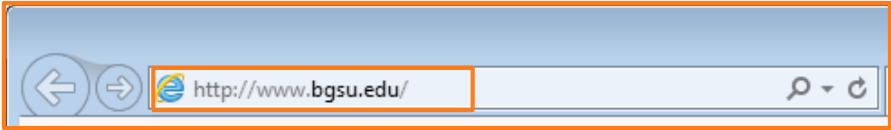
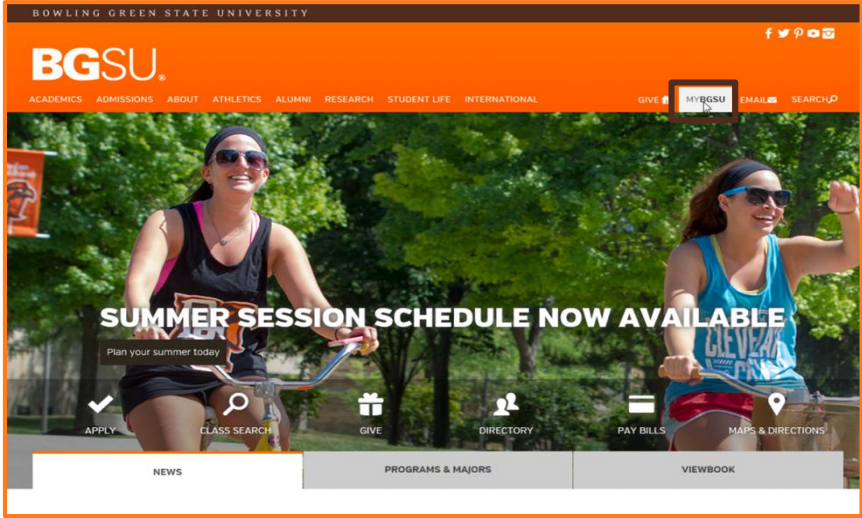
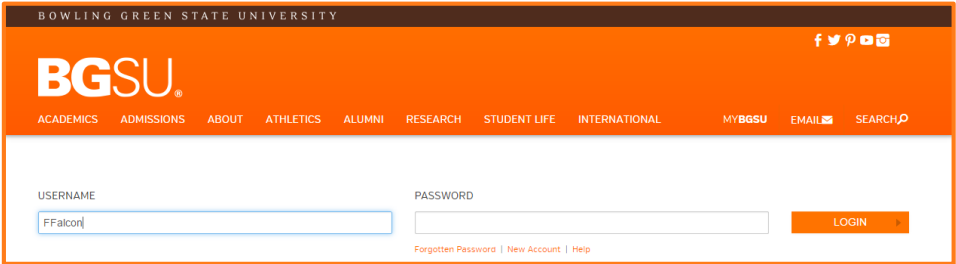
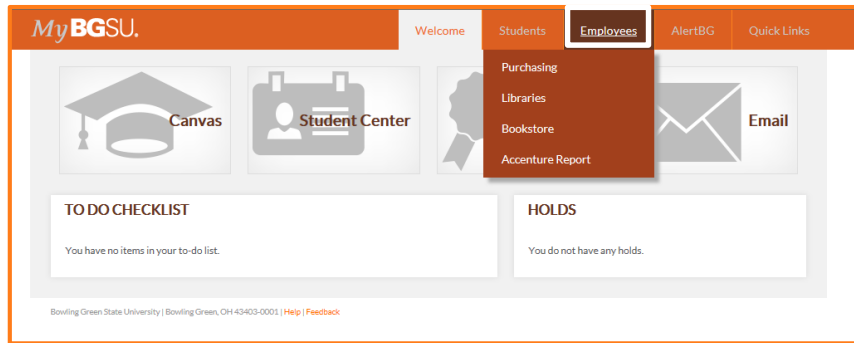


# Manager Self Service (MSS) – Transaction Status

<p><b>PROCESS OVERVIEW</b></p>	<p>The purpose of this reference guide is to provide instructions on how to View the Status of Transactions in Manager Self Service (MSS). This document is set up according to the various tasks that may be performed when using Manager Self Service (MSS).</p> <ol style="list-style-type: none"> <li>1. Begin at the <b>bgsu.edu</b> home page</li> <li>2. Click <b>MyBGSU</b></li> <li>3. Enter <b>Username</b> and <b>Password</b></li> <li>4. Navigate: <b>Employees &gt; Manager Information &gt; Manager Dashboard</b></li> <li>5. <b>Quick Links</b></li> <li>6. <b>Choose appropriate transaction</b></li> <li>7. <b>Click on View “Transaction” Status</b></li> </ol>
<p>Where do I go?</p>	<p>MyBGSU &gt; Employees &gt; Manager Information &gt; Manager Dashboard/Quick Links &gt; Choose appropriate Transaction &gt; View “Transaction” Status</p>
<p><b>SECTION I NAVIGATION</b></p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p><b>Step 1: Click MyBGSU</b></p>	
<p><b>Step 2: Enter USERNAME and PASSWORD</b></p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p><b>Step 2a: Click Login</b></p>	

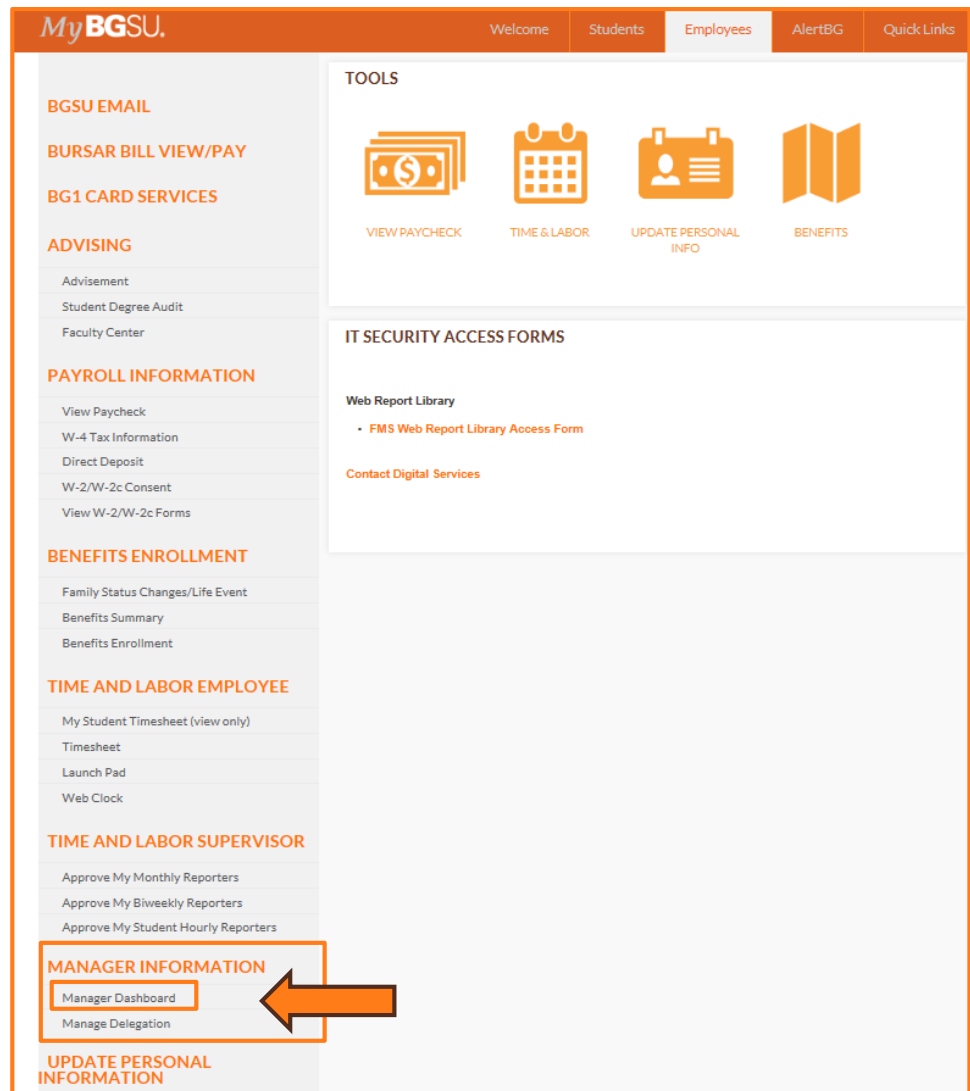
# Manager Self Service (MSS) – Transaction Status

## Step 3: Click Employees



## Step 4: Under Manager Information

- Click **Manager Dashboard**

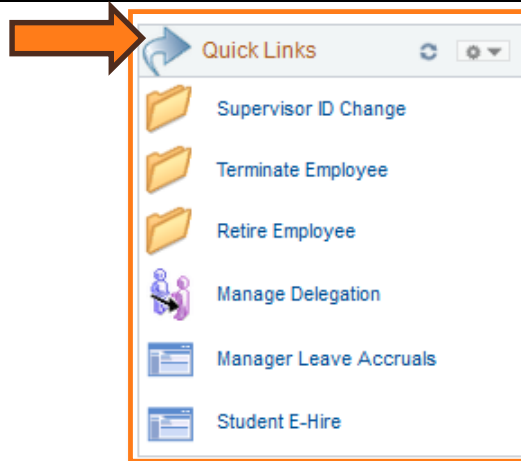


# Manager Self Service (MSS) – Transaction Status

## SECTION II QUICK LINKS

Quick Links enables the manager to quickly access Job actions that that can be performed on their employees.

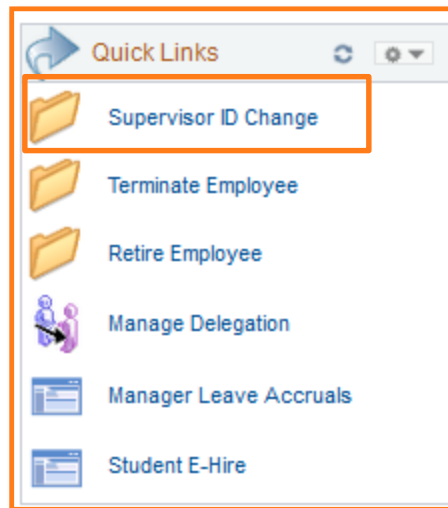
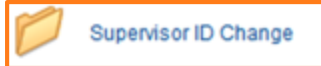
- Supervisor ID Change (all students and some staff)
- Terminate Employee
- Retire Employee
- Manage Delegation
- Manager Leave Accruals
- Student E-Hire



## SECTION III VIEW SUPERVISOR ID CHANGE STATUS

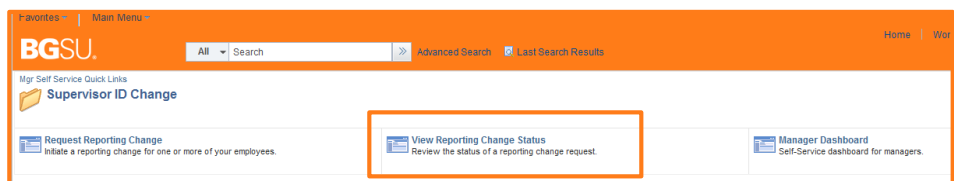
Managers will have the ability to view the status of any Supervisor ID change

**Step 1:** Click



**Step 2:** Click

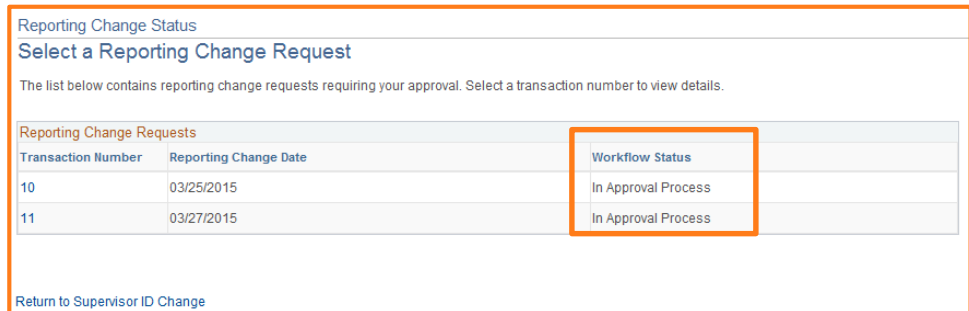
**View Reporting Change Status** hyperlink




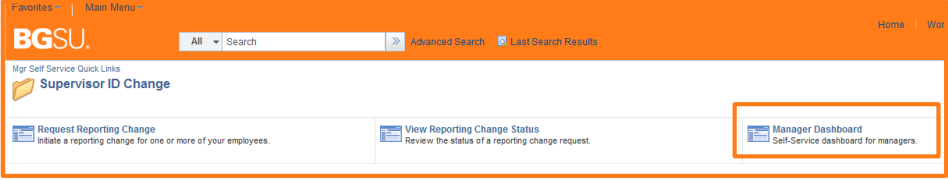

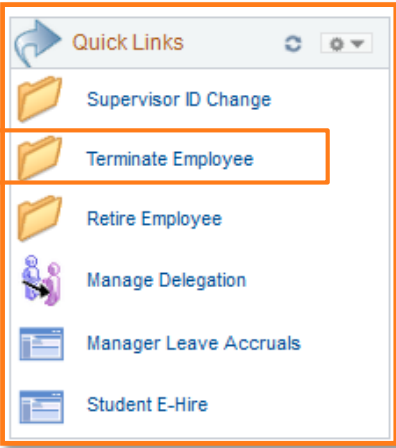
**Step 3:** The **Reporting Change Status** page appears.

A Supervisor ID Change requests list will show.

- The **Workflow Status** will indicate if the Supervisor ID Change has been approved yet.



# Manager Self Service (MSS) – Transaction Status

<p><b>Step 4: Click</b>  <a href="#">Return to Supervisor ID Change</a></p>	<p>Reporting Change Status  <b>Select a Reporting Change Request</b>          The list below contains reporting change requests requiring your approval. Select a transaction number to view details.</p> <table border="1"> <thead> <tr> <th colspan="3">Reporting Change Requests</th> </tr> <tr> <th>Transaction Number</th> <th>Reporting Change Date</th> <th>Workflow Status</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>03/25/2015</td> <td>In Approval Process</td> </tr> <tr> <td>11</td> <td>03/27/2015</td> <td>In Approval Process</td> </tr> </tbody> </table> <p><a href="#">Return to Supervisor ID Change</a> </p>	Reporting Change Requests			Transaction Number	Reporting Change Date	Workflow Status	10	03/25/2015	In Approval Process	11	03/27/2015	In Approval Process
Reporting Change Requests													
Transaction Number	Reporting Change Date	Workflow Status											
10	03/25/2015	In Approval Process											
11	03/27/2015	In Approval Process											
<p><b>Step 5: The Supervisor Id Change page appears.</b></p> <p><b>Step 6: Click</b>  <a href="#">Manager Dashboard</a></p>	 <p>The screenshot shows the 'Supervisor ID Change' page with a 'Manager Dashboard' link highlighted in a red box.</p>												
<p><b>Step 7: You are directed back to the Manager Dashboard</b></p>	 <p>The screenshot shows the 'Manager Dashboard' with various sections like 'Company Directory', 'Direct Line Reports', and 'Quick Links'.</p>												
<p><b>SECTION IV          VIEW TERMINATE EMPLOYEE STATUS</b></p> <p>Managers will have the ability to view the status of a Terminate Employee request.</p> <p><b>Step 1: Click</b>   <a href="#">Terminate Employee</a></p>	 <p>The screenshot shows the 'Quick Links' menu with 'Terminate Employee' highlighted in a red box.</p>												
<p><b>Step 2: Click</b>  <a href="#">View Terminate Employee Status</a> hyperlink</p>	 <p>The screenshot shows the 'Terminate Employee' page with a 'View Terminate Employee Status' link highlighted in a red box.</p>												

# Manager Self Service (MSS) – Transaction Status

**Step 3:** The **Terminate Status** page appears.

- All employees that have termination requests created will be listed.

**Step 4:** Click on the Employees' Name to view the status of the termination request.

## Terminate Status

The list below contains terminate requests. Select an employee to view details.

### Employee Terminate Requests

Name	Termination Date	Effective Sequence	Workflow Status
Betty Blackbird	03/24/2015	1	In Approval Process
Betty Blackbird	03/24/2015	2	In Approval Process

[Return to Terminate Employee](#)

**Step 5:** The Terminate Employee request appears.

- Details regarding the termination are listed
- View/Hide Comments link when clicked the Comments that were entered on the Termination Request by the Requestor will show.
- Approval Status is shown.
- HR or SES Approvers and Reviewers of this transaction are listed.

*Note: Approvers are only HR or SES. Reviewers are managers with a vested interest in this transaction.*

**Step 6:** Click

[Return to Select a Transaction](#)

## Terminate Employee

Betty Blackbird

### Reason for Termination

Empl ID: 0000413887  
 Job Title: Data Warehouse Analyst  
 Termination Date: 03/24/2015  
 Reason for Termination: Resignation  
 Requestor: Freddie Falcon

### Terminate Employee Approval

**:Pending** [View/Hide Comments](#)

**Terminate Employee Workflow**

- Skipped**
  - Freddie Falcon (HR Approver) 03/24/15 - 2:46 PM
- Pending**
  - Multiple Approvers (HR Approver)
- Reviewer**
  - Robin Finch (Reviewer)
  - Sherideen Stoll (Reviewer)
  - Freddie Falcon (Reviewer)
  - Scarlet Raven (Reviewer)
  - Sylvester Byrdman (Reviewer)
  - Robert Blue (Reviewer)
  - Geoffrey Tracy (Reviewer)
  - Freddie Falcon (Reviewer)
  - Freddie Falcon (Reviewer)
- Comments**
  - FREDDIE at 03/24/15 - 2:46 PM: Betty is moving to Japan.
  - System at 03/24/15 - 2:46 PM: Requester (FREDDIE) is approver on step number 2, path 1, stage 10, which has self-approval disabled! (18081,1031)

[Return to Select a Transaction](#)

# Manager Self Service (MSS) – Transaction Status

**Step 7:** You are directed back to the **Terminate Status** page.

## Terminate Status

The list below contains terminate requests. Select an employee to view details.

Employee Terminate Requests			
Name	Termination Date	Effective Sequence	Workflow Status
Betty Blackbird	03/24/2015	1	In Approval Process
Betty Blackbird	03/24/2015	2	In Approval Process

**Step 8:** Return to the Manager Dashboard.

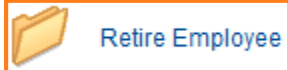
**Navigation:** [Main Menu](#) > [Manager Self Service](#) > [Manager Dashboard](#)

The screenshot shows the BGSU Manager Self Service interface. The navigation menu is open, showing various options. The 'Manager Dashboard' option is highlighted with an orange box. The 'Terminate Status' page is visible in the background.

## SECTION V VIEW RETIRE EMPLOYEE STATUS

Managers will have the ability to view the status of a Retire Employee request.

**Step 1:** Click



The screenshot shows the 'Quick Links' menu with several options. The 'Retire Employee' option is highlighted with an orange box.

**Step 2:** Click

[View Retire Status](#)

hyperlink

The screenshot shows the BGSU Manager Self Service dashboard. The 'View Retire Status' quick link is highlighted with an orange box. The dashboard includes a search bar, a 'Retire Employee' quick link, and a 'View Retire Status' quick link.

# Manager Self Service (MSS) – Transaction Status

**Step 3:** The Retire Status page appears.

All employees that have retire requests created will be listed.

**Step 4:** Click on the Employees' Name to view the status of the retirement request.

## View Retire Status

The list below contains retire requests. Select an employee to view details.

Employee Retire Request			
Name	Retirement Date	Effective Sequence	Workflow Status
Carey Quail	03/25/2015	1	In Approval Process
Lisa Lark	03/24/2015	1	In Approval Process

**Step 5:** The Retiree Employee request appears.

1. Details regarding the retirement are listed
2. View/Hide Comments link when clicked the Comments that were entered on the Retirement Request by the Requestor will show.
3. Approval Status is shown.
4. HR Approvers and Reviewers of this transaction are listed.

*Note: Approvers are only HR or SES. Reviewers are managers with a vested interest in this transaction.*

**Step 6:** Click

[Return to Select a Transaction](#)

## Retire Employee

Carey Quail

### Retirement Details

Empl ID: 0000582042

Job Title: Specialist

Retirement Date: 03/25/2015

Reason for Retirement: Normal Retirement

Effective Sequence: 1

Workflow Status: In Approval Process

Requestor: Freddie Falcon

## Retire Employee Approval

**:Pending** [View/Hide Comments](#)

Retire Approval Workflow

**Skipped**

Freddie Falcon  
HR Approver  
03/25/15 - 4:31 PM

**Pending**

Multiple Approvers  
HR Approver

Reviewer

Robin Finch  
Reviewer

Reviewer

Sherideen Stoll  
Reviewer

Reviewer

Freddie Falcon  
Reviewer

Reviewer

Scarlet Raven  
Reviewer

Reviewer

Sylvester Byrdman  
Reviewer

Reviewer

Robert Blue  
Reviewer

Reviewer

Geoffrey Tracy  
Reviewer

Reviewer

Freddie Falcon  
Reviewer

Reviewer

Freddie Falcon  
Reviewer

**Comments**

\* Required Fields

[Return to Select a Transaction](#)

# Manager Self Service (MSS) – Transaction Status

**Step 7:** You are directed back to the **View Retire Status** page.

## View Retire Status

The list below contains retire requests. Select an employee to view details.

Employee Retire Request			
Name	Retirement Date	Effective Sequence	Workflow Status
Carey Quail	03/25/2015	1	In Approval Process
Lisa Lark	03/24/2015	1	In Approval Process

**Step 8:** Return to the Manager Dashboard.

**Navigation:** [Main Menu](#) > [Manager Self Service](#) > [Manager Dashboard](#)

The screenshot shows the BGSU Manager Self Service interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Manager Self Service'. Below this is a sidebar menu with various options: Time Management, Job and Personal Information, Compensation and Stock, Learning and Development, Team Learning, Performance Management, Career Planning, Succession Planning, Manager Dashboard (highlighted with an orange box), Talent Summary, and Review Transactions. The main content area displays the 'View Retire Status' page, which includes the same table as in Step 7. The table shows two rows: Carey Quail and Lisa Lark, both with retirement dates in 2015 and a workflow status of 'In Approval Process'.