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	P - C						
Step 1: Click MyBGSU	<complex-block></complex-block>						
Step 2: Enter USERNAME and PASSWORD Note: These will be your BGSU network credentials.	BOWLING GREEN STATE UNIVERSITY FYPDE ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL MYBOSU EMAILSE SEARCH P						
Step 2a: Click Login	USERNAME PASSWORD FFalcon Forgotten Password New Account Hep						

Step 3: Click Employees								
	Purchasing							
	Canvas Student Center Bookstore Email							
	You have no items in your to-do list. You do not have any holds.							
	Bowling Green State University Bowling Green, OH 43403-0001 Hep Feedback							
Step 4: Under Manager Information	MyBGSU. Welcome Students Employees AlertBG Quick Links							
 Click Manager Dashboard 	TOOLS BGSU EMAIL							
	BURSAR BILL VIEW/PAY							
	BG1 CARD SERVICES							
	ADVISING VIEW PAYCHECK TIME & LABOR UPDATE PERSONAL BENEFITS							
	Advisement Student Degree Audit							
	Faculty Center IT SECURITY ACCESS FORMS							
	PAYROLL INFORMATION							
	View Paycheck Web Report Library							
	W-4 Tax Information - FMS Web Report Library Access Form							
	Direct Deposit Contact Digital Services							
	W-2/W-2c Consent							
	View W-2/W-2CForms							
	BENEFITS ENROLLMENT							
	Family Status Changes/Life Event							
	Benefits Summary							
	Defents fundiment							
	TIME AND LABOR EMPLOYEE							
	My Student Timesheet (view only)							
	Timesheet							
	Launch Pad Web Clock							
	TIME AND LABOR SUPERVISOR							
	Approve My Monthly Reporters							
	Approve My Biweekly Reporters							
	Approve My Student Hourly Reporters							
	MANAGER INFORMATION							
	Manager Dashboard Manage Delegation							
	UPDATE PERSONAL INFORMATION							

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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	Quick LinksSupervisor ID ChangeImage: Supervisor ID ChangeImage: Terminate EmployeeImage: Retire EmployeeImage: Retire EmployeeImage: AnalysisImage: Manage DelegationImage: Leave AccrualsImage: 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 Supervisor ID Change	Quick LinksImage: Image: I	
Step 2: Click View Reporting Change Status hyperlink	raventes Man Menu- BGSU. All • Search We Service Queck Links Supervisor ID Change Image: Request Reporting Change Image: Request Reporting Change for one or more of your employees.	Home Wor Manager Dashboard Self-Service dashboard for managers.
 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. 	Reporting Change Status Select a Reporting Change Request The list below contains reporting change requests requiring your approval. Select a transaction number to view deta Reporting Change Requests Transaction Number Workflow Status 10 03/25/2015 In Approval Process 11 03/27/2015 In Approval Process Return to Supervisor ID Change	alls. s s

Step 4: Click	Reporting Change Status					
Return to Supervisor ID Change	Select a Reporting Change Request					
	The list below contains reporting change requests requiring your approval. Select a transaction number to view details.					
	Reporting Change Requests					
	Transaction Number Reporting Change Date Workflow Status					
	10 03/25/2015 In Approval Process					
	11 03/27/2015 In Approval Process					
	Return to Supervisor ID Change					
	N					
Step 5: The Supervisor Id	Faorites - Main Menu - Home Wet					
Change page appears.	BGSU, All - Search Advanced Search B Last Search Results					
	Mgr Self Service Ouldk Links					
Step 6: Click						
Manager Dashboard	Review the status of a reporting change for one or more of your employees.					
Sten 7: You are directed back	Manager Dashboard Personalize Content Layout ③ Help					
to the Manager Dashboard	Decompany Directory DIFY Pending Approvals DIFY Company Directory Duck Links DIFY					
	Search by Name, Job Tifle, Department, or Email No approvals are pending at this time.					
	Any Profile Advanced Search C C C					
	Constant Contract Compensation Name Name No Contract Compensation Name No Contract Compensation					
	Pe Luines Ambursamens. Betry Bladbird * Actions Chas Warehouse Ambyr Caev Quali * Actions Secratist					
	Felix Hepon + Actions Senior Applications Devicement UN Reports C 0 •					
	Very Encoder Ver Gödereye					
	Penny Falcon + Adion Manager Phillip Godeit + Adion Administrator Rudold Magar + Adion Administrator Report Manager					
	Schey Minghesk + Actions Manager					
	[™] Özen ő/r Gügestedete) [®] Hasdourit Analytis					
SECTION IV						
	Quick Links C Q					
STATUS	Supervisor ID Change					
CIAICO	Supervisor in Change					
Managers will have the ability to	Terminate Employee					
view the status of a Terminate						
Employee request.	Retire Employee					
Step 1: Click						
	Manage Delegation					
Terminate Employee						
	Manager Leave Accruals					
	Student E-Hire					
	Faunitary Main Manu-					
Step 2: Click	RCSU					
View Terminate Employee Status	My Self Service Quick Links					
hyperlink	Terminate Employee					
	Terminate Employee Status					
	Review the status of a terminate employee request.					



Step 7: You are directed back	Terminate Status					
to the Terminate Status page.	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	Favorites * Main Menu * Manager Self Service * Job and Personal Information BGSU.					
	Review transactions					
SECTION V VIEW RETIRE EMPLOYEE STATUS Managers will have the ability to view the status of a Retire Employee request. Step 1: Click	Quick Links Quick Links Supervisor ID Change Terminate Employee Retire Employee					
Retire Employee	Manage Delegation Manager Leave Accruals Student E-Hire					
Step 2: Click View Retire Status hyperlink	Fanorities: Main Menu - Home BGSU All - Search Advanced Bearch Last Search Results War Set Service OukLinks Provide Employee Home Retire Employee Employee Employee Retire Engloyee Employee Employee Image: New Retire Status Employee Set Service dashboard for managers					

Step 3: The Retire Status page appears.	View Retire Status						
All employees that have retire	The list below contains retire requests. Select an employee to view details.						
requests created will be listed.	Employee Datics Dequest						
	Name	se rectire rec	Petirement Date	Effective Sequence	workflow Status		
Step 4: Click on the Employees' Name to view the	Name		Kethement bate	Lifective Sequence	Worknow status		
status of the retirement request.	Carey Quail		03/25/2015	1	In Approval Process		
	Lisa Larl	k	03/24/2015	1	In Approval Process		
Step 5: The Retiree Employee		Retire Err	nployee				
request appears.	Caree Quali						
1 Details regarding the		Carey Quali Retirement Details					
retirement are listed			Empl	ID 0000582042			
			Job TI	te Specialist			
 View/Hide Comments link when clicked the 			Refirement Da	te 03/25/2015			
Comments that were			Reason for Retireme	ent Normal Retirement			
entered on the Retirement			Effective Sequen Workflow Stat	oe 1 US In Approval Process			
Request by the Requestor will show			Request	or Freddle Falcon			
will show.							
3. Approval Status is shown.		Retire E	mployee Approv	/al			
4. HR Approvers and			:Pending		💬 View/Hide Comments		
Reviewers of this	Notes Approval Workflow Skipped						
transaction are listed.			Freddle Falcon				
Note: Approvers are only HR or		Per	ding				
SES. Reviewers are managers with		0	Multiple Approvers HR Approvers				
a vestea interest in this transaction.		Ren	Viewer 3 Robin Finch				
		0	⁰ Reviewer				
		- Rev 6	Sherideen Stoll				
Step 6: Click		Rev	viewer				
Return to Select a Transaction		6	Freddle Falcon Reviewer				
		Rev	viewer				
		6	3 Scarlet Raven Reviewer				
		Ren	vlewer Svivester Byrdman				
		0	0 Reviewer				
		Rev	Robert Blue				
		Rev	dawar				
		6	Beofrey Tracy				
		Rev	viewer				
		6	Beviewer				
		Ren 6	Freddle Falcon Reviewer				
		Þ	Comments				
Return to Select a Transaction							
			•				

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 Corrent Outpil 02/25/2015 1				
	Lisa Lark	03/24/2015	1	In Approval Proc	ess
Step 8: Return to the Manager Dashboard. Navigation: Main Menu > Manager Self Service > Manager Dashboard	Favorites • BGSU View Ret The list below Employee Re Name Carey Quail Lisa Lark Lisa Lark	Main Menu → → J ire Status contains retire reque etire Request 03/25/20* 03/24/20* 03/24/20*	Manager Self	Service Vision Service Vision Planning er Dashboard Summary Transactions	and Personal Infor