

How Do I Begin a Reporting Change for an Employee?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

Select a Team (For Managers with Multiple Teams)

4. The **My Team** page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

Select a Team Member

5. On the **Summary** tab, review the listing and identify the employee to change.
6. Click the **Actions** icon displayed to the right of the desired team member's name.



7. Click the **Job and Personal Information** link in the listing.
8. Click the **Request Reporting Change** link.

Review the Compensation Transaction(s)

9. On the **Request Reporting Change** page, review the team member's current work and job information.
10. Review the **Position Lock** setting, which indicates whether the reporting change request must be processed by the Human Resources team.



Begin a Reporting Change Request

11. In the **Reporting Change Details** section, click the **Choose a date (Calendar)** icon associated with the **Reporting Change Date** field and select an effective date for the change. NOTE: In most instances, the effective date for the change should be the beginning date of the next pay period.
12. Click the **Look Up** icon associated with the **[New] Supervisor** field.
13. Select the desired manager from the listing.
14. Click the **Comments** field and enter additional information to support the change request.

Submitting the Reporting Change Request

15. When the information is correct and complete, click the **Submit** button.
16. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.

Review the Workflow Approval Routing

17. Review the information displayed in the **Salary Change Approval Chain** section of the page and validate the workflow routing of the reporting change request.

Complete the Task/Sign Out of Application

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



19. Click the **Sign Out** option in the listing.

