



# TIPS & TRICKS

OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route+key&t

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Field Name	Description
E D C	<p>Written summary of request. Can be used to indicate other changes like pay rate changes or time approver changes that are related to the change.</p> <p>Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly). A list of payroll period begin dates are available here: <a href="https://">https://</a></p>
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J C	
O	