Overview/Description

This job aid identifies how database updates are processed for job and position-related transactions initiated in OneUSG Connect Manager Self Service after final approval.

Prerequisite(s)

N/A

Instructions

Transactions in Manager Self Service

Navigation

Navigator > Manager Self Service > My Team Tile, Manager Self Service > Manage Positions Tile

or Navigator > Manager Self Service

Automatic Database Updates

- Termination
- Retirement
- Promotion
- Demotion
- Transfer
- Change Reports-To
- Location Change
- Ad Hoc Salary Change
- Add/Change Position
- Change Position Funding
  (updated via batch job every four hours)

**NOTE:** During the level 5 approval, if the system identifies existing data elements that require manual review, like future dated rows or effective sequencing, the final approver will receive a message similar to the following.

This message does not indicate an error within OneUSG Connect but alerts the HR practitioner approver that there is an issue with the data being populated. The HR practitioner must review the data and manually enter the updates. The data will not be automatically updated if this message appears.
Manual Entry Required to Update the Database

The following transactions **will not** automatically update the database and will require manual data entry:

- Supplemental Pay Request*
- Adjust Leave Balances
- Change Time/Absence Approver
- Security Request Form
- Manager Self Service Request

*The Supplemental Pay Request is currently being reviewed with the intent of allowing automatic database updates in the future.