Coming soon in GEMS! Manager’s Self Service (MSS) is new functionality available that streamlines employment actions unlike the current manual appointment management processes by decreasing time-to-completion, reducing manual effort, and increasing data quality.

Managers or their delegates will be able to initiate transactions such as promotions, salary increases, supervisor changes, terminations, etc. allowing standardized workflow to move transactions through multiple users in GEMS without manual Appointment Status Forms (ASFs).

Managers will be guided through transactions with displayed contextual information to simplify the experience and provide support on decisions related to the process.

Actions that can be completed within MSS:

- Change Supervisors – Ability to change the employees Reporting Manager
- Terminate Employee – Initiate the employee termination process.
- Retire Employee – Initiate the employee retirement process.
- Update Job Details for Group – Update Department, Work Location, and Supervisor for a group of Employees.
- Request Ad Hoc Salary Change – Request a change to employee base salary
- Change Full/Part Time Status or Hours – Enables ability to change: part-time to full-time or full-time to part-time; or hours (not FTE)
- Transfer Employee – transfer employee.
- Promote Employee – Initiate an internal promotion
- Demote Employee – Initiate an internal demotion

The Alpha release of the functionality to limited departments is slated for July 8, 2021 with complete roll-out to the University population to be determined.

Questions on the project can be sent to MSS-Questions@usf.edu.