# Manager Self Service (MSS) – Transaction Status

## Process Overview

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).

1. **Begin at the bgsu.edu home page**
2. **Click MyBGSU**
3. **Enter Username and Password**
4. **Navigate: Employees > Manager Information > Manager Dashboard**
5. **Quick Links**
6. **Choose appropriate transaction**
7. **Click on View “Transaction” Status**

### Where do I go?

MyBGSU > Employees > Manager Information > Manager Dashboard/Quick Links > Choose appropriate Transaction > View “Transaction” Status

## Section I Navigation

Begin the process at the bgsu.edu home page.

Note: Please use Internet Explorer

### Step 1: Click MyBGSU

![MyBGSU Home Page](image)

### Step 2: Enter Username and Password

Note: These will be your BGSU network credentials.

### Step 2a: Click Login

![Login Page](image)
Step 3: Click Employees

Step 4: Under Manager Information
- Click Manager Dashboard
SECTION II
QUICK LINKS
Quick Links enables the manager to quickly access Job actions 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

**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

Step 4: Click
\[\text{Return to Supervisor ID Change}\]

Step 5: The Supervisor Id Change page appears.

Step 6: Click
\[\text{Manager Dashboard}\]

Step 7: You are directed back to the Manager Dashboard

SECTION IV
VIEW TERMINATE EMPLOYEE STATUS

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

Step 1: Click
\[\text{Terminate Employee}\]

Step 2: Click
\[\text{View Terminate Employee Status hyperlink}\]
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.

Step 5: The **Terminate Employee** request appears.
1. Details regarding the termination are listed
2. View/Hide Comments link when clicked the Comments that were entered on the Termination Request by the Requestor will show.
3. Approval Status is shown.
4. 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**
Step 7: You are directed back to the Terminate Status page.

Step 8: Return to the Manager Dashboard.

Navigation: Main Menu > Manager Self Service > Manager Dashboard

SECTION V
VIEW RETIRE EMPLOYEE STATUS

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

Step 1: Click Retire Employee

Step 2: Click View Retire Status hyperlink
**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Retirement Date</th>
<th>Effective Sequence</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey Quill</td>
<td>03/25/2015</td>
<td>1</td>
<td>In Approval Process</td>
</tr>
<tr>
<td>Lisa Lark</td>
<td>03/24/2015</td>
<td>1</td>
<td>In Approval Process</td>
</tr>
</tbody>
</table>

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

Step 8: Return to the Manager Dashboard.

Navigation: Main Menu > Manager Self Service > Manager Dashboard