

## Manager Self Service and Position Management Process Adaptations

|   | <b>Current Process</b>  | <b>Changes</b>   | <b>Comments</b>  |
|---|---|--|--|
| MSS – Ad Hoc Salary Change                | Once approved by unit, changes are reviewed by OHR and then entered into Job Record by OHR. | Once approved by unit, transaction will directly update the database. Error transactions will need to be cleared by OHR.<br><br>Target Date for implementation: Jan 14, 2008 | Will allow a much quicker turnaround, as transactions will immediately populate job database.<br><br>Transaction for current pay period needs to be completed by payroll deadlines.  |
| Position – Modify Supervisor “reports to” | Once submitted, still must be approved by Central Process                                   | Once approved by unit, will directly update the database. Will update job record with effective date entered in position change. Target Date for implementation: February    | Will allow a much quicker turnaround, as transactions will immediately populate job database.<br><br>Transaction for current pay period needs to be completed by payroll deadlines.<br><br>Incorrect effective dates may cause issues with the job record. |
| MSS – Promotion                           | Once approved by unit reviewed by OHR and entered into Job Record by OHR.                   | Once approved by unit, will directly update the database. Error transactions will need to be cleared by OHR. Target Date for implementation:: February                       | Will allow a much quicker turnaround, as transactions will immediately populate job database.<br><br>Transaction for current pay period need to be completed by payroll deadlines  |
| MSS – Terminations                        | Dates entered by units and the database is immediately updated.                             | Target Date for implementation: Jan 14, 2008   | Back dating “retroactive” transactions must be approved and entered by OHR. Retroactive dates frequently generate compliance issues.   |