



THE UNIVERSITY OF ARIZONA  
Human Resources



## Rollover Tips

Manager Self Service  
*Quick Reference Guide*

Questions? Contact  
WORKFORCE SYSTEMS

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## 1. GUIDE OVERVIEW

This guide provides quick processing tips for the next fiscal/academic year.

## 2. JOB CHANGES

- The transaction effective date for MSS Job Changes is auto-filled with the start of the current pay period
- Fiscal Year Rollover requests should be updated to reflect an effective date of July 1, XXXX (beginning of the Fiscal Year) or later
- Academic Year Rollover requests should be updated to reflect an effective date of at the beginning of the Academic Year
- **CAUTION**—Submitting Academic (9/9) transactions with a July 1, XXXX effective date will return the employee’s job to an active status and create an overpayment situation
- **CAUTION**—Academic (9/12) transactions should be submitted with a July 1, XXXX effective date

## 3. JOB TITLE AND CONTRACT STATUS CHANGES

The navigation path for job title and contract status changes is:

- Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes

### 3.1 JOB TITLES (ASSOCIATED WITH POSITIONS)

Job titles associated with positions are changed by submitting MSS Job Change requests

- Job Titles, UA Titles and Contract/Tenure Granted Dates (if applicable) may be updated within the same transaction

### 3.2 ADDITIONAL UA TITLES (NOT ASSOCIATED WITH POSITIONS)

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- Changes or additions to (UA Titles) not associated with jobs/positions may be submitted using the “Title Management” transaction type
- Contract status changes without job title or other job attribute changes may be submitted by selecting the “Title Management” Transaction type

### 3.3 WITHDRAWING MSS TRANSACTIONS

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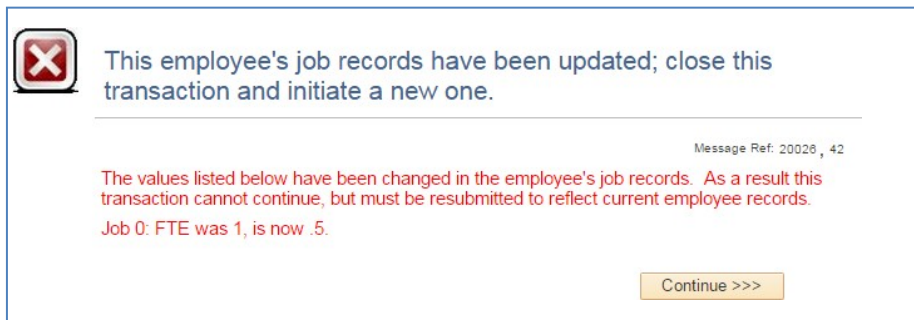
- MSS transactions may be “withdrawn” by the initiator if a document is submitted and changes to the request occur before Workforce Systems’ final approval

### 3.4 DATA ALTERED AFTER TRANSACTION SAVED

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Resubmit a new request if information is altered after a “Saved” transaction is captured

- An error message identifies altered records when the initiator attempts to submit the “Saved” transaction



## 4. ROLLOVER REPORTS

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Rollover reports are available in UAccess Analytics

- The navigation path: UAccess Analytics → Dashboard → Employee → Rollover → Home

## 5. QUESTIONS???

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Contact Workforce Systems at (520) 621-3664 or [WorkforceSystems@email.arizona.edu](mailto:WorkforceSystems@email.arizona.edu)

## 6. REVISION HISTORY

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### Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	04/30/2014	Initial Draft	PRis Cantu & Jenny Ruiz
2.0.0	04/08/2015	Updated dates and format	Jenny Ruiz
2.1.0	04/30/2015	Updated format and samples	Esperanza Gallagher
3.0.0	05/03/2016	Updated dates	Hannah Gacey
4.0.0	05/02/2017	Updated dates	Hannah Gacey, Shannon Hartsuck
4.0.1	04/27/2018	Grammatical changes	Shannon Hartsuck