

## Time Management

- **Submit Request to Adjust Leave Balances**  
 > *Manager Self Service > Time Management > Submit Request to Adjust Leave*
- **Submit Request to Change Time & Absence Approver**  
 > *Manager Self Service > Time Management > Request Time & Abs Appr*

## Position Management

- **Submit Request to Add Position**  
 > *Manager Self Service > Position and Funding > Add Position*
- **Submit Request to Change Position**  
 > *Manager Self Service > Position and Funding > Change Position Details*
- **Submit Request to Inactivate Position**  
 > *Manager Self Service > Position and Funding > Inactivate Position*
- **Change Position Funding**  
 > *Manager Self Service > Position and Funding > Change Position Funding*

## Team Development

- **View and Update Team Profile**  
 *Manager Self Service > Learning and Development > Current Team Profiles*

## Job and Personal Information

- **Transfer Employee**  
 > *Manager Self Service > Job and Personal Information > Transfer Employee*
- **Promote Employee**  
 > *Manager Self Service > Job and Personal Information > Promote Employee*
- **Submit a Demotion Request**  
 > *Manager Self Service > Job and Personal Information > Demote Employee*
- **Request Reporting Change**  
 > *Manager Self Service > Job and Personal Information > Request Reporting change*
- **Submit Location Change Request**  
 > *Manager Self Service > Job and Personal Information > Submit Location Code Request*
- **Retire Employee**  
 > *Manager Self Service > Job and Personal Information > Retire Employee*

- **Terminate Employee**



> *Manager Self Service > Job and Personal Information > Terminate Employee*

## Compensation

- **Request Ad Hoc Salary Change**



> *Manager Self Service > Compensation and Stock > Request Ad Hoc Salary Change*

- **Submit Supplemental Pay Request**



> *Manager Self Service > Request Supplemental Pay*

## Forms

- **Submit Security Request**



> *Manager Self Service > Forms > Submit Security Request*

## Smart HR Template

- **Hire Non-Benefit Eligible Employee (Student, Part-Time, Rehired Retiree, Temporary) or Resident**



> *Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Hire/Rehire > Template 120\_HIRE\_EMP*

- **Add USG Affiliate**



> *Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Hire/Rehire > Template 120\_ADD\_AFFILIATE*

- **Complete USG Affiliate**



> *Manager Self Service > Job and Personal Information > Smart HR Template > Smart HR Transactions > Transaction Type Terminate > Template 120\_COMPLETE\_AFFILIATE*

## System Manager Reporting

▼ **Manager Self Service**

> *System Manager Reporting Tile*

## Careers

▼ **Manager Self Service**

> *Create Job Opening Tile & Open Jobs Tile*

## Delegation

▼ **Manager Self Service**

> *Delegation Tile*