UGA Systems Approval Process
OneUSG Connect System

**Manager Self Service**

**Navigator — Compensation Module**

**Process**

- **Ad hoc Salary Change**
  - Approving change to Compensation rate for employee
  - Approval Link: [Adhoc Salary Change Approval]

- **Summer Pay**
  - Approving Summer Pay Request for Faculty
  - Approval Link: [Summer Pay Video]

- **Supplemental Pay Request**
  - Approving Supplemental Pay and Extra Pay
  - Approval Link: [MSS Quick Reference]

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Manager Self Service Navigator – See Process for Module

Process

- Express Direct Retro
- Position Funding
- Job and Personal Information
- Security and Access

Description

- Approve changes to funding for actual payroll expenses for employees
- Approve change to funding for employee positions
- Approve Termination or Retirement of Employee
- Approve Access OneUSG for Employees

Approval Link *

- Express Direct Retro Approval
- Position Funding Changes Approval
- MSS Quick Reference Termination Approval
- MSS Quick Reference

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**Manager Self Service**

**Navigator – Time Management Module**

**Process**
- Time & Absence Approver
- Leave
- Reported Time
- Leave/Reported Time

**Description**
- Approving change to T&A Approver
- Approving or Canceling leave request as a Supervisor
- Approving reported time as a Supervisor and T&A Approver
- Delegating Authority to approve leave-reported Time

**Approval Link**
- MSS Quick Reference
- Leave Request Approval
- Cancel Leave Request as Supervisor
- Reported Time Approval for Supervisor
- Reported Time Approval for T&A Approver
- Delegating Approval Authority

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UGA Systems Approval Process
Financial Management System

Process | Description | Approval Link *
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Accounts Payable — Payment Requests | Spend Approver to ensure correct chartstring and meets policy | Approving a Payment Request
| | | Denying a Payment Request

General Ledger — GL Journals | Approving Financial transactions in the General Ledger | Approving GL Journals and Budget Journals Video
| | | GL Approver Guidance

General Ledger — Budget Transfers | Approving Financial transactions in the General Ledger | Approving a Budget Journal

Travel and Expense | Approving employee reimbursements for travel and expense | T&E - Expense Approvers Roles and Responsibilities
| | | T&E - Deny vs Send Back
| | | T&E - Quick Start for Approvers
| | | T&E - Reports To Supervisor Travel Authorization Approval
| | | T&E - Expense Manager Travel Authorization Approval

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UGA Systems Approval Process

UGAMart Procurement System

**Process**

- Requisitions
- CESS Approvals

**Description**

- Department Approver
- OTIS and EITS Approvers — for use of Computer Equipment and Software Services

**Approval Link**

- [UGAMart Dept Approver Review](https://eits.uga.edu/hardware_and_software/cess/)

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Process

Check Request Approval

Description

Dept Spend Approver — review check requests and ensure funding is correct and event meets fund purpose requirements

Approval Link *

Link to FAME Tutorials
FAME-REQUEST-APPROVER Tutorial

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