



TIPS & TRICKS

OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route+key&t



Field Name	Description
	Written summary of request. Can be used to indicate other changes like pay rate changes or time approver changes that are related to the change.
E D C	Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly). A list of payroll period begin dates are available here: https://
C	
J C	
O	