



Additional Information related to the MSS Tips and Tricks article titled "How do I view a transaction to check its status or to approve it?" from the March 2020 HR Newsletter.



Actions that affect a _____ are routed through _____

Actions that affect an _____ are routed through supervisor's _____

A A

B

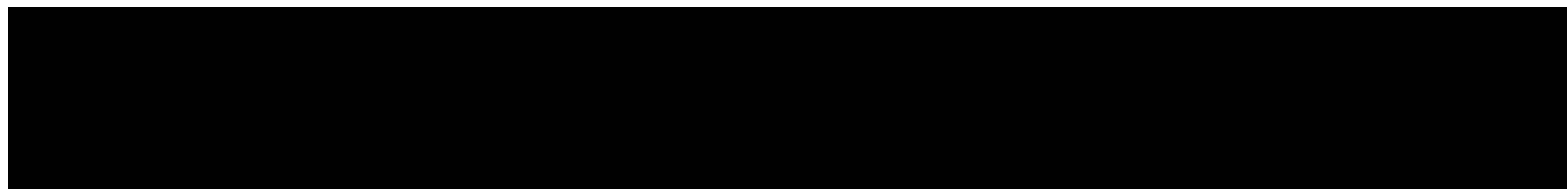
6 B 11



- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile
- Click View Request History (radio button)
- Click Approve Requests (radio button)

- Log in to OneUSG
- Click bell icon in top right corner (between magnifying glass and menu)
- Click View All
- Click > M

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Review Transactions tile



Add / Change Position

Add / Chang

Select Requests

Change Pos

New Request

Return to Saved requests

View Request History

Approve Requests

View/Approv

Queries

Select Request Details

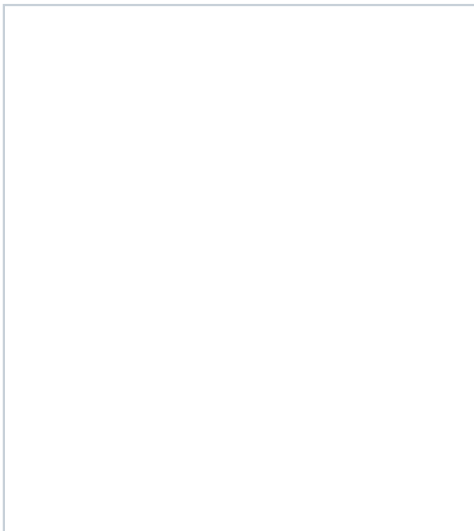
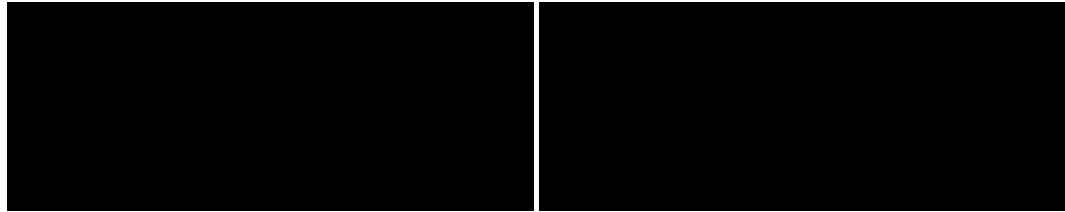
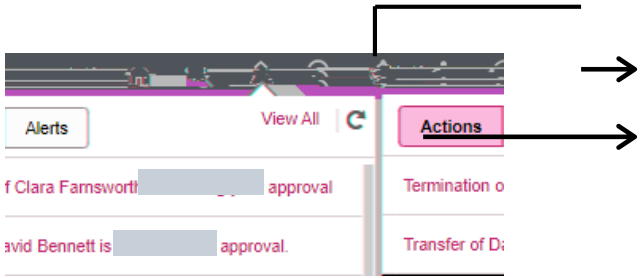
Is this a new Position

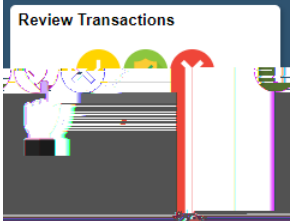
Position Number

12000

Change Position Nbr

Next



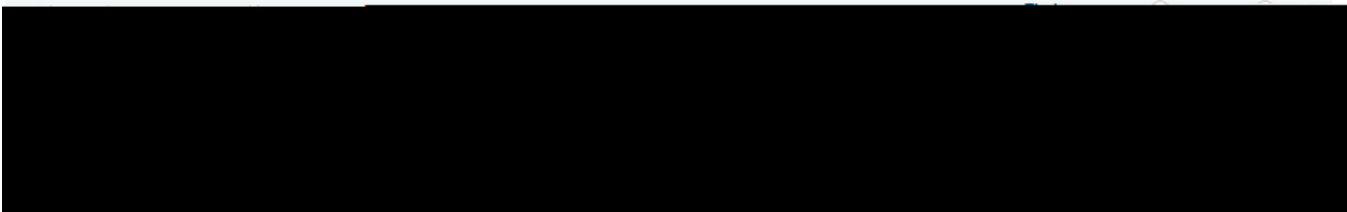
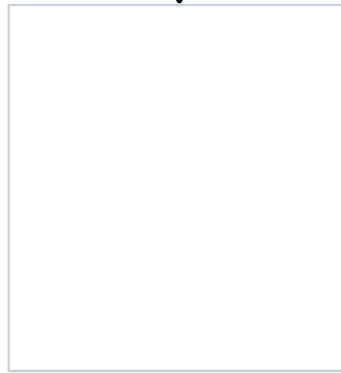
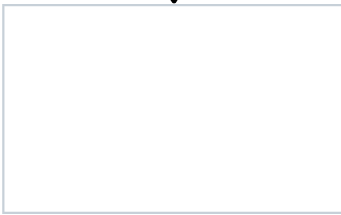


All transactions submitted, denied, approved, or currently pending approval by the user can be searched.

Review Transactions

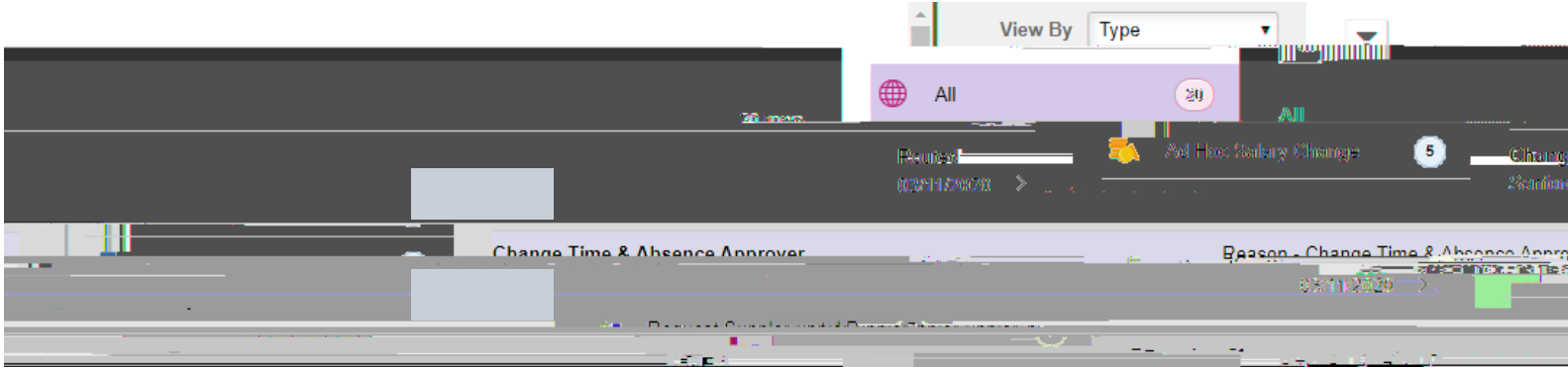
Tamara Gaddis

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the button



Click here to view/approve/deny the transaction if you are the current approver
If you are not the current approver, the link will look like this:





I'M HERE! NOER

View Recent History

All Add/Change Position transactions previously cancelled, submitted, denied, or approved by the user are automatically displayed.

Click here to personalize the data table or download the table to excel



Click here to search the table for any text string to find it quickly on the screen

Click here to see the transaction

Approve Recent

All Add/Change Position transactions currently pending the user's approval are automatically displayed.

Make sure to look at each screen of results, if there are multiples

Approval Table

All MSS My Team transactions currently pending the user's approval are automatically displayed. Click anywhere in the line to see the transaction.

View By Type

Click here to filter by a different variable.



Click here to view all transactions pending approval.

Click here to filter by multiple criteria simultaneously



The best of the national from the document all in one age
Use a check guide reference to remember when and how to click

No function Bell

All transactions denied, approved, or currently pending approval by the user are automatically displayed when View All is selected. Click anywhere in the line to see the transaction.



Click here to view all notifications

Click here (far left of screen) to expand filter menu.

Recent Transaction Table

All transactions submitted, denied, approved, or currently pending approval by the user can be searched.

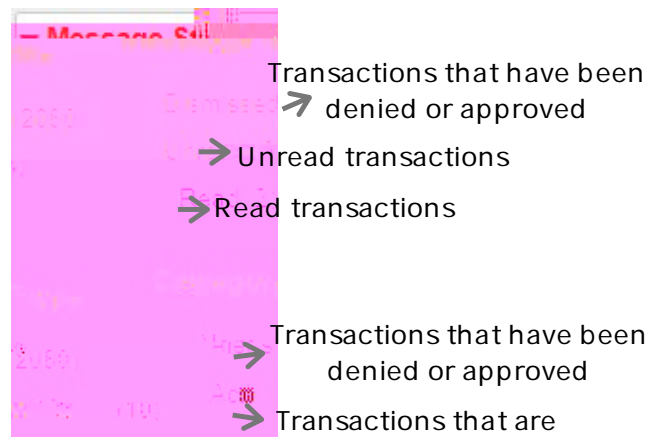
Click here to filter search by approval status

Approval Status Pending my review

Click here to filter search by transaction type

Do not search by approver operator ID or from/end dates. They are not currently functioning and will return no result values.

In search list, click View Details OR to see the summary.



Transactions that have been denied or approved

Unread transactions

Read transactions

Transactions that have been denied or approved

Transactions that are pending approval

Find Workflow When Transaction Available to Approve

To see workflow for MSS My Team transactions, click Approval Chain
To see workflow for Add/Change Position transactions, click Review Page to final page.
Click all arrows to see all info. Click to see individual approvers within a group.