

GEMS Manager Self Service Transactions User Guide

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Accessing MSS

	<p>Starting from the GEMS Homepage, click the drop down.</p>
	<p>Choose Manager Self Service.</p>
	<p>This is the Manager Self Service (MSS) Homepage. All MSS transactions will be initiated from this page.</p>

Delegation of MSS Transactions

	<p>Managers can delegate the initiation and approval of MSS transactions to other GEMS users.</p> <p>Starting from the Manager Self Service Homepage, click on the Create Delegation Request tile.</p>
<p style="text-align: center;"> 1 2 3 4 Delegation Dates Delegates Transactions Review and Submit </p> <p style="text-align: right;">Next ></p> <p>Step 1 of 4: Delegation Dates</p> <p>*Start Date <input type="text" value="04/15/2021"/> </p> <p>End Date <input type="text"/> </p> <p>Leave blank for open-ended delegations</p> <p>*Comment <input type="text" value="Enter Comment Here."/></p>	<p>On the Delegation Dates screen, update the following information:</p> <p>Start Date: Enter the date the delegation will be effective.</p> <p>End Date: If the delegation will only be in place for a set time- period, enter an end date. <u>Otherwise, leave it blank.</u></p> <p>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.</p> <p>Click Next.</p>


1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Next >

Step 2 of 4: Delegates

99 rows

Select All Clear All Add Delegate

Name	Email ID	Phone
<input type="checkbox"/>  Amy Davis	bsr@usf.edu	813/505-7507

Cancel Add Delegate Done

User ID

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.

Search for: User ID

▼ Search Criteria Show Operators

User ID (begins with)

Last Name (begins with) CLEMENTS

First Name (begins with) CYNTHIA

Empl ID (begins with)

Search Clear

▼ Search Results

User ID	Last Name	First Name	Empl ID
CCLEMENTS2	CLEMENTS	CYNTHIA	00000135578

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**.


1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Next >

Step 2 of 4: Delegates

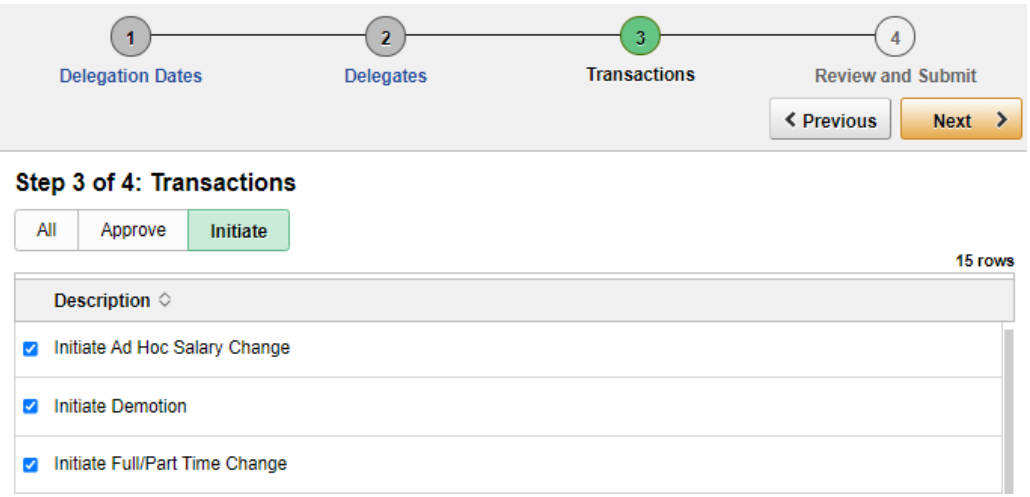
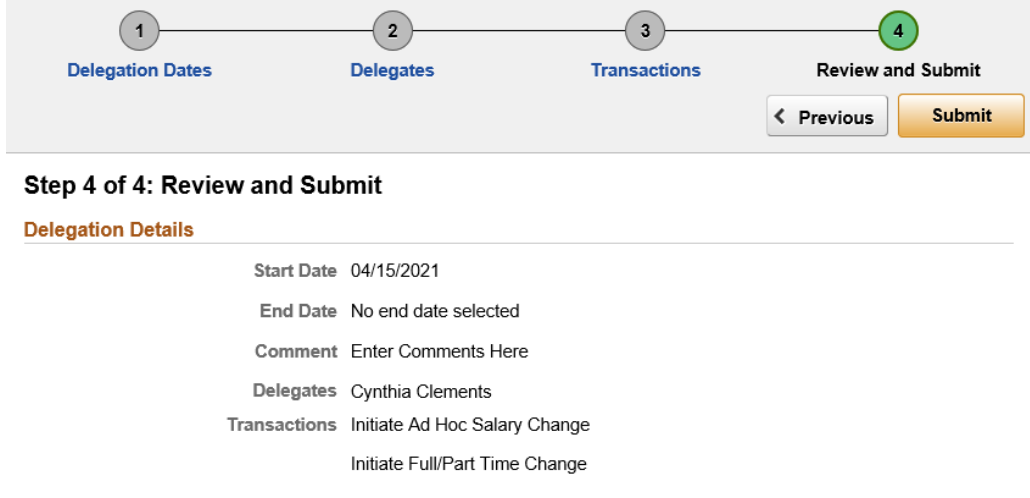
2 rows

Select All Clear All Add Delegate

Name	Email ID	Phone
<input checked="" type="checkbox"/>  Cynthia Clements		

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**.

 <p>Step 3 of 4: Transactions</p> <p>All Approve Initiate</p> <p>15 rows</p> <table border="1"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Initiate Ad Hoc Salary Change</td> </tr> <tr> <td><input checked="" type="checkbox"/> Initiate Demotion</td> </tr> <tr> <td><input checked="" type="checkbox"/> Initiate Full/Part Time Change</td> </tr> </tbody> </table>	Description	<input checked="" type="checkbox"/> Initiate Ad Hoc Salary Change	<input checked="" type="checkbox"/> Initiate Demotion	<input checked="" type="checkbox"/> Initiate Full/Part Time Change	<p>On the Transactions screen, select all the transactions the delegates will be able to Initiate and/or Approve on your behalf.</p> <p>Click Next.</p>
Description					
<input checked="" type="checkbox"/> Initiate Ad Hoc Salary Change					
<input checked="" type="checkbox"/> Initiate Demotion					
<input checked="" type="checkbox"/> Initiate Full/Part Time Change					
 <p>Step 4 of 4: Review and Submit</p> <p>Delegation Details</p> <p>Start Date 04/15/2021</p> <p>End Date No end date selected</p> <p>Comment Enter Comments Here</p> <p>Delegates Cynthia Clements</p> <p>Transactions Initiate Ad Hoc Salary Change Initiate Full/Part Time Change</p>	<p>On the Review and Submit screen, review the Delegation Details.</p> <p>If all the information looks correct, click Submit.</p>				
<p>-----Original Message-----</p> <p>From:</p> <p>Sent: Thursday, September 23, 2021 6:55 AM</p> <p>To:</p> <p>Subject: A delegation request from [redacted] has been submitted for review and acceptance</p> <p>[redacted] or an administrator on behalf of [redacted] has submitted a delegation request to you.</p> <p>Transaction(s): Add delegate</p> <p>From: 2021-09-23</p> <p>To:</p> <p>You can review the request, then accept or reject the request, please log into GEMS via https://my.usf.edu</p> <p>This communication was sent via Oracle Workflow Technology. Please do not reply to this email.</p>	<p>Delegates will receive an email notification to Accept or Reject the delegation request.</p>				

Accepting/Rejecting a Delegation Request

Approvals **Delegations** **Create Delegation Request** **My Delegates**

My Delegated Authorities **My Acknowledgements** **My Team** **Update Team Information**

Active Accepted Ended Rejected Revoked **Submitted**

Accept **Reject**

Transactions	Delegator	Start Date / End Date	Request Status
<input checked="" type="checkbox"/> Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Tiffany Jackson	04/15/2021 05/03/2021	Submitted

Approvals **Delegations** **Create Delegation Request** **My Delegates**

My Delegated Authorities **My Acknowledgements** **My Team** **Update Team Information**

Active Accepted Ended Rejected Revoked Submitted

Revoke

Transactions	Delegates	Start Date / End Date	Request Status
<input type="checkbox"/> Initiate Ad Hoc Salary Change	Alexandre Shanafelt	04/15/2021 05/06/2021	Submitted
<input type="checkbox"/> Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Cynthia Clements	04/15/2021 05/03/2021	Accepted

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.

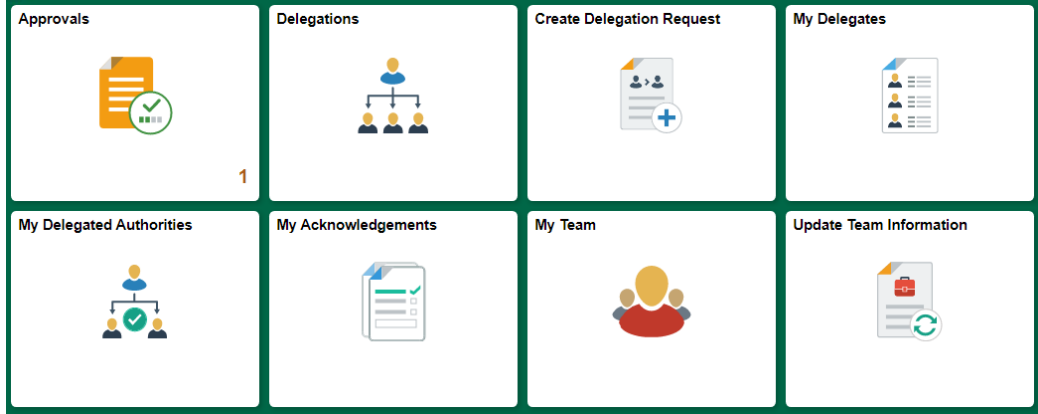
Click on the **My Delegated Authorities** tile.

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. Delegates can also see their active delegations on the **My Delegates** tile.

Revoking Delegated Authority of MSS Transactions



Active Accepted Ended Rejected Revoked Submitted

Revoke

	Transactions	Delegates
<input checked="" type="checkbox"/>	Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Cynthia Clements

Managers can revoke delegated transactions at any time.

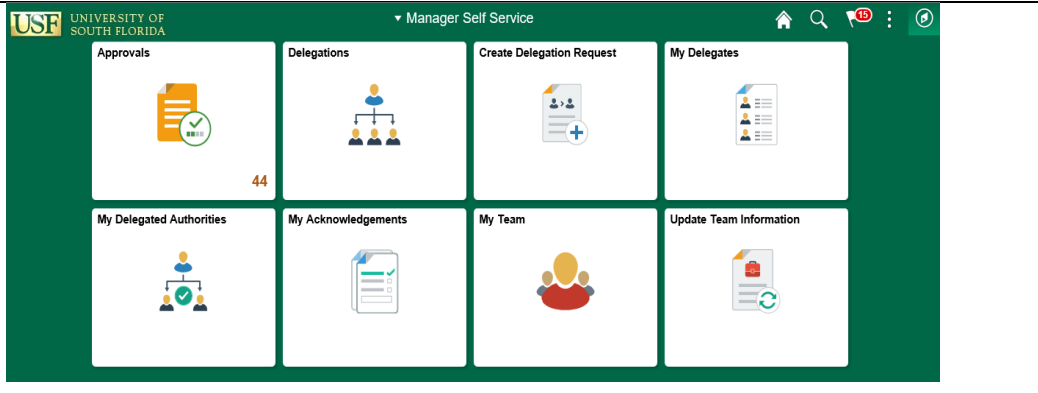
From the **Manager Self Service** homepage, click on the **My Delegates** tile.

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.

<ul style="list-style-type: none"> Request Reporting Change Transfer Employee Promote Employee Request Ad Hoc Salary Change Change Full/Part Time or Hours Request Leave of Absence Request Paid Leave of Absence Retire Employee Terminate Employee <li style="background-color: #e0f2f1;">Demote Employee 	<h3>Demote Employee</h3> <p>Search Options</p> <p>Select Employee</p> <table border="1"> <thead> <tr> <th>Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td>  Julie Schneider Applications Project Manager 00000014986 - 0 </td> </tr> <tr> <td>  Kalpana Rupani Database Administrator 00000110199 - 0 </td> </tr> <tr> <td>  Kautuk Gupta Sr. Data Management Analyst 00000095482 - 0 </td> </tr> </tbody> </table>	Name / Title / ID - Record	 Julie Schneider Applications Project Manager 00000014986 - 0	 Kalpana Rupani Database Administrator 00000110199 - 0	 Kautuk Gupta Sr. Data Management Analyst 00000095482 - 0	<p>Click Demote Employee from the list of available transactions.</p> <p>Select the employee for the Demote Employee transaction by clicking on their name.</p>																																								
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<h3>Demote Employee</h3> <p>Questionnaire</p> <p>What else do you want to change besides Job Title?</p> <p>Are you changing Work Location details? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Are you changing the employee's Supervisor? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Are you changing Salary Information? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="text-align: right;">Next ></p>		<p>On the Demote Employee screen, select Yes or No for the first two questions from the Questionnaire.</p>																																												
	<h3>Demote Employee</h3> <p>Kautuk Gupta Sr. Data Management Analyst</p> <p>1 Job Detail 2 Review & Submit</p> <p>Return to Questionnaire Next ></p> <p>Work and Job Information</p> <p>*Transaction Date: 04/29/2021</p> <p>*Reason: Voluntary</p> <table border="1"> <thead> <tr> <th colspan="2">New Information</th> <th colspan="2">Current Information</th> </tr> </thead> <tbody> <tr> <td>*Position Title: Data Engineer I</td> <td>00033504</td> <td>Sr. Data Management Analyst</td> <td>00018966</td> </tr> <tr> <td>Business Unit: USF Business Unit</td> <td>USFBU</td> <td>USF Business Unit</td> <td>USFBU</td> </tr> <tr> <td>Department: Health Informatics Institute</td> <td>0-6163-000</td> <td>Information Technology</td> <td>0-3510-000</td> </tr> <tr> <td>Location: Health Sciences Center - Tampa</td> <td>38</td> <td>Tampa Campus</td> <td>01</td> </tr> <tr> <td>Job Title: Applications Developer I</td> <td>4442</td> <td>Sr. Data Management Analyst</td> <td>9339</td> </tr> <tr> <td>Standard Hours: 40.00</td> <td></td> <td>40.00</td> <td></td> </tr> <tr> <td>FTE: 1.000000</td> <td></td> <td>1.000000</td> <td></td> </tr> <tr> <td>Full/Part Time: Full-Time</td> <td></td> <td>Full-Time</td> <td></td> </tr> <tr> <td>Reports To: Assistant Director</td> <td>00021463</td> <td>Resource Manager</td> <td>00014740</td> </tr> <tr> <td>Manager Name: Dena Tewey</td> <td></td> <td>Randall Smith</td> <td></td> </tr> </tbody> </table> <p>● Changes Made * Required Field</p>	New Information		Current Information		*Position Title: Data Engineer I	00033504	Sr. Data Management Analyst	00018966	Business Unit: USF Business Unit	USFBU	USF Business Unit	USFBU	Department: Health Informatics Institute	0-6163-000	Information Technology	0-3510-000	Location: Health Sciences Center - Tampa	38	Tampa Campus	01	Job Title: Applications Developer I	4442	Sr. Data Management Analyst	9339	Standard Hours: 40.00		40.00		FTE: 1.000000		1.000000		Full/Part Time: Full-Time		Full-Time		Reports To: Assistant Director	00021463	Resource Manager	00014740	Manager Name: Dena Tewey		Randall Smith		<p>On the Job Detail screen, update the following:</p> <p>Transaction Date: Enter the effective date of the demotion.</p> <p>Reason: Enter the appropriate reason.</p> <p>Position Title: Select the position from the lookup.</p> <p>Click Next.</p>
New Information		Current Information																																												
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The screenshot shows the 'Demote Employee' form for Kautuk Gupta. The 'Related Information' section is active, displaying a 'Decision Support' area with a document icon circled in red. A red arrow points from this icon to the right. The form includes fields for Transaction Date, Reason, Position Title, Business Unit, Department, Location, Job Title, Standard Hours, FTE, Full/Part Time, Reports To, and Manager Name.

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

The screenshot shows the 'Review and Submit' screen for Kautuk Gupta. It displays transaction details in a table format, including 'New Information' and 'Current Information' columns. The 'Comments' section is also visible at the bottom.

New Information		Current Information	
Position Title	Data Engineer I 00033504	Sr. Data Management Analyst	00018966
Business Unit	USF Business Unit USFBU	USF Business Unit	USFBU
Department	Health Informatics Institute 0-6163-000	Information Technology	0-3510-000
Location	Health Sciences Center - Tampa 38	Tampa Campus	01
Job Title	Applications Developer I 4442	Sr. Data Management Analyst	9339
Standard Hours	40.00	40.00	
FTE	1.000000	1.000000	
Full/Part Time	Full-Time	Full-Time	
Reports To	Assistant Director 00021483	Resource Manager	00014740
Manager Name	Dena Tewey	Randall Smith	

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**.

The screenshot shows the 'Demotion Approval Chain' for Kautuk Gupta. It displays a workflow diagram with 'Pending' and 'Not Routed' steps. The 'Pending' step is assigned to 'Candice Ramirez' with the role 'WSS Unit Approver Role'. The 'Not Routed' step is assigned to 'WSS Data Entry' with the role 'WSS Data Entry'.

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

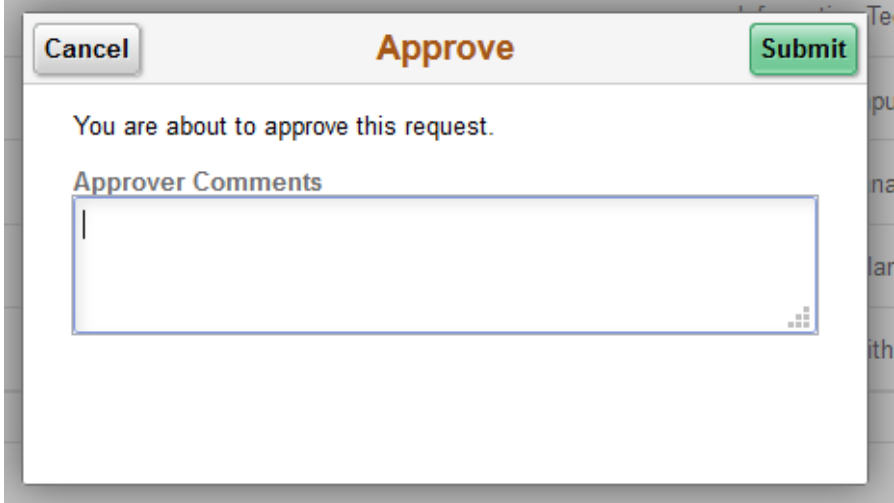
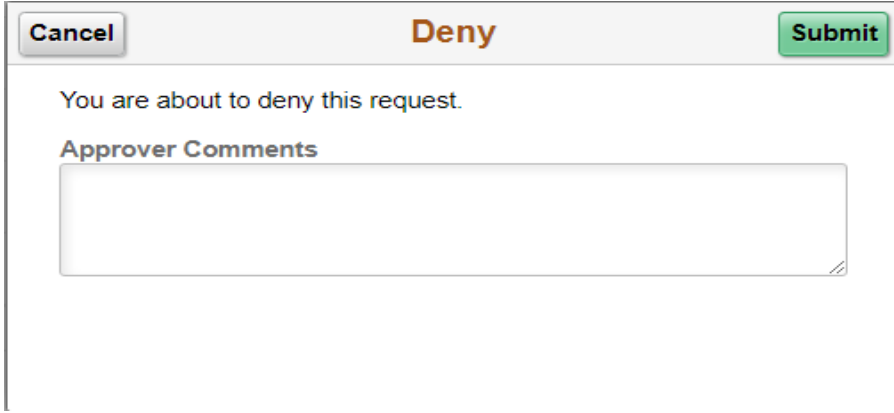
Approver Steps:

1. Unit Approver
2. Data Entry

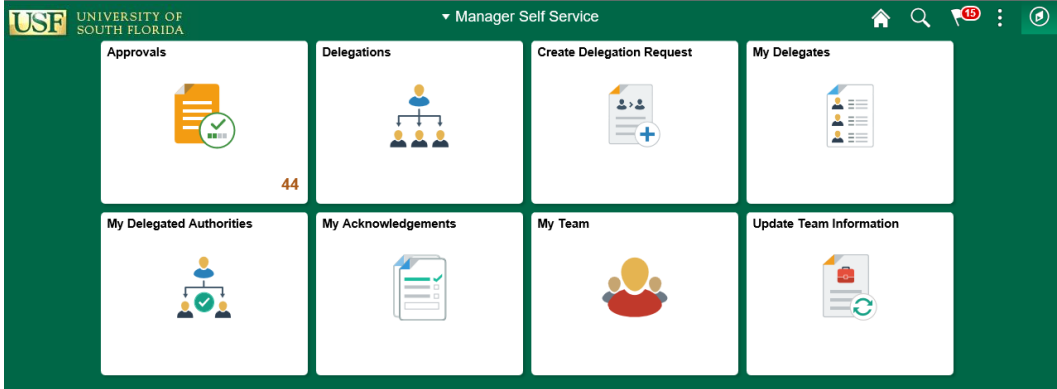
Once all approvals are obtained the transaction will be added to Job Data.

Demote Employee – Approver

	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>																																
	<p>Click Demote Employee from the list of available transactions for Approval.</p>																																
<table border="1"> <thead> <tr> <th colspan="2">Proposed Changes</th> <th>Alter Approval</th> <th>Before Approval</th> </tr> </thead> <tbody> <tr> <td>Description</td> <td></td> <td>Data Engineer - I - 00033204</td> <td>Sr Data Management Analyst - 00019366</td> </tr> <tr> <td>Position Number</td> <td></td> <td>Health Informatics Institute - 0-6163-000</td> <td>Information Technology - 0-3510-000</td> </tr> <tr> <td>Department</td> <td></td> <td>Health Sciences Center - Tampa - 36</td> <td>Tampa Campus - 01</td> </tr> <tr> <td>Location Code</td> <td></td> <td>Applications Developer I - 4442</td> <td>Sr Data Management Analyst - 3339</td> </tr> <tr> <td>Job Code</td> <td></td> <td>Assistant Director - 00021463</td> <td>Resource Manager - 00014740</td> </tr> <tr> <td>Reports To</td> <td></td> <td>Data Tovey</td> <td>Randall Smith</td> </tr> <tr> <td>Manager Name</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Proposed Changes		Alter Approval	Before Approval	Description		Data Engineer - I - 00033204	Sr Data Management Analyst - 00019366	Position Number		Health Informatics Institute - 0-6163-000	Information Technology - 0-3510-000	Department		Health Sciences Center - Tampa - 36	Tampa Campus - 01	Location Code		Applications Developer I - 4442	Sr Data Management Analyst - 3339	Job Code		Assistant Director - 00021463	Resource Manager - 00014740	Reports To		Data Tovey	Randall Smith	Manager Name				<p>On the Demote Employee screen, review all the details of the transaction.</p> <p>Add any necessary Approver Comments.</p> <p>Once satisfied that the transaction is correct, click Approve.</p>
Proposed Changes		Alter Approval	Before Approval																														
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Reports To		Data Tovey	Randall Smith																														
Manager Name																																	

	<p>Enter any Approver Comments and click Submit.</p> <p>Once all approvals are obtained the transaction will be added to Job Data.</p> <p>If the transaction is incorrect, click Deny.</p>
	<p>Enter the reason for the denial and click Submit.</p> <p>The transaction will have to be re-submitted.</p>

Request Employee Promotion – Submitter

	<p>Managers and their Delegates can now submit select employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>
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<ul style="list-style-type: none"> Request Reporting Change Transfer Employee <li style="background-color: #ffffcc;"> Promote Employee Request Ad Hoc Salary Change Change Full/Part Time or Hours Request Leave of Absence Request Paid Leave of Absence 	<h2 style="text-align: center;">Promote Employee</h2> <p style="text-align: center;">▶ Search Options</p> <hr/> <h3 style="text-align: center;">Select Employee</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 5px;">Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> <div> <p>Aliyah Rasheed</p> <p>Student Assistant</p> <p>00000147205 - 0</p> </div> </div> </td> </tr> <tr> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> <div> <p>Angelica Rodriguez Jimenez</p> <p>Student Assistant</p> <p>00000147205 - 0</p> </div> </div> </td> </tr> </tbody> </table>	Name / Title / ID - Record	<div style="display: flex; align-items: center;"> <div> <p>Aliyah Rasheed</p> <p>Student Assistant</p> <p>00000147205 - 0</p> </div> </div>	<div style="display: flex; align-items: center;"> <div> <p>Angelica Rodriguez Jimenez</p> <p>Student Assistant</p> <p>00000147205 - 0</p> </div> </div>	<p>Click Promote Employee from the list of available transactions.</p> <p>Select the employee who you wish to place on a Promote by clicking on their name.</p>
Name / Title / ID - Record					
<div style="display: flex; align-items: center;"> <div> <p>Aliyah Rasheed</p> <p>Student Assistant</p> <p>00000147205 - 0</p> </div> </div>					
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<div style="background-color: #006633; color: white; padding: 5px;"> < My Team Promote Employee </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <p>Erin Dudley</p> <p>Faculty Services Administrator</p> </div> <div style="margin-left: auto; text-align: right;"> Next > </div> </div> <p>Questionnaire</p> <p>What else do you want to change besides Job Title?</p> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Are you changing Work Location details? <input type="checkbox"/> No</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Are you changing the employee's Supervisor? <input type="checkbox"/> No</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Are you changing Salary Information? <input checked="" type="checkbox"/> Yes</p> </div> </div> </div>	<p>Answer the related questions for the Promotion and click next.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

<div style="background-color: #006633; color: white; padding: 5px;"> ✕ Exit Promote Employee </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 20px;"> <p>Erin Dudley</p> <p>Faculty Services Administrator</p> </div> <div style="flex-grow: 1; text-align: center;"> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> 1 2 3 </div> <div style="display: flex; justify-content: space-around; font-size: small;"> Job Detail Compensation Detail Review & Submit </div> </div> <div style="margin-left: auto; text-align: right;"> Return to Questionnaire Next > </div> </div> <p>Work and Job Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>*Transaction Date: 04/18/2021</p> <p>*Reason: Pay Increase / New Department</p> <p>*Position Title: Faculty Services Administrat... 00018756</p> <p>Job Title: Faculty Services Administrator 9635</p> <p>Standard Hours: 40.00</p> <p>FTE: 1.000000</p> <p>Full/Part Time: Full-Time</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Current Information</p> <p>Faculty Services Administrator 00018756</p> <p>Faculty Services Administrator 9635</p> <p>40.00</p> <p>1.000000</p> <p>Full-Time</p> </td> </tr> </table> <p style="font-size: x-small; margin-top: 10px;"> ● Changes Made ● Required Field </p> </div>	<p>*Transaction Date: 04/18/2021</p> <p>*Reason: Pay Increase / New Department</p> <p>*Position Title: Faculty Services Administrat... 00018756</p> <p>Job Title: Faculty Services Administrator 9635</p> <p>Standard Hours: 40.00</p> <p>FTE: 1.000000</p> <p>Full/Part Time: Full-Time</p>	<p>Current Information</p> <p>Faculty Services Administrator 00018756</p> <p>Faculty Services Administrator 9635</p> <p>40.00</p> <p>1.000000</p> <p>Full-Time</p>	<p>On the Job Detail screen, update the following:</p> <p>Transaction Date: Enter the effective date of the Promotion.</p> <p>Reason: Select the appropriate reason for Promotion.</p> <p>Job Title: Use the Lookup to find the Correct Job Title. Click the Magnifying Glass</p>
<p>*Transaction Date: 04/18/2021</p> <p>*Reason: Pay Increase / New Department</p> <p>*Position Title: Faculty Services Administrat... 00018756</p> <p>Job Title: Faculty Services Administrator 9635</p> <p>Standard Hours: 40.00</p> <p>FTE: 1.000000</p> <p>Full/Part Time: Full-Time</p>	<p>Current Information</p> <p>Faculty Services Administrator 00018756</p> <p>Faculty Services Administrator 9635</p> <p>40.00</p> <p>1.000000</p> <p>Full-Time</p>		

Cancel **Lookup**

Search for: Position Title

Search Criteria

Search Results

Only the first 300 results can be displayed.

300 rows

Position Number	Position Title	Department	Job Code	Regular/Temporary	Full/Part Time	Standard Hours	Reports To Position Number	Manager Name
00000001	University President	0-0101-000	9001	Regular	Full-Time	40	00000001	Steven Currall

In the lookup screen click the arrow next to the words “**Search Criteria**” to display all the options for entry.

Cancel **Lookup**

Search for: Position Title

Search Criteria [Show Operators](#)

Business Unit USFBU

Position Number (begins with)

Position Title (begins with)

Department (begins with) 0-4900-000

Job Code (begins with)

Reports To Position Number (begins with)

Manager Name (begins with) Kiki Caruson

Search **Clear**

Search Results

13 rows

Position Number	Position Title	Department	Job Code	Regular/Temporary	Full/Part Time	Standard Hours	Reports To Position Number	Manager Name
00001606	Manager, Business and Adm.	0-4900-000	9225	Regular	Full-Time	40	00004165	Kiki Caruson
00001732	Director	0-4900-000	9512	Regular	Full-Time	40	00004165	Kiki Caruson
00004314	Faculty Administrator	0-4900-000	9199	Regular	Full-Time	40	00004165	Kiki Caruson

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.

Erin Dudley
Faculty Services Administrator

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire Next >

Work and Job Information

*Transaction Date: 04/18/2021
 *Reason: Pay Increase / Same Department

New Information

*Position Title: Manager, Business and Adm 00001606
 Job Title: Mgr. Fiscal & Business Admin 9225
 Standard Hours: 40.00
 FTE: 1.000000
 Full/Part Time: Full-Time

Current Information

Faculty Services Administrator 00018756
 Faculty Services Administrator 9635
 40.00
 1.000000
 Full-Time

Changes Made
 Required Field

Review the New Information on the left and make sure that it matches the Promotion you intend

Click the **Next** button.

Erin Dudley
Faculty Services Administrator

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

Compensation Details

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Annual Base Rate	20.00%	9,458.856000	56,753.136000	47,294.280000	USD	Flat Amount	Annual

56,753.136 Compa-Ratio:0.64

44,000.00 Minimum 88,000.00 Midpoint 132,000.00 Maximum

New Information

12-Month Contract Period Salary: 2,174.449655 USD
 Annual Rate: 56,753.136 USD

Current Information

1,812,041379 USD
 47,294.280 USD

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**.

Erin Dudley
Faculty Services Administrator

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

Compensation Details

Decision Support

Promote Employee >

Annual Base Rate

56,753.136 Compa-R

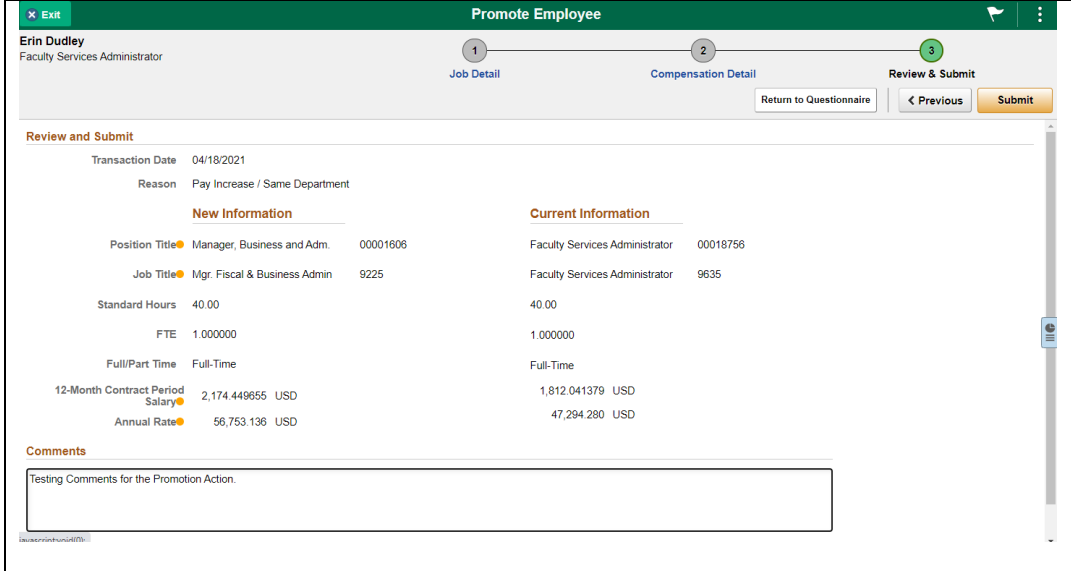
12-Month Contract Period Salary: 2,174.449655 USD
 Annual Rate: 56,753.136 USD

USD Flat Amount Annual

132,000.00 Maximum



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

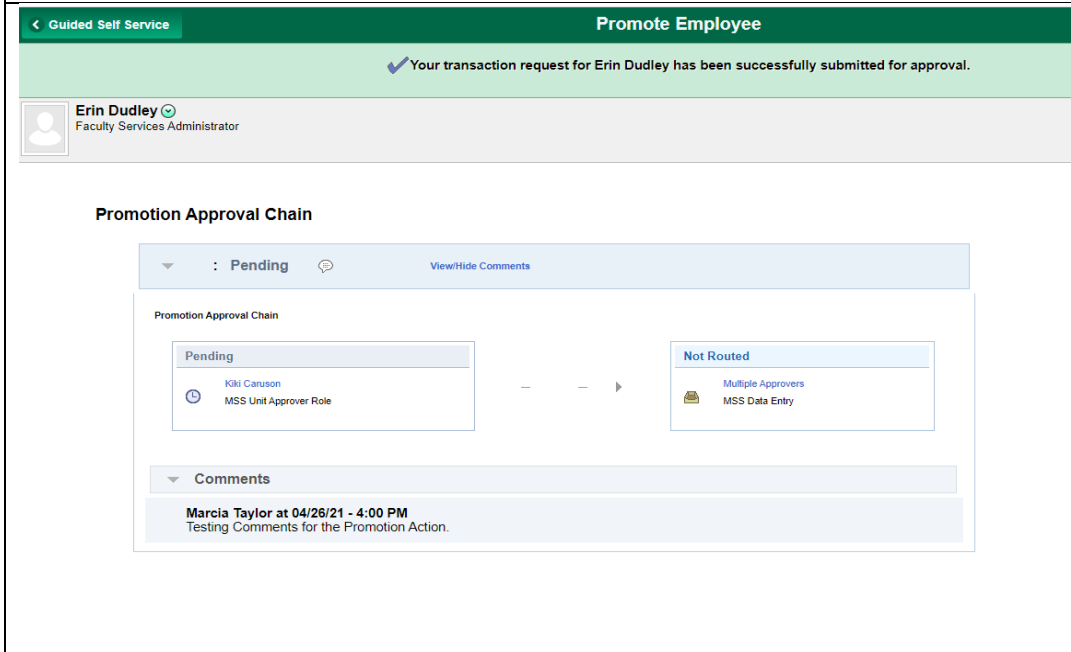


On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

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

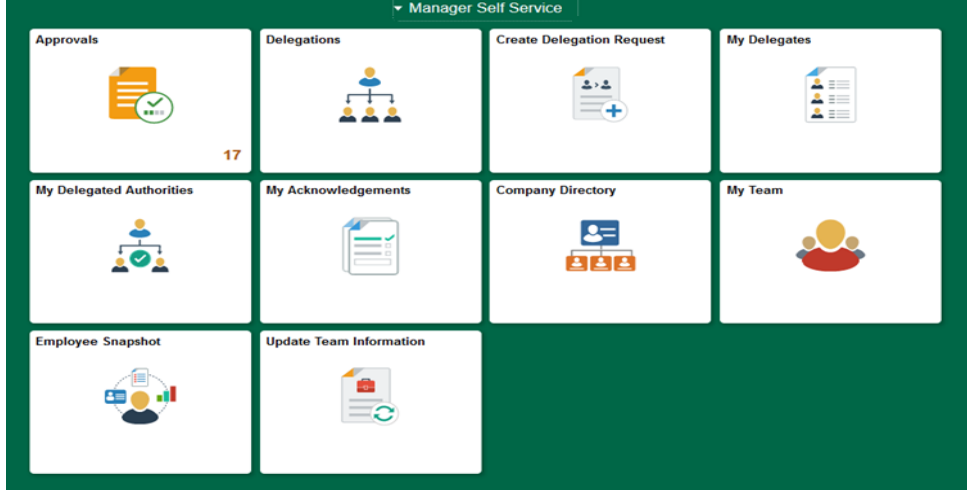
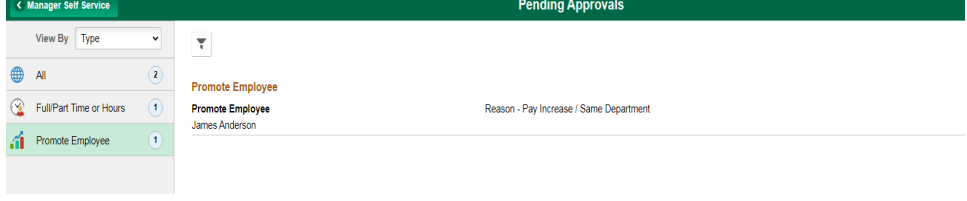
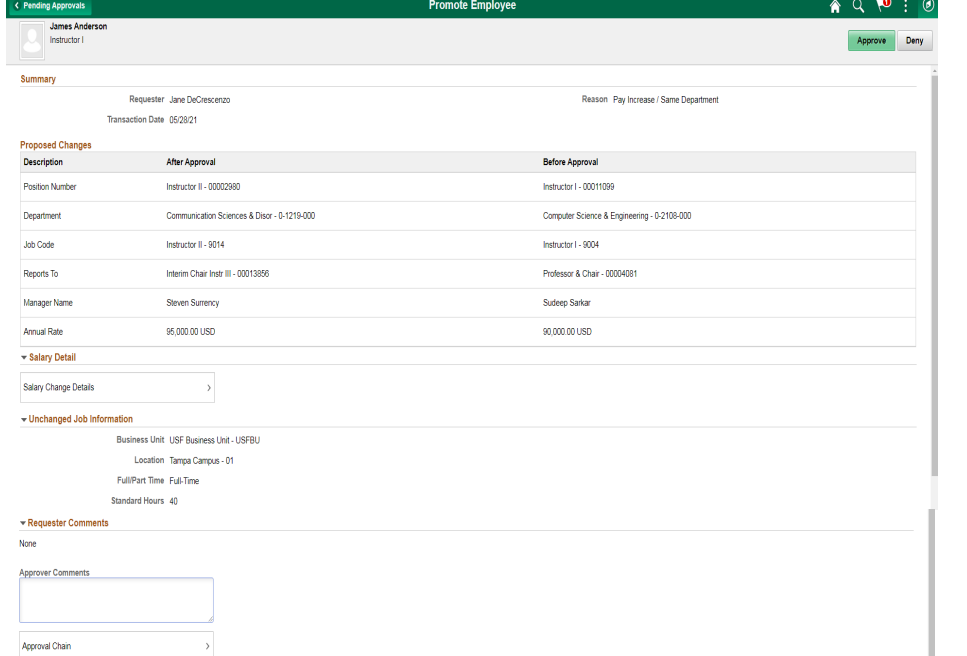
Once satisfied with the changes, click **Submit**.



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.

Request Employee Promotion – Approver

	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>
	<p>Click Promote Employee from the list of available transactions for Approval.</p>
	<p>On the Promote Employee screen, review all the details of the transaction.</p> <p>Add any necessary Approver Comments.</p> <p>Once satisfied that the transaction is correct, click Approve.</p>

	<p>Enter any Approver Comments and click Submit. Once all approvals are obtained the transaction will be added to Job Data.</p> <p>If the transaction is incorrect, click Deny. Enter the reason for the denial and click Submit.</p>

Request Reporting Change – Submitter

	<p>Managers and their Delegates can now submit select employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>
	<p>Click Request Reporting Change from the list of available transactions.</p> <p>Select the employee you wish to change their supervisor by clicking on their name.</p>

Request Reporting Change

Kateryna Monastyrka
Technical and Paraprofessional

1 Job Detail 2 Review & Submit

Next >

Work and Job Information

*Transaction Date 04/20/2021

New Information		Current Information	
Job Title	Technical and Paraprofessional 0015	Technical and Paraprofessional	0015
Supervisor Name	Shuh Ying 00000010267	Randall Smith	0000006435

Changes Made
Required Field

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**.

Request Reporting Change

Giselle Soto-Hernandez
Staff Assistant

1 Job Detail 2 Review & Submit

Next >

Work and Job Information

*Transaction Date 04/20/2021

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

New Information		Current Information	
Position Title	Staff Assistant 00019264	Staff Assistant	00019264
Job Title	Staff Assistant 2201	Staff Assistant	2201
Reports To	Asst. Div. Systems & QC 00026797	Assistant Director	00005834
Manager Name	Laura Dean	Candace Henry	

Changes Made
Required Field

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**.

Request Reporting Change

Giselle Soto-Hernandez
Staff Assistant

1 Job Detail 2 Review & Submit

Next >

Work and Job Information

*Transaction Date 04/20/2021

This employee is in a position controlled by Position Management. Position Data will be updated as a result of this transaction.

Decision Support

- Request Reporting Change - Supervisor Level >
- Request Reporting Change - Compensation >

Changes Made
Required Field



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

Request Reporting Change

Kateryna Monastyrska
Technical and Paraprofessional

1 Job Detail 2 Review & Submit

< Previous Submit

Review and Submit

Transaction Date: 04/20/2021

New Information		Current Information	
Job Title	Technical and Paraprofessional 0015	Technical and Paraprofessional	0015
Supervisor Name	Shuh Yng 00000010267	Randall Smith	00000064435

Comments

Attachments

No documents have been attached.

Add Attachment

Change Made
Required Field

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**.

Reporting Chg Approval Chain

▼ : Pending

Reporting Chg Approval Chain

Pending

Candace Martinez
MSS Unit Approver Role

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.

Work Location **Job Information** Job Labor Payroll Salary Plan Compensation USF Job Data

Giselle Soto-Hernandez Empl ID 00000149929

Employee Empl Record 0

Job Information Details

Effective Date 04/20/2021 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Reports To Change

Payroll Status Active Job Indicator Primary Job

Current

Job Code 2201 Staff Assistant

Entry Date 02/17/2020

Supervisor Level 99 No Administrative Function

Supervisor ID [Search]

Reports To 00026797 Asst. Dir. Systems & QC 00000122917 Laura Dean

Regular/Temporary Regular Full/Part Full-Time

Empl Class U Regular *Officer Code None

Regular Shift Not Applicable Shift Rate

Classified Ind Classified Shift Factor

Duties Type [Search]

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

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Work Location Job Information Job Labor Payroll Salary Plan Compensation USF Job Data </div> <div style="padding: 5px;"> <p>Kateryna Monastyrska Empl ID 0000074326</p> <p>Employee Empl Record 0</p> <hr/> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Job Information Details 2 of 2 </div> <div style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Effective Date 04/20/2021</td> <td style="width: 50%; text-align: right;">Action Data Change</td> </tr> <tr> <td>Effective Sequence 0</td> <td style="text-align: right;">Reason Reports To Change</td> </tr> <tr> <td>HR Status Active</td> <td style="text-align: right;">Job Indicator Primary Job</td> </tr> <tr> <td>Payroll Status Active</td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Go To Row"/> </div> <hr/> <table style="width: 100%;"> <tr> <td style="width: 50%;"> *Job Code <input type="text" value="0015"/> </td> <td style="width: 50%;">Technical and Paraprofessional</td> </tr> <tr> <td>Entry Date <input type="text" value="02/05/2018"/></td> <td></td> </tr> <tr> <td>Supervisor Level <input type="text"/></td> <td></td> </tr> <tr> <td>Supervisor ID <input type="text" value="0000010267"/></td> <td>Shuh Ying</td> </tr> <tr> <td>Reports To <input type="text"/></td> <td></td> </tr> <tr> <td>*Regular/Temporary <input type="text" value="Temporary"/></td> <td>*Full/Part <input type="text" value="Part-Time"/></td> </tr> <tr> <td>Empl Class <input type="text" value="TempNonStu"/></td> <td>*Officer Code <input type="text" value="None"/></td> </tr> <tr> <td>*Regular Shift <input type="text" value="Not Applicable"/></td> <td>Shift Rate <input type="text"/></td> </tr> <tr> <td>*Classified Ind <input type="text" value="Classified"/></td> <td>Shift Factor <input type="text"/></td> </tr> <tr> <td>Duties Type <input type="text"/></td> <td></td> </tr> </table> </div> </div> </div></div>	Effective Date 04/20/2021	Action Data Change	Effective Sequence 0	Reason Reports To Change	HR Status Active	Job Indicator Primary Job	Payroll Status Active		*Job Code <input type="text" value="0015"/>	Technical and Paraprofessional	Entry Date <input type="text" value="02/05/2018"/>		Supervisor Level <input type="text"/>		Supervisor ID <input type="text" value="0000010267"/>	Shuh Ying	Reports To <input type="text"/>		*Regular/Temporary <input type="text" value="Temporary"/>	*Full/Part <input type="text" value="Part-Time"/>	Empl Class <input type="text" value="TempNonStu"/>	*Officer Code <input type="text" value="None"/>	*Regular Shift <input type="text" value="Not Applicable"/>	Shift Rate <input type="text"/>	*Classified Ind <input type="text" value="Classified"/>	Shift Factor <input type="text"/>	Duties Type <input type="text"/>		<p>Change/Reports To Change.</p>
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Duties Type <input type="text"/>																													

Request Reporting Change – Approver

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> USF UNIVERSITY OF SOUTH FLORIDA Manager Self Service </div> <div style="padding: 5px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Approvals </td> <td style="width: 25%;">Delegations </td> <td style="width: 25%;">Create Delegation Request </td> <td style="width: 25%;">My Delegates </td> </tr> <tr> <td>My Delegated Authorities </td> <td>My Acknowledgements </td> <td>Company Directory </td> <td>My Team </td> </tr> <tr> <td>Employee Snapshot </td> <td>Update Team Information </td> <td></td> <td></td> </tr> </table> </div> </div>	Approvals 	Delegations 	Create Delegation Request 	My Delegates 	My Delegated Authorities 	My Acknowledgements 	Company Directory 	My Team 	Employee Snapshot 	Update Team Information 			<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>			
Approvals 	Delegations 	Create Delegation Request 	My Delegates 													
My Delegated Authorities 	My Acknowledgements 	Company Directory 	My Team 													
Employee Snapshot 	Update Team Information 															
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Pending Approvals Pending Approvals </div> <div style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">View By <input type="text" value="Type"/></td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: right;">1 row</td> </tr> <tr> <td><input type="radio"/> All 17</td> <td>Reporting Change</td> <td></td> </tr> <tr> <td><input type="radio"/> Non-Person Profile 16</td> <td>Reporting Change</td> <td>Routed</td> </tr> <tr> <td><input type="radio"/> Reporting Change 1</td> <td>Kateryna Monastyrska</td> <td>Reason - Reports To Change</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">04/20/2021</td> </tr> </table> </div> </div>	View By <input type="text" value="Type"/>		1 row	<input type="radio"/> All 17	Reporting Change		<input type="radio"/> Non-Person Profile 16	Reporting Change	Routed	<input type="radio"/> Reporting Change 1	Kateryna Monastyrska	Reason - Reports To Change			04/20/2021	<p>Click Reporting Change from the list of available transactions for Approval.</p>
View By <input type="text" value="Type"/>		1 row														
<input type="radio"/> All 17	Reporting Change															
<input type="radio"/> Non-Person Profile 16	Reporting Change	Routed														
<input type="radio"/> Reporting Change 1	Kateryna Monastyrska	Reason - Reports To Change														
		04/20/2021														

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**.


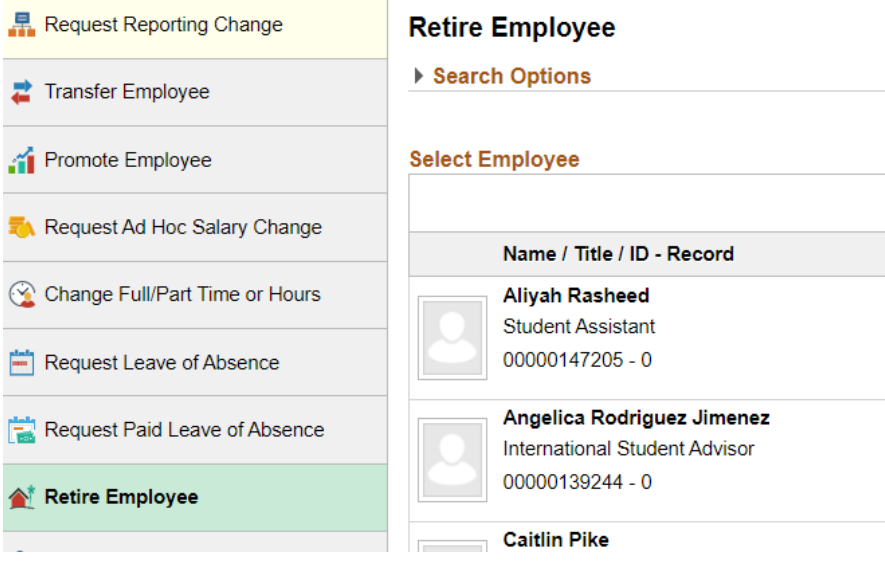
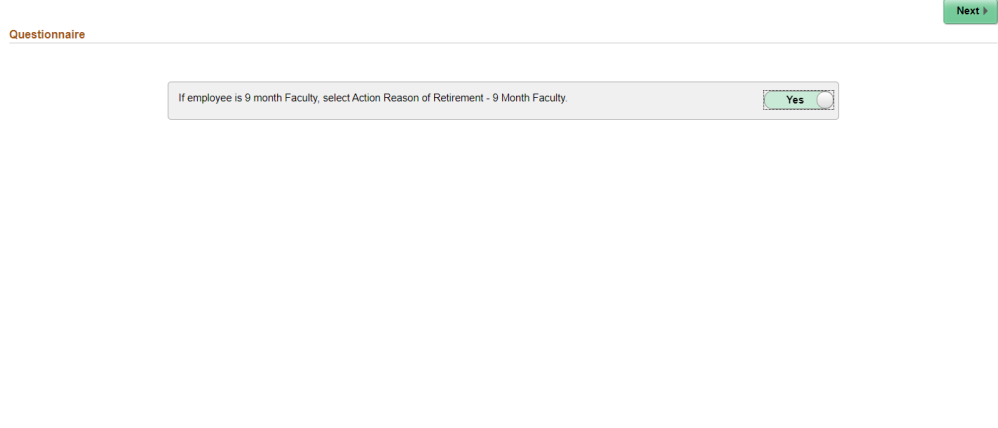
Enter any Approver Comments and click **Submit**.

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**.

Request to Retire Employee – Submitter

	<p>Managers and their Delegates can now submit select employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>
	<p>Click Retire Employee from the list of available transactions.</p> <p>Select the employee who you wish to request a Retirement for by clicking on their name.</p>
	<p>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.</p> <p>Click Next</p>

Retire Employee

Annette Bloise
Enrollment Mgmt Assistant

1 Job Detail 2 Review & Submit

Return to Questionnaire Next >

Work and Job Information

*Transaction Date 04/19/2021

*Reason Retirement

Retirement
Retirement - 9 Month Faculty

Position Title Enrollment Management Assistan 00024131

Job Title Enrollment Mgmt Assistant 1111

Reports To Director 00001732

Manager Name Marcia Taylor

Changes Made
Required Field

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**.

Retire Employee

Annette Bloise
Enrollment Mgmt Assistant

1 Job Detail 2 Review & Submit

Return to Questionnaire Next >

Work and Job Information

*Transaction Date 04/19/2021

*Reason Retirement

Retirement
Retirement - 9 Month Faculty

Position Title Enrollment Man

Job Title Enrollment Mgn

Reports To Director

Manager Name Marcia Taylor

Changes Made
Required Field

Decision Support

Retire Employee >

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

Retire Employee

Jose Ryan
Systems Administrator II

1 Job Detail 2 Review & Submit

Return to Questionnaire < Previous Submit

Review and Submit

Transaction Date 05/24/2021

Reason Retirement

Current Information

Position Title Systems Administrator 00006739

Job Title Systems Administrator II 9575

Reports To Professor & Chair 00004081

Manager Name Sudeep Sarkar

Comments

Attachments

No documents have been attached


Add Attachment

Changes Made
Required Field

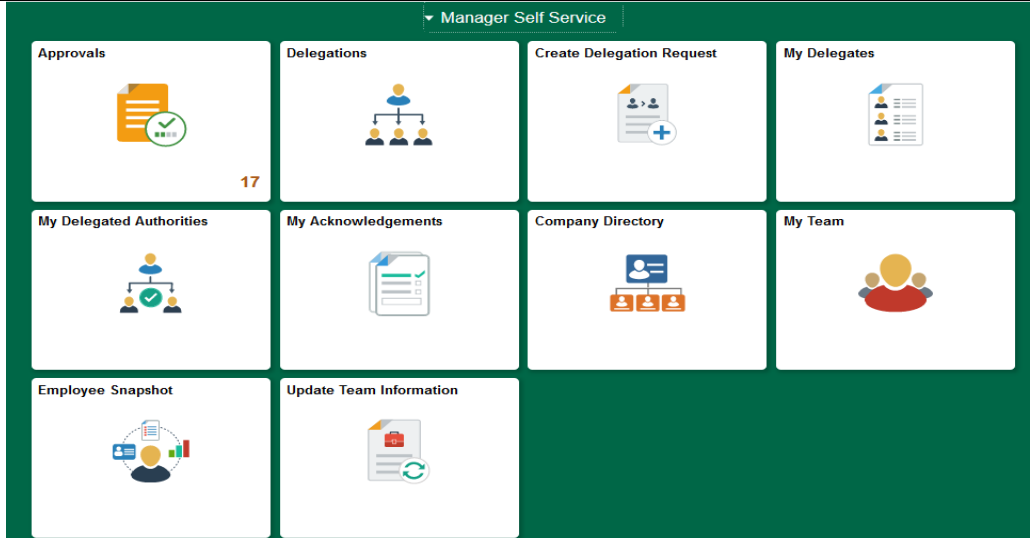
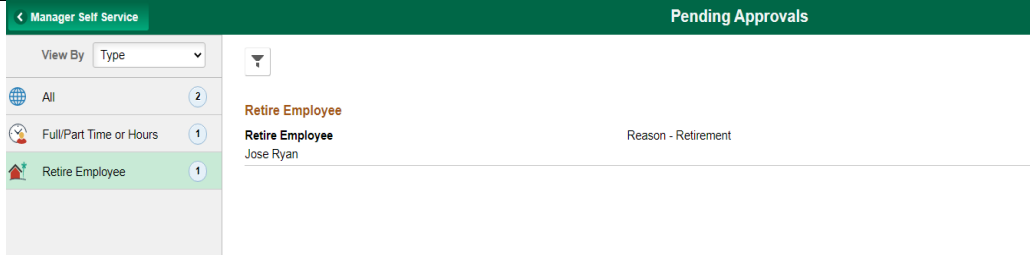
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

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

	Once satisfied with the changes, click Submit .
<p>Retirement Approval Chain</p>  <p>The screenshot shows a 'Retirement Approval Chain' with a status of 'Pending'. The workflow consists of two steps: 1. 'Pending' by Kiki Caruson (MSS Unit Approver Role) and 2. 'Not Routed' by Multiple Approvers (MSS Benefits Team).</p>	<p>After successful submission, the Retirement Approval Chain will indicate the steps in the workflow.</p> <p>Approver Steps:</p> <ol style="list-style-type: none"> Unit Approver HR Benefits Team <p>Once all approvals are obtained the transaction will be added to Job Data.</p>

Request to Retire Employee – Approver

 <p>The screenshot shows the 'Manager Self Service' dashboard with several tiles: Approvals (17), Delegations, Create Delegation Request, My Delegates, My Delegated Authorities, My Acknowledgements, Company Directory, My Team, Employee Snapshot, and Update Team Information.</p>	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>
 <p>The screenshot shows the 'Pending Approvals' list. It includes a filter for 'Retire Employee' (1) and a list item for 'Retire Employee' by Jose Ryan with the reason 'Retirement'.</p>	<p>Click Retire Employee from the list of available transactions for Approval.</p>

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**.

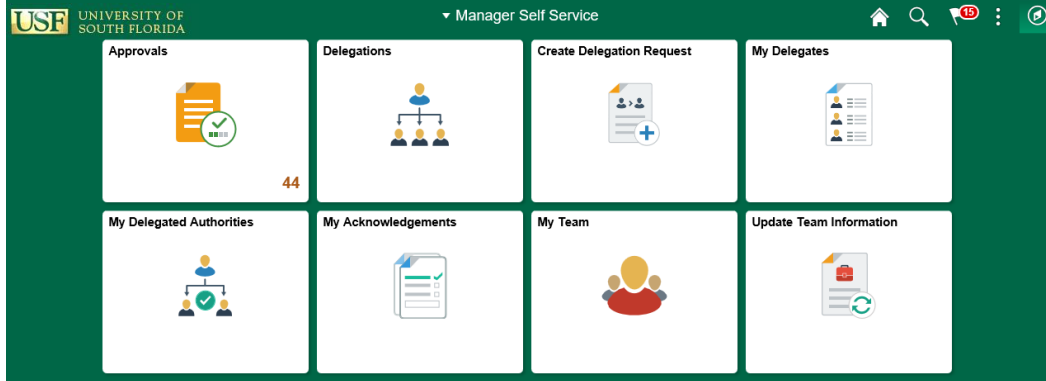
Enter any Approver Comments and click **Submit**.

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**.

Request to Terminate Employee – Submitter

	<p>Managers and their Delegates can now submit employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>																		
<table border="1"> <tr> <td data-bbox="162 829 576 882"> Request Reporting Change </td> <td data-bbox="576 829 1209 882" rowspan="8"> <h2>Terminate Employee</h2> <p>▶ Search Options</p> <hr/> <p>Select Employee</p> <hr/> <table border="1"> <thead> <tr> <th colspan="2">Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td></td> <td>Aliyah Rasheed Student Assistant 00000147205 - 0</td> </tr> <tr> <td></td> <td>Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0</td> </tr> <tr> <td></td> <td>Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0</td> </tr> </tbody> </table> </td> </tr> <tr> <td data-bbox="162 892 576 945"> Transfer Employee </td> </tr> <tr> <td data-bbox="162 955 576 1008"> Promote Employee </td> </tr> <tr> <td data-bbox="162 1018 576 1071"> Request Ad Hoc Salary Change </td> </tr> <tr> <td data-bbox="162 1081 576 1134"> Change Full/Part Time or Hours </td> </tr> <tr> <td data-bbox="162 1144 576 1197"> Request Leave of Absence </td> </tr> <tr> <td data-bbox="162 1207 576 1260"> Request Paid Leave of Absence </td> </tr> <tr> <td data-bbox="162 1270 576 1323"> Retire Employee </td> </tr> <tr> <td data-bbox="162 1333 576 1386"> Terminate Employee </td> </tr> </table>	Request Reporting Change	<h2>Terminate Employee</h2> <p>▶ Search Options</p> <hr/> <p>Select Employee</p> <hr/> <table border="1"> <thead> <tr> <th colspan="2">Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td></td> <td>Aliyah Rasheed Student Assistant 00000147205 - 0</td> </tr> <tr> <td></td> <td>Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0</td> </tr> <tr> <td></td> <td>Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0</td> </tr> </tbody> </table>	Name / Title / ID - Record			Aliyah Rasheed Student Assistant 00000147205 - 0		Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0		Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0	Transfer Employee	Promote Employee	Request Ad Hoc Salary Change	Change Full/Part Time or Hours	Request Leave of Absence	Request Paid Leave of Absence	Retire Employee	Terminate Employee	<p>Click Terminate Employee from the list of available transactions.</p> <p>Select the employee who you wish to request a termination for by clicking on their name.</p>
Request Reporting Change	<h2>Terminate Employee</h2> <p>▶ Search Options</p> <hr/> <p>Select Employee</p> <hr/> <table border="1"> <thead> <tr> <th colspan="2">Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td></td> <td>Aliyah Rasheed Student Assistant 00000147205 - 0</td> </tr> <tr> <td></td> <td>Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0</td> </tr> <tr> <td></td> <td>Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0</td> </tr> </tbody> </table>		Name / Title / ID - Record			Aliyah Rasheed Student Assistant 00000147205 - 0		Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0		Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0									
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Request Leave of Absence																			
Request Paid Leave of Absence																			
Retire Employee																			
Terminate Employee																			

Terminate Employee

Bryant Tonkin
Technology & Systems Manager

1
Job Detail

Work and Job Information

*Transaction Date: 04/16/2021

*Reason:
 Abandonment
 Death
 Death in Line of Duty
 Involuntary Termination - Othe
 Layoff
 Non-Reappointment
 Separation during Probation Pd
 Termination 9 Month Faculty
 Voluntary Separation - Positio

Position Title: 00006654
 Job Title: 574
 Reports To: 0001732
 Manager Name: Marcia Taylor

● Changes Made
 * Required Field

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**.

Terminate Employee

James Anderson
Instructor I

2
Review & Submit

Review and Submit

Transaction Date: 05/31/2021
 Reason: Voluntary Separation

Decision Support

Current Information

Position Title: Instructor I 0001
 Job Title: Instructor I 9004
 Reports To: Professor & Char 0000
 Manager Name: Sudheep Sarkar

Comments

Attachments
 No documents have been attached.
 Add Attachment

● Changes Made
 * Required Field



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

Terminate Employee

Bryant Tonkin
Technology & Systems Manager

1 Job Detail 2 Review & Submit

Review and Submit

Transaction Date 04/15/2021
Reason Voluntary Separation - Positio

Current Information

Position Title Technology & Systems Manager 00009654
Job Title Technology & Systems Manager 9574
Reports To Director 00001732
Manager Name Marcia Taylor

Comments

Attachments

No documents have been attached.

Add Attachment

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**.

Terminate Employee

Guided Self Service

✓ Your transaction request for Bryant Tonkin has been successfully submitted for approval.

Bryant Tonkin
Technology & Systems Manager

Termination Approval Chain

Pending View/Hide Comments

Termination Approval Chain

Pending Not Routed

Kiki Caruson
MSS Unit Approver Role

Multiple Approvers
MSS Data Entry

Comments

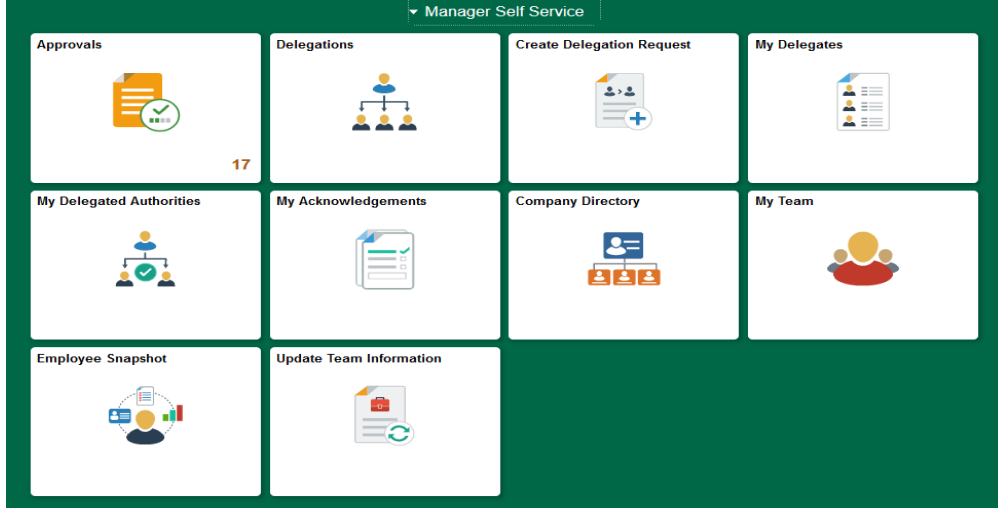
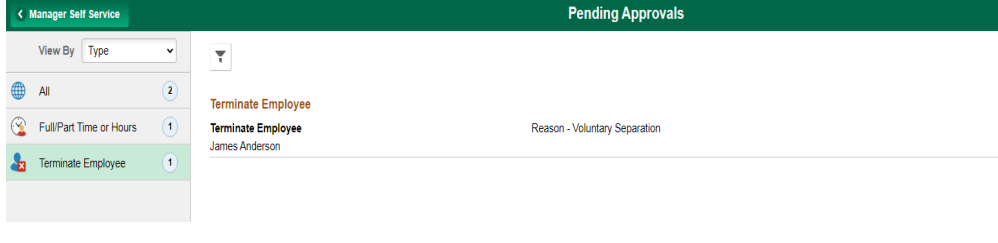
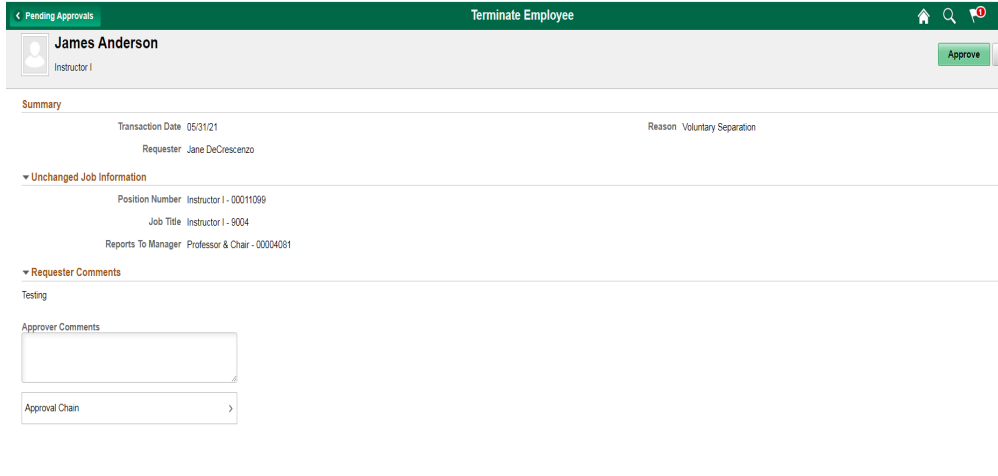
After successful submission, the **Termination Approval Chain** will indicate the steps in the workflow.

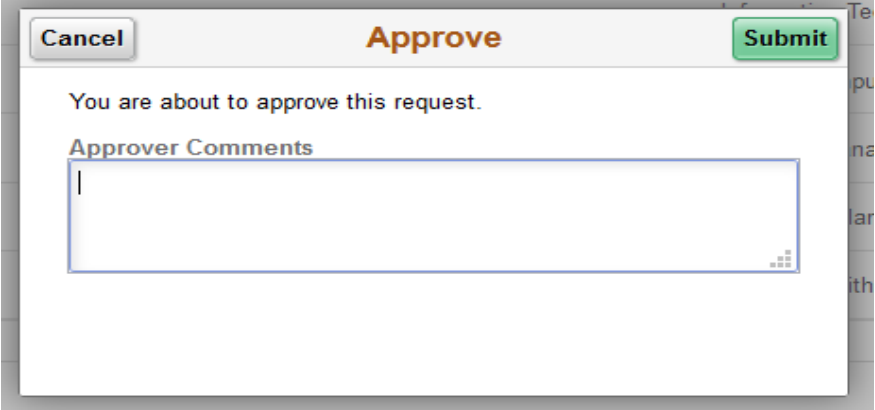
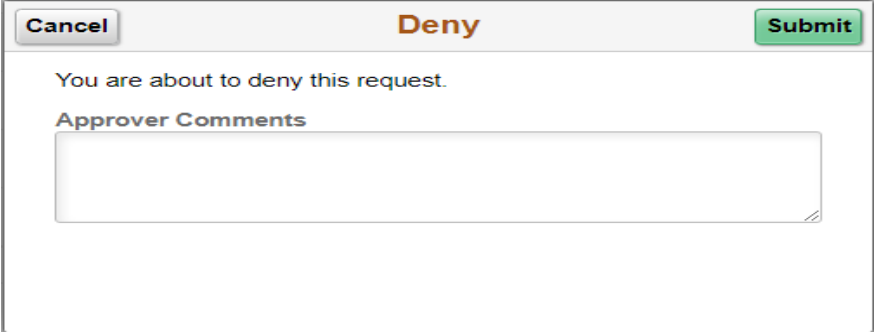
Approver Steps:

6. Unit Approver
7. MSS Data Entry


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

Request to Terminate Employee – Approver

	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>
	<p>Click Terminate Employee from the list of available transactions for Approval.</p>
	<p>On the Terminate Employee screen, review all the details of the transaction.</p> <p>Add any necessary Approver Comments.</p> <p>Once satisfied that the transaction is correct, click Approve.</p>

	<p>Enter any Approver Comments and click Submit.</p>
	<p>Once all approvals are obtained the transaction will be added to Job Data.</p>
	<p>If the transaction is incorrect, click Deny.</p>
	<p>Enter the reason for the denial and click Submit.</p>

Request to Update Job Details for Group – Submitter

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

- Request Reporting Change
- Transfer Employee
- Promote Employee
- Request Ad Hoc Salary Change
- Change Full/Part Time or Hours
- Request Leave of Absence
- Request Paid Leave of Absence
- Retire Employee
- Terminate Employee
- Demote Employee
- Position Clone
- Update Job Details for Group**

Update Job Details for Group

▶ Search Options

Select Employee

Continue

<input type="checkbox"/>	Name / Title / ID - Record
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>Aliyah Rasheed Student Assistant 00000147205 - 0</p> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>Angelica Rodriguez Jimenez International Student Advisor 00000139244 - 0</p> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>Caitlin Pike Enrollment Mgmt Specialis 00000130727 - 0</p> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>Daniela Mui International Student Advisor 00000068877 - 1</p> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p>James Schwartz International Student Advisor</p> </div> </div>

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.

Update Job Details for Group

Next ▶

Questionnaire

Are you changing the Department? Yes

Are you changing Work Location details? Yes

Are you changing the employee's Supervisor? Yes

▼ Selected Employees

Name / Title	Business Unit	Department / Location	Supervisor	
Aliyah Rasheed Student Assistant	USF Business Unit	USF World Tampa Campus	Thora Cecil	
Caitlin Pike Enrollment Mgmt Specialis	USF Business Unit	USF World Tampa Campus	Thora Cecil	
Jasoanna Smith Student Assistant	USF Business Unit	USF World Tampa Campus	Thora Cecil	

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.

Group Update
4 Employees

1 Job Detail 2 Review & Submit

Return to Questionnaire Next >

Work and Job Information

*Transaction Date 04/18/2021

New Information

*Location St. Petersburg Campus 04

Supervisor Name Marcia Taylor 00000038872

Reports To 00001732 - Director

Current Information

Tampa Campus

Thora Cecil

Selected Employees

Changes Made
Required Field

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**.

Group Update
4 Employees

1 Job Detail 2 Review & Submit

Return to Questionnaire < Previous Submit

Review and Submit

Transaction Date 04/18/2021

New Information

Location St. Petersburg Campus 04

Supervisor Name Marcia Taylor 00000038872

Reports To 00001732 - Director

Current Information

Tampa Campus

Thora Cecil

Comments

Testing Update Job Details

Selected Employees

Attachments

No documents have been at

Add Attachment

Decision Support

Update Job Details for Group >



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

Group Update
4 Employees

1 Job Detail 2 Review & Submit

Return to Questionnaire < Previous Submit

Review and Submit

Transaction Date 04/18/2021

New Information		Current Information
Location	St. Petersburg Campus 04	Tampa Campus
Supervisor Name	Marcia Taylor 00000038872	Thora Cecil
Reports To	00001732 - Director	

Comments

Testing Update Job Details for Group Comments

> Selected Employees

Attachments

No documents have been attached.

Add Attachment

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**.

< Guided Self Service Update Job Details for Group Home Search Help

✓ Your transaction request for (4) Employees has been successfully submitted for approval.

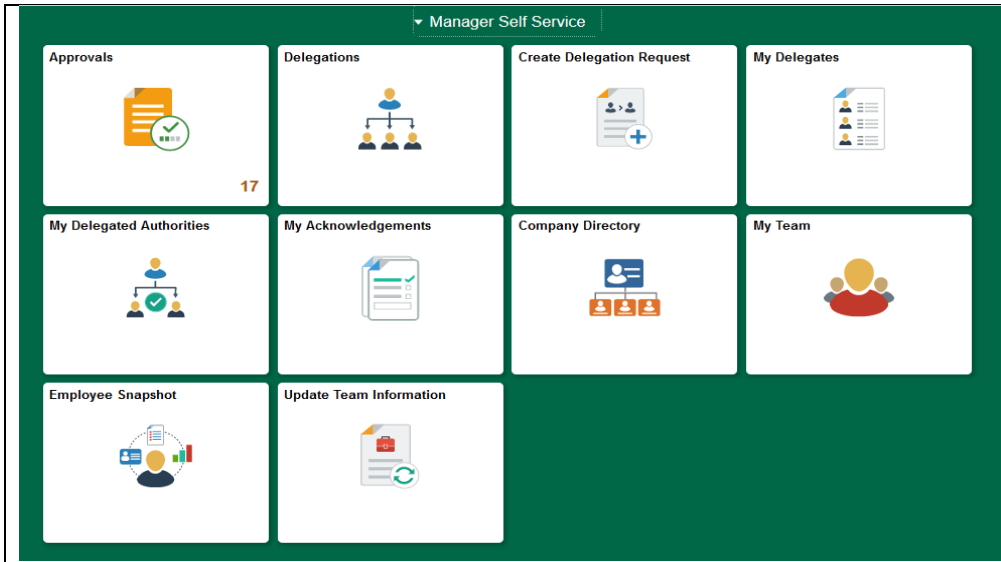
Selected Employees 4 rows

Name / Title	Business Unit	Department / Location	Supervisor
Aliyah Rasheed Student Assistant	USF Business Unit	USF World Tampa Campus	Thora Cecil
Caitlin Pike Enrollment Mgmt Specialis	USF Business Unit	USF World Tampa Campus	Thora Cecil
Jasoanna Smith Student Assistant	USF Business Unit	USF World Tampa Campus	Thora Cecil
Loc Tran Student Assistant	USF Business Unit	USF World Tampa Campus	Thora Cecil

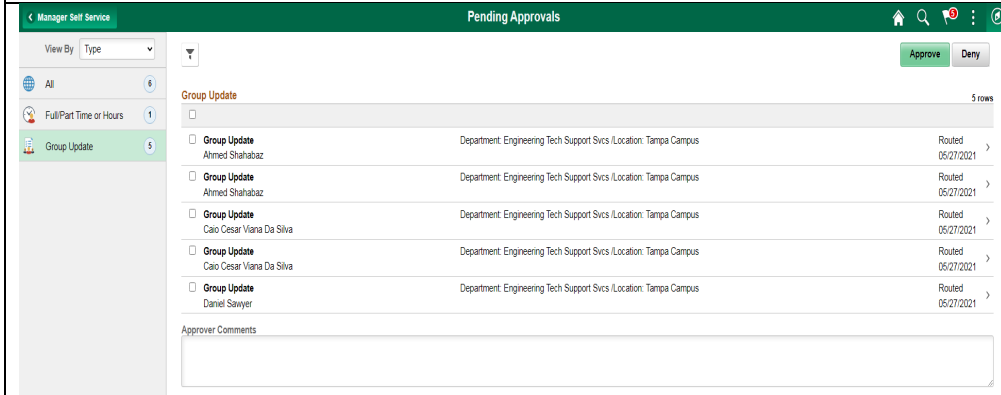
After successful submission, you will receive a message that your transaction has been submitted and will see a list of Employees selected.

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

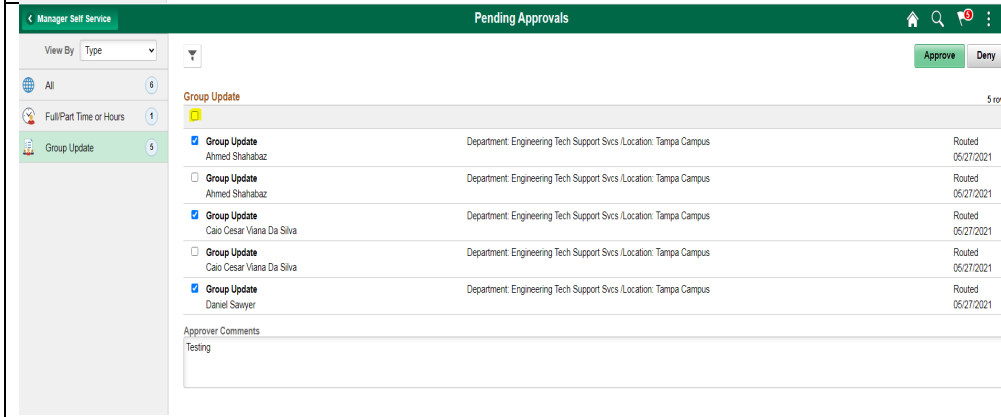
Request to Update Job Details for Group – Approver



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 **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.

Cancel **Mass Approve** **Submit**

Approver Comments

Testing

You are about to approve the following 3 request(s).

Group Update Ahmed Shahabaz Department: Engineering Tech Support Svc /Location: Tampa Campus	Routed 05/27/2021
Group Update Caio Cesar Viana Da Silva Department: Engineering Tech Support Svc /Location: Tampa Campus	Routed 05/27/2021
Group Update Daniel Sawyer Department: Engineering Tech Support Svc /Location: Tampa Campus	Routed 05/27/2021

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.

Manager Self Service Pending Approvals

View By Type

Approve Deny

All

Full/Part Time or Hours

Group Update 2

Group Update Ahmed Shahabaz Department: Engineering Tech Support Svc Location: Tampa Campus	Routed 05/27/2021
Group Update Caio Cesar Viana Da Silva Department: Engineering Tech Support Svc Location: Tampa Campus	Routed 05/27/2021

Approver Comments

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

Cancel **Mass Deny** **Submit**

Approver Comments

Not changing departments

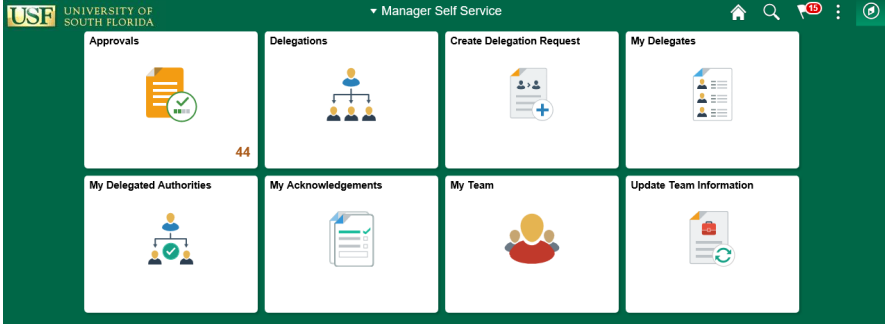
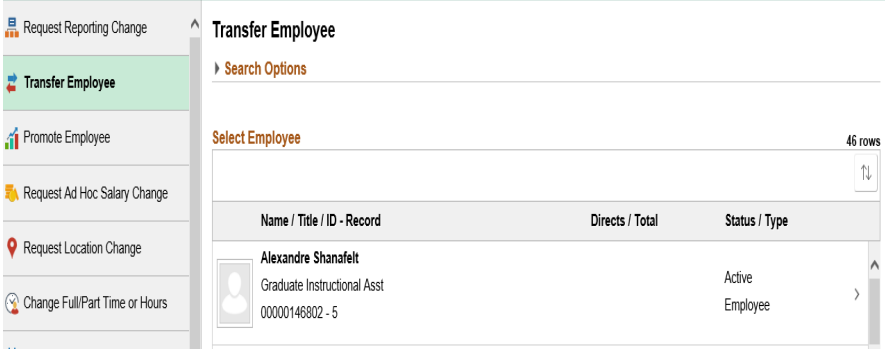
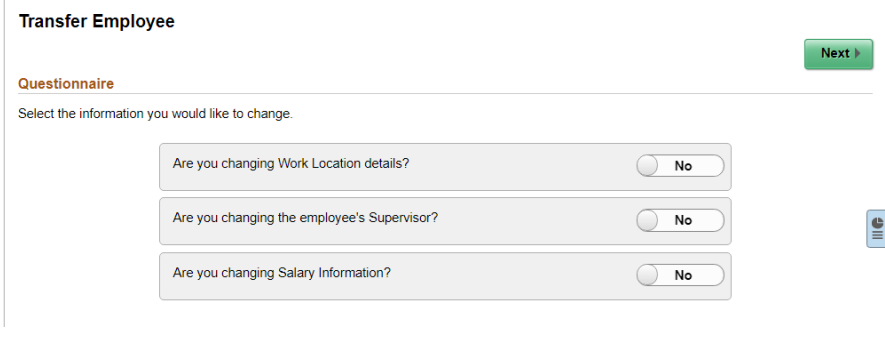
You are about to deny the following 2 request(s).

Group Update Ahmed Shahabaz Department: Engineering Tech Support Svc /Location: Tampa Campus	Routed 05/27/2021
Group Update Caio Cesar Viana Da Silva Department: Engineering Tech Support Svc /Location: Tampa Campus	Routed 05/27/2021

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

The transaction will have to be re-submitted.

Transfer Employee – Submitter

	<p>Managers and their Delegates can now submit select employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>
	<p>Click Transfer Employee from the list of available transactions.</p> <p>Select the employee you wish to transfer by clicking on their name.</p>
	<p>Complete the questionnaire that is presented on screen, answering yes or no to the questions provided.</p> <p>Click Next.</p>

Transfer Employee

Gilbert Retich
Graduate Research Assistant

1 Job Detail 2 Review & Submit

Return to Questionnaire Next

Work and Job Information

*Transaction Date 05/28/2021

*Reason

New Information

*Business Unit USF Business Unit USFBU

*Department Computer Science & Engineering 0-2108-000

*Location Tampa Campus 01

*Job Title Graduate Research Assistant 9182

Standard Hours 20.00

FTE 0.500000

Full/Part Time Part-Time

Supervisor Name Sudhep Sarkar 00000018963

Current Information

USF Business Unit USFBU

Computer Science & Engineering 0-2108-000

Tampa Campus 01

Graduate Research Assistant 9182

20.00

0.500000

Part-Time

Sudhep Sarkar 00000018963

Charges Made
Required Field

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.

Cancel **Lookup**

Search for: Position Title [Show Operators](#)

Search Criteria

Business Unit USFBU

Position Number (begins with)

Position Title (begins with)

Department (begins with)

Job Code (begins with)

Reports To Position Number (begins with)

Manager Name (begins with)

Search Results

1 row

Position Number	Position Title	Department	Job Code	Regular/Temporary	Full/Part Time	Standard Hours	Reports To Position Number	Manager Name
00011849	Webmaster	0-2401-000	9555	Regular	Full-Time	40	00001823	Karen Frank

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.

Work and Job Information

*Transaction Date

*Reason

New Information			Current Information		
*Position Title	<input type="text" value="Webmaster"/> <input type="button" value="Q"/>	00011849	HR Analyst		00024249
Business Unit	USF Business Unit	USFBU	USF Business Unit		USFBU
Department	College of the Arts	0-2401-000	Division Of Human Resources		0-0320-000
Location	Tampa Campus	01	Tampa Campus		01
Job Title	Webmaster	9555	ERP Analyst		9590
Standard Hours	40.00		40.00		
FTE	1.000000		1.000000		
Full/Part Time	Full-Time		Full-Time		
Reports To	Assistant Dean	00001823	Sr. Human Resources Analyst		00021383
Manager Name	Karen Frank		Tiffany Jackson		

● Changes Made
* Required Field

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**.

Transfer Employee

Gilbert Rotlich
Graduate Research Assistant

1 Job Detail 2 Review & Submit

Return to Questionnaire Next >

Work and Job Information

*Transaction Date: 05/20/2021

*Reason: [Dropdown]

New Information

*Business Unit: USF Business Unit C

*Department: Computer Science & Engineer C

*Location: Tampa Campus C

*Job Title: Graduate Research Assistant C

Standard Hours: 20.00

FTE: 0.500000

Full/Part Time: Part Time

Supervisor Name: Sudeep Sarkar C

Change Made
Required Field

Decision Support

Transfer Employee >

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

Cynthia Clements
ERP Analyst

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

Compensation Details

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Annual Base Rate			63,000.000000	63,000.000000	USD	Flat Amount	Annual

63,000.000 Compa-Ratio:0.72

44,000.00 Minimum 88,000.00 Midpoint 132,000.00 Maximum

New Information **Current Information**

12-Month Contract Period Salary	2,413.793103 USD	2,413.793103 USD
Annual Rate	63,000.000 USD	63,000.000 USD

Compensation Details

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Annual Base Rate	3.175	2,000.000000	65,000.000000	63,000.000000	USD	Flat Amount	Annual

65,000.000 Compa-Ratio:0.74

44,000.00 Minimum 88,000.00 Midpoint 132,000.00 Maximum

New Information **Current Information**

12-Month Contract Period Salary	2,490.421456 USD	2,413.793103 USD
Annual Rate	65,000.000 USD	63,000.000 USD

Changes Made
Required Field

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**.

Cynthia Clements
ERP Analyst

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Submit

Review and Submit

Transaction Date 04/15/2021
Reason Salary Change

New Information		Current Information	
Position Title	Webmaster 00011849	HR Analyst	00024249
Business Unit	USF Business Unit USFBU	USF Business Unit	USFBU
Department	College of the Arts 0-2401-000	Division Of Human Resources	0-0320-000
Location	Tampa Campus 01	Tampa Campus	01
Job Title	Webmaster 9555	ERP Analyst	9590
Standard Hours	40.00	40.00	
FTE	1.000000	1.000000	
Full/Part Time	Full-Time	Full-Time	
Reports To	Assistant Dean 00001823	Sr. Human Resources Analyst	00021383
Manager Name	Karen Frank	Tiffany Jackson	
12-Month Contract Period Salary	2,490,421,456 USD	2,413,793,103 USD	
Annual Rate	65,000,000 USD	63,000,000 USD	

Comments

Attachments
No documents have been attached.
Add Attachment

Changes Made
Required Field

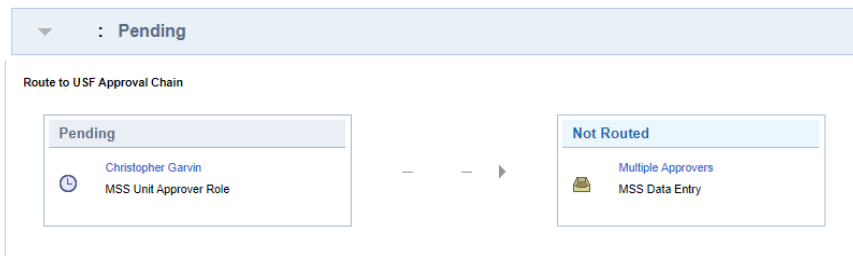
On the **Review & Submit** screen, review all the details of the transaction.

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**.

Transfer Approval Chain

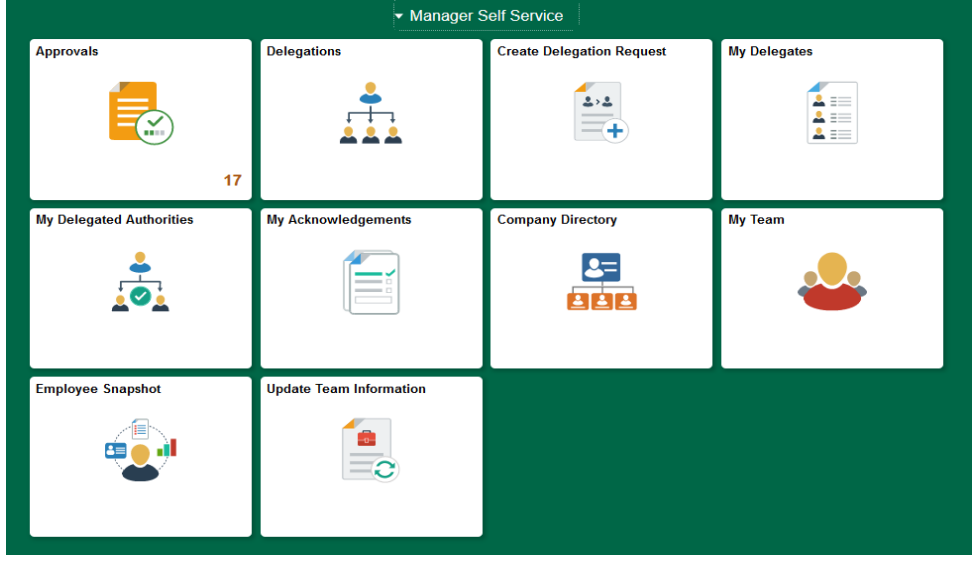
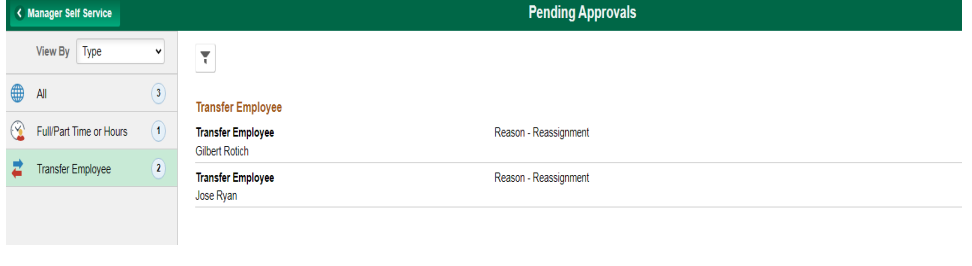
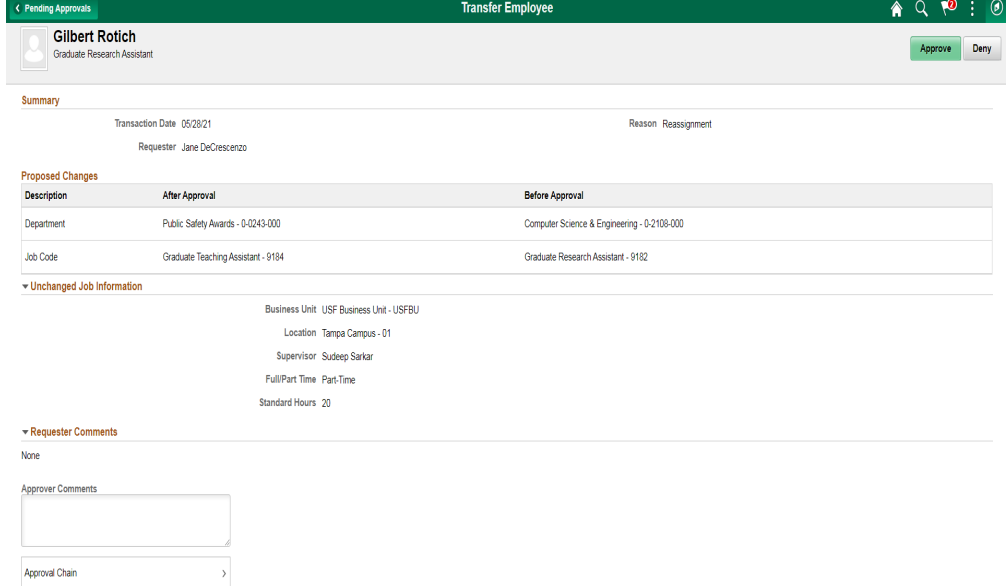


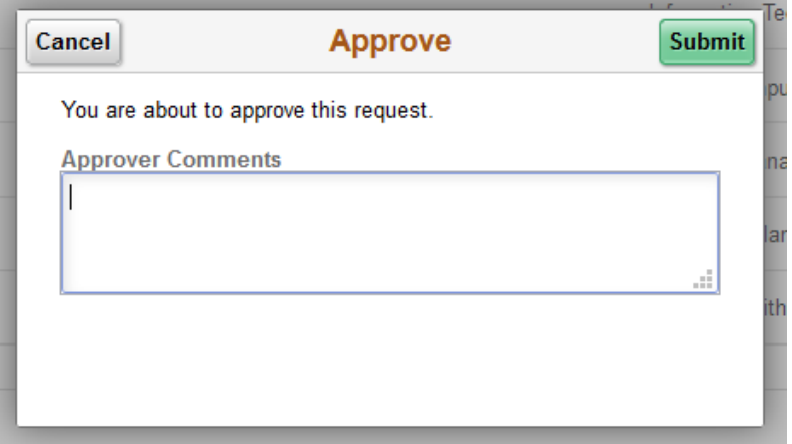

After successful submission, the **Transfer Approval Chain** will indicate the steps in the workflow.

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


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

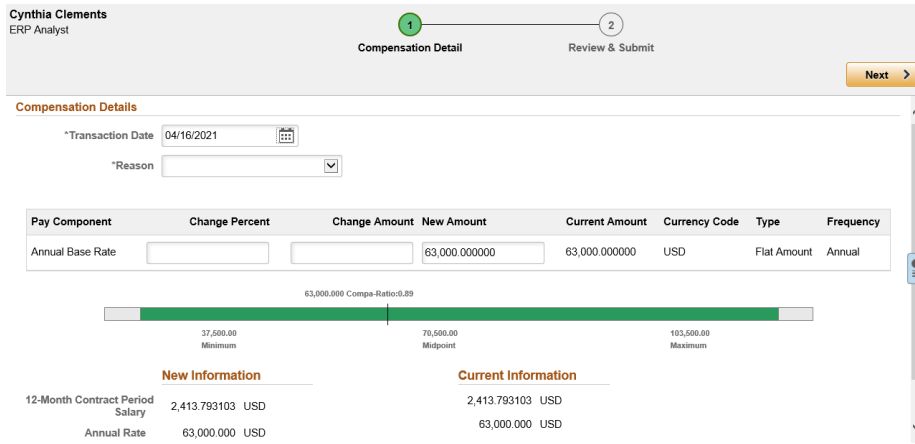
 <p>The screenshot shows the 'Manager Self Service' dashboard with a grid of tiles: Approvals (17), Delegations, Create Delegation Request, My Delegates, My Delegated Authorities, My Acknowledgements, Company Directory, My Team, Employee Snapshot, and Update Team Information.</p>	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>									
 <p>The screenshot shows the 'Pending Approvals' screen with a filter sidebar on the left. The main area lists two 'Transfer Employee' requests: one for Gilbert Rotich and one for Jose Ryan, both with the reason 'Reassignment'.</p>	<p>Click Transfer Employee from the list of available transactions for Approval.</p>									
 <p>The screenshot shows the 'Transfer Employee' details screen for Gilbert Rotich. It includes a summary section with transaction date (05/28/21) and reason (Reassignment). A 'Proposed Changes' table compares 'After Approval' and 'Before Approval' details:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>After Approval</th> <th>Before Approval</th> </tr> </thead> <tbody> <tr> <td>Department</td> <td>Public Safety Awards - 0-0243-000</td> <td>Computer Science & Engineering - 0-2103-000</td> </tr> <tr> <td>Job Code</td> <td>Graduate Teaching Assistant - 9184</td> <td>Graduate Research Assistant - 9182</td> </tr> </tbody> </table> <p>Below the table is 'Unchanged Job Information' (Business Unit, Location, Supervisor, Full/Part Time, Standard Hours) and a 'Requester Comments' section.</p>	Description	After Approval	Before Approval	Department	Public Safety Awards - 0-0243-000	Computer Science & Engineering - 0-2103-000	Job Code	Graduate Teaching Assistant - 9184	Graduate Research Assistant - 9182	<p>On the Transfer Employee screen, review all the details of the transaction.</p> <p>Add any necessary Approver Comments.</p> <p>Once satisfied that the transaction is correct, click Approve.</p>
Description	After Approval	Before Approval								
Department	Public Safety Awards - 0-0243-000	Computer Science & Engineering - 0-2103-000								
Job Code	Graduate Teaching Assistant - 9184	Graduate Research Assistant - 9182								

	<p>Enter any Approver Comments and click Submit.</p> <p>Once all approvals are obtained the transaction will be added to Job.</p> <p>If the transaction is incorrect, click Deny.</p> <p>Enter the reason for the denial and click Submit.</p> <p>The transaction will have to be re-submitted.</p>
	

Request Ad Hoc Salary Change – Submitter

	<p>Managers and their Delegates can now submit select employment change transactions for employees in GEMS.</p> <p>These transactions can be accessed by clicking on the Update Team Information tile.</p>
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<ul style="list-style-type: none"> Request Reporting Change Transfer Employee Promote Employee <li style="background-color: #e0f2f1;">Request Ad Hoc Salary Change Change Full/Part Time or Hours Request Leave of Absence Request Paid Leave of Absence Retire Employee 	<h3>Request Ad Hoc Salary Change</h3> <p>► Search Options</p> <p>Select Employee</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Name / Title / ID - Record</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>Alexandre Shanafelt Graduate Instructional Asst 00000146802 - 5</td> </tr> <tr> <td style="text-align: center;"></td> <td>Cynthia Clements ERP Analyst 00000135578 - 0</td> </tr> </tbody> </table>	Name / Title / ID - Record			Alexandre Shanafelt Graduate Instructional Asst 00000146802 - 5		Cynthia Clements ERP Analyst 00000135578 - 0	<p>Click Request Ad Hoc Salary Change from the list of available transactions.</p> <p>Select the employee whose salary you wish to change by clicking on their name.</p>
Name / Title / ID - Record								
	Alexandre Shanafelt Graduate Instructional Asst 00000146802 - 5							
	Cynthia Clements ERP Analyst 00000135578 - 0							

	<p>On the Compensation Detail screen, update the Transaction Date, the Reason field, and the New Amount field with the new salary information.</p> <p>NOTE:</p> <ul style="list-style-type: none"> - If you are unsure what Reason to use, please visit the Reasons – Reference. - DO NOT enter the Change Percent or Change Amount. The system will do the calculation and update the New Amount field. <p>Click Next.</p>
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Request Ad Hoc Salary Change

William Hendrix
Instructor I

1 Compensation Detail 2 Review & Submit

Next >

Compensation Details

*Transaction Date 04/16/2021

*Reason

Pay Component

Annual Date Rate

12-Month Contract Period Salary

Annual Rate

Changes Made
Requires Pass

Decision Support

Ad Hoc Salary Change

Type	Frequency
Flat Amount	Annual



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

Cynthia Clements
ERP Analyst

1 Compensation Detail 2 Review & Submit

Previous < Submit

Review and Submit

Transaction Date 04/16/2021

Reason Merit/Special Achievement

New Information

12-Month Contract Period Salary ● 3,026.819923 USD

Annual Rate ● 79,000.000 USD

Current Information

Previous Salary 2,413.793103 USD

Annual Rate 63,000.000 USD

Comments

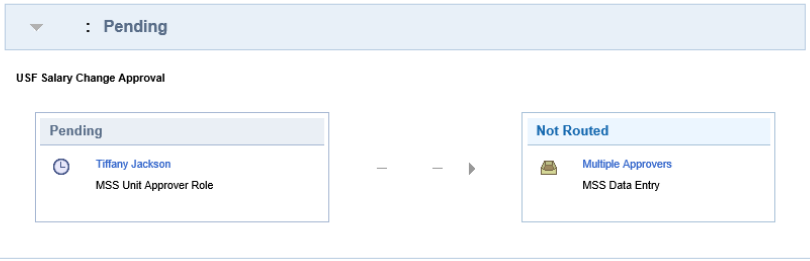
Attachments

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

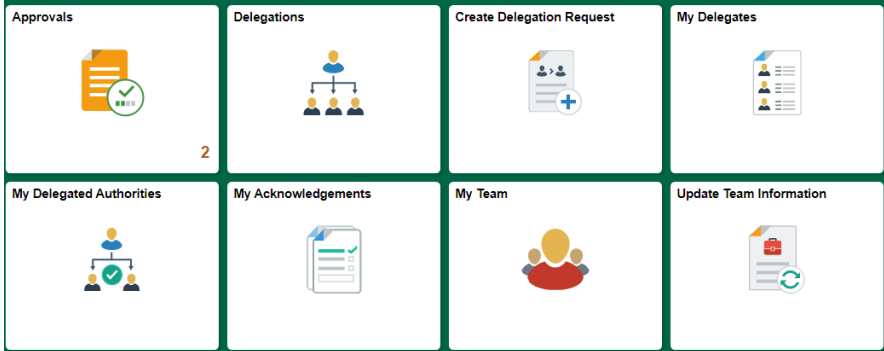
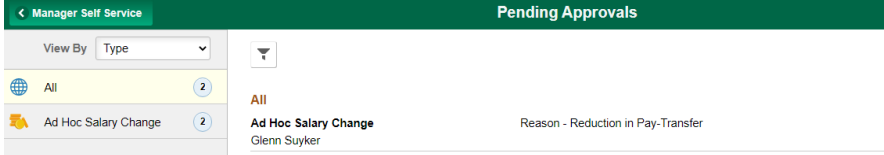
Add any necessary comments and attachments.

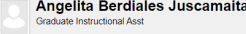
If there are errors, click **Previous** to make any adjustments.

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

<p>Salary Change Approval Chain</p> 	<p>After successfully submission, the Salary Change Approval Chain will indicate the steps in the workflow.</p> <p>NOTE: Salary Changes for Faculty will have an additional approval step in the workflow for Dwayne Smith after the Unit Approver.</p> <p>Once all approvals are obtained the transaction will be added to Job Data.</p>
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Request Ad Hoc Salary Change – Approver

	<p>Managers and their Delegates can now approve select employment change transactions for employees in GEMS.</p> <p>These transactions can be approved by clicking on the Approvals tile.</p>
	<p>Click Ad Hoc Salary Change from the list of available transactions for Approval.</p>



Summary

Transaction Date: 12/22/20 Reason: Base-General Increase
 Requester: David Williams

Proposed Changes

Description	After Approval	Before Approval
Annual Rate	12,575.40 USD	12,503.40 USD

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**.

Approve

You are about to approve this request.

Approver Comments

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**.

Deny

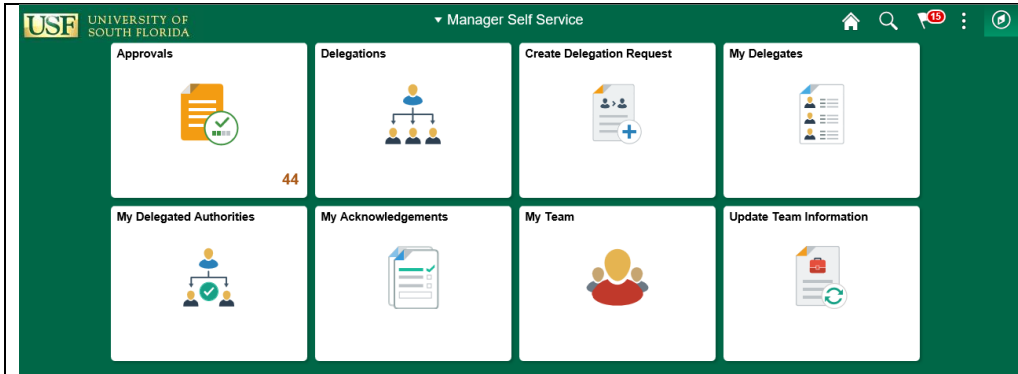
You are about to deny this request.

Approver Comments

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

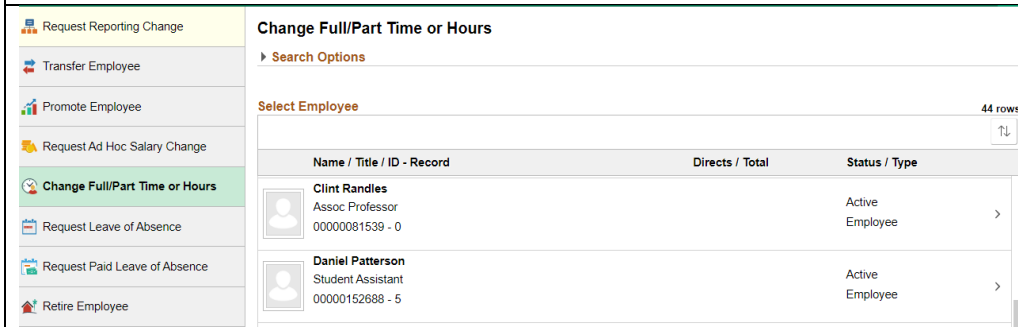
The transaction will have to be re-submitted.

Change Full/Part Time or Hours – Submitter



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

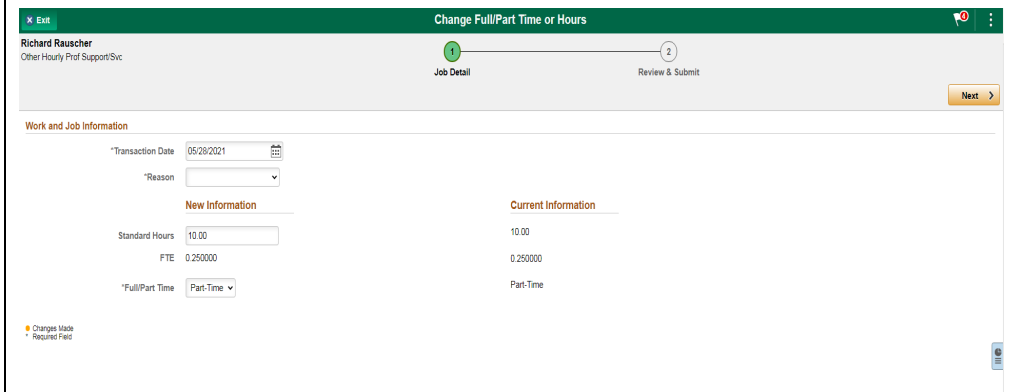
These transactions can be accessed by clicking on the **Update Team Information** tile.



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:



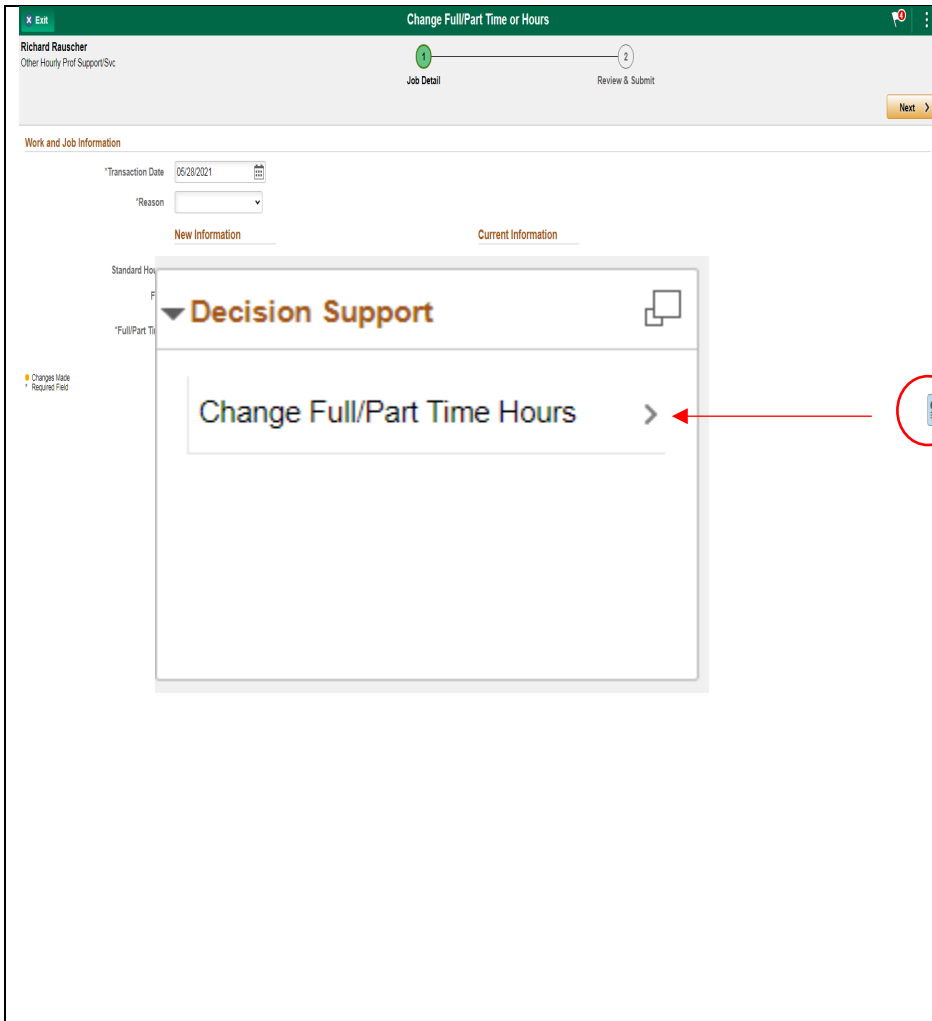
Transaction Date: Enter the date the change will be effective.

Reason: Select the appropriate reason from the dropdown.

- FTE Change Decrease
- FTE Change Increase

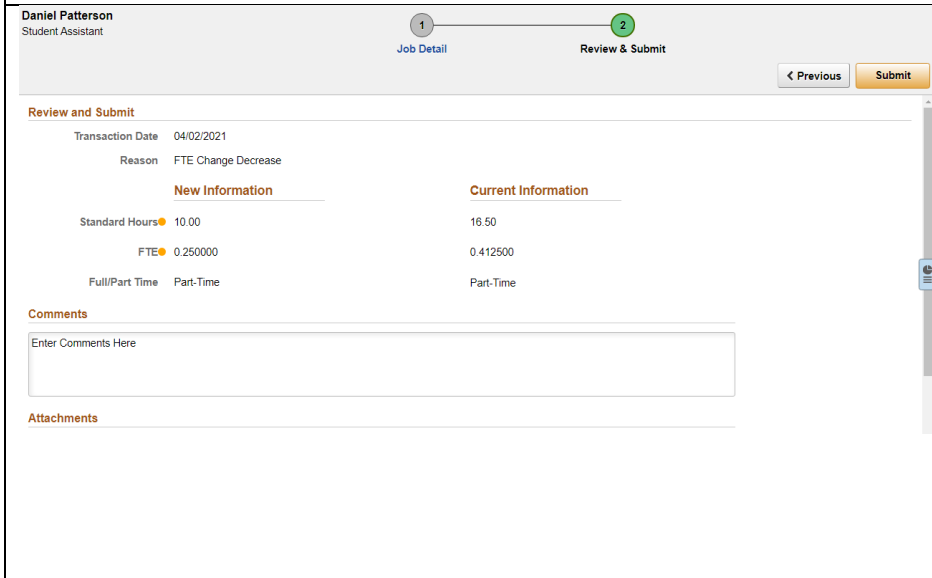
Standard Hours: Enter the new hours. The system will calculate the FTE.

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.



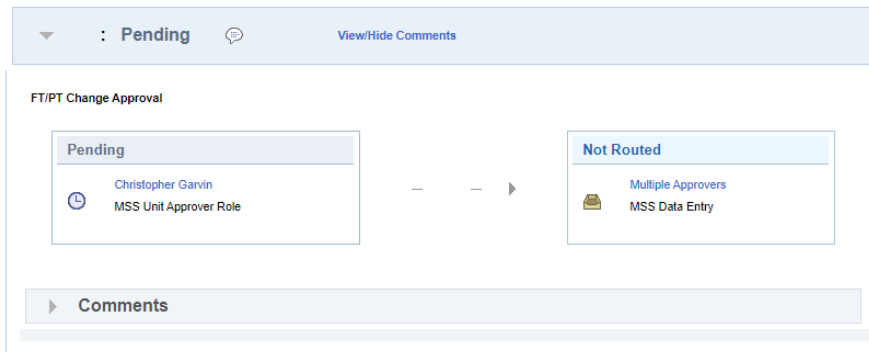
On the **Review & Submit** screen, review all the details of the transaction.

Add any necessary comments and attachments.

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

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

FT/PT Change Approval Chain



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

Change Full/Part Time or Hours – Approver

The dashboard provides a central hub for managers to manage their approval and delegation tasks. The 'Approvals' tile is highlighted with a notification of 3 pending items. Other tiles allow for managing delegations, creating requests, viewing team information, and tracking acknowledgements.

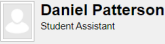
Managers and their Delegates can now approve select employment change transactions for employees in GEMS.

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

Manager Self Service		Pending Approvals	
View By: Type			
All	3		
Full/Part Time or Hours	3		
Full/Part Time or Hours	Richard Rauscher	Reason - FTE Change Increase	Routed 05/28/2021
Full/Part Time or Hours	James Anderson	Reason - Position Data Update	Routed 05/28/2021
Full/Part Time or Hours	Jose Ryan	Reason - Position Data Update	Routed 05/28/2021

Click **Full/Part Time or Hours** from the list of available transactions for Approval.

[Pending Approvals](#)
Full/Part Time or Hours



Summary
 Transaction Date: 03/05/21 Requester: David Williams
 Reason: FTE Change Decrease

Proposed Changes

Description	After Approval	Before Approval
Standard Hours	15	16.5
FTE	0.375	0.4125

Requester Comments
 Add Comments Here and any Attachments below.

Unchanged Job Information
 Full/Part Time: Part-Time

Approver Comments:

Approval Chain:

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**.

Approve

You are about to approve this request.

Approver Comments

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

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

Deny

You are about to deny this request.

Approver Comments

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

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

The transaction will have to be re-submitted.