135578

To view the status of this request, go to:


This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Request Ad Hoc Salary Change - Approver

A request is awaiting your approval.

Transaction Name: Request Ad Hoc Salary Change  Employee Name: Clements, Cynthia  Employee Id: 00000135578

To approve or deny this request, go to:

http://gemtest.mcloud.usf.edu/paps/gemtest/EMPLOYEE/HRMS/c/EL_MANAGER_HR_MSS_CT_APPR_68L?
Page=HR_MSS_CT_APPR&Action=U&EMPLID=00000135578&EMPL_RCD=0&ACTION_DT=2021-04-16&FFPESEG=158&EXTRA_PROCESSIS=0&SSAAdhocSalaryChange&PROCESSIS=0&SSAAdhocSalaryChan

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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 and final notification emails are delivered to the submitter.

If the transaction is incorrect, click Deny.

Enter the reason for the denial and click Submit.

An email notification will be sent to the Manager/Delegate that submitted the transaction.

The transaction will have to be re-submitted.

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Change Full/Part Time or Hours – 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 **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**.

**NOTE**: To assist Managers and Delegates with completing the transaction, expand the Supplemental Panel by clicking the icon: 📄

Once expanded, click on the **Decision Support** window icon: 🧠.

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 adjustments.

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

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

An email notification will also be sent to the Manager/Delegate that submitted the transaction.

Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

Transaction Name: Change Full/Part Time or Hours Employee Name: Peas, Maria E Employee Id: 000000166592

To view the status of this request, go to:

```
```

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
A request is awaiting your approval.

Transaction Name: Change Full/Part Time or Hours Employee Name: Patterson, Daniel D Employee Id: 0000152688

To approve or deny this request, go to:

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

An email notification will also be sent to each approver in the workflow.

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 and final notification emails are delivered to the submitter.

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

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

An email notification will be sent to the Manager/Delegate that submitted the transaction.

The transaction will have to be re-submitted.