
Manager's Self Service - Guidance for HR Liaison

What is a HR Liaison?

The HR Liaison serves as the first reviewer of employment actions that have been initiated by a Manager or Delegate in the MSS workflow. The role ensures the appropriate employment action has been entered and all required documentation has been attached. This would also include any required documentation based on the department business process.

Who can serve as a HR Liaison to approve an employment action?

The individual who may be responsible for HR, budget, or fiscal related functions for a department/unit. They provide guidance on department HR processes to ensure they align with university HR policies and regulations.

How do I access MSS to approve 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 approver actions.

How do I know what employment actions to approve in MSS?

Begin by referring to any established processes for HR related functions within your department/unit. Your review should encompass approvals in line with your responsibilities. For example, if you review appointments for graduate assistants, but not staff, you will only approve graduate assistants in the workflow. All other items in your queue that fell outside your scope of control would be approved by another HR Liaison.

Next, review the employment action submitted to ensure the appropriate documentation has been attached. If the employment action meets all requirements to move forward in the process, approve the action for the next level approval.

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 within your department.

Can the HR Liaison be a Delegate?

Yes, the HR Liaison can have multiple roles in the MSS process.