



THE UNIVERSITY OF ARIZONA
Human Resources



9 Pay 12 Job Request

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS

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1. GUIDE OVERVIEW

The [9/12 Pay Plan Option](#) allows an eligible employee's academic salary to be distributed over the twelve-month fiscal year instead of the standard nine-month academic year.

This guide outlines the process to enroll and withdraw an eligible academic year employee in the 9/12 Pay Plan Option and to initiate the Manager Self Service (MSS) Job Data Change Request in [UAccess Employee](#).

1.1 ENROLLMENT DEADLINE

Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

1.2 PROGRAM DETAILS

- Once enrolled, the employee will continue in this pay option from year to year until withdrawn from the plan. It is not necessary to re-enroll each year.
- The 9/12 Pay Plan option is not available to individuals during their first year of employment.
- For further information regarding eligibility, termination and to access forms please visit this website: <http://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees>

2. INSTRUCTIONS FOR ENROLLMENT – DEPARTMENT REPRESENTATIVE

Once the employee has submitted the [9/12 Pay Plan Option Enrollment Agreement Form](#), the department will follow the steps outlined below:

1. Obtain authorized signatures on the *9/12 Pay Plan Option Agreement Form*.
2. Submit a MSS Online Employment/Job Data Change Request within [UAccess Employee](#) for approval. (See Section 4 for additional details)
 - Attach the *9/12 Pay Plan Option Enrollment Agreement Form* to the MSS Job Data Transaction to avoid delays in processing.
 - Deadline for enrollment:
 - Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

3. INSTRUCTIONS FOR WITHDRAWAL – DEPARTMENT REPRESENTATIVE

An employee may return to the academic year pay schedule effective the beginning of the next academic year. Once the employee has submitted the [Return to 9/9 Pay Plan Form](#), the department will follow the steps outlined below:

1. Obtain authorized signatures on the *Return to 9/9 Pay Plan Form*.
2. Submit an MSS Online Employment/Job Data Change Request within [UAccess Employee](#) for approval. (See Section 5 for additional details)
 - Please ensure you attach the *Return to 9/9 Pay Plan Form* to the MSS Job Data Transaction to avoid delays in processing.

- Deadline for withdrawal:
 - Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

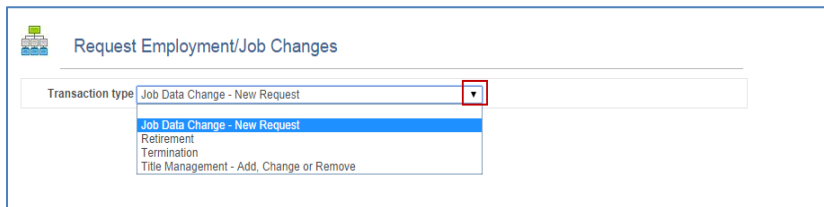
4. 9/12 ENROLLMENT - MSS JOB CHANGE REQUEST

This section outlines the process to initiate and submit the Job Data Change Request to modify attributes for enrollment in the 9/12 Pay Plan Option.

4.1 NAVIGATION – MSS EMPLOYMENT JOB/DATA REQUEST

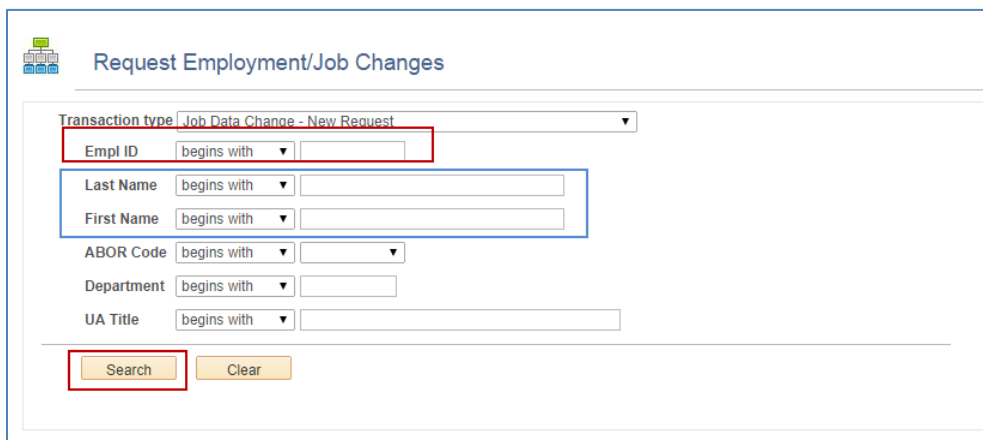
Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes

- 1) Select **Job Data Change – New Request**



The screenshot shows the 'Request Employment/Job Changes' form. The 'Transaction type' dropdown menu is open, displaying the following options: 'Job Data Change - New Request' (highlighted in blue), 'Retirement', 'Termination', and 'Title Management - Add, Change or Remove'. A red box highlights the dropdown arrow.

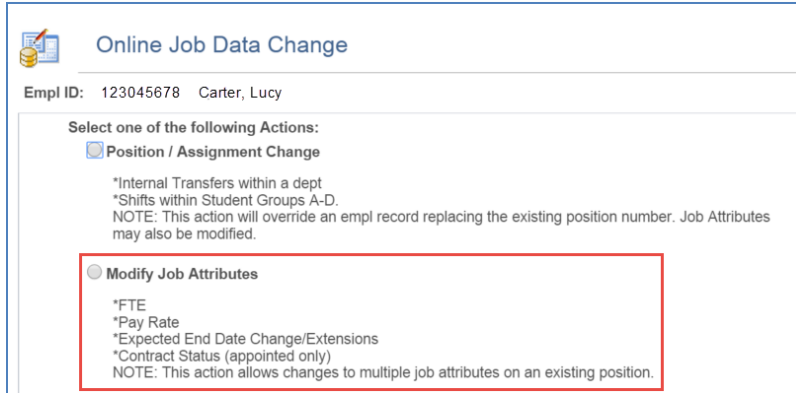
- 2) Enter **Empl ID** or *Last Name and First Name*
- 3) Click on the **Search** button
 - a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.



The screenshot shows the 'Request Employment/Job Changes' form with search criteria fields. The 'Transaction type' dropdown is set to 'Job Data Change - New Request'. The search criteria fields are: 'Empl ID' (with a 'begins with' dropdown and a text input), 'Last Name' (with a 'begins with' dropdown and a text input), 'First Name' (with a 'begins with' dropdown and a text input), 'ABOR Code' (with a 'begins with' dropdown and a text input), 'Department' (with a 'begins with' dropdown and a text input), and 'UA Title' (with a 'begins with' dropdown and a text input). A red box highlights the 'Empl ID' field, and a blue box highlights the 'Last Name' and 'First Name' fields. The 'Search' and 'Clear' buttons are at the bottom.

4.2 ACTION TYPE

Select **Modify Job Attributes**



Online Job Data Change

Empl ID: 123045678 Carter, Lucy

Select one of the following Actions:

Position / Assignment Change

*Internal Transfers within a dept
 *Shifts within Student Groups A-D.
 NOTE: This action will override an empl record replacing the existing position number. Job Attributes may also be modified.

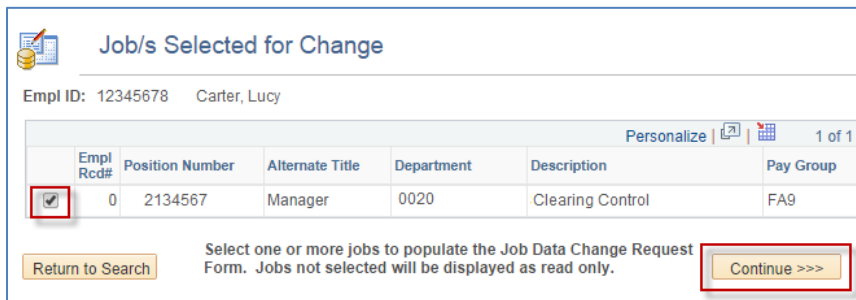
Modify Job Attributes

*FTE
 *Pay Rate
 *Expected End Date Change/Extensions
 *Contract Status (appointed only)
 NOTE: This action allows changes to multiple job attributes on an existing position.

4.3 JOB RECORD(S)

Select the employee job record(s)

- 1) Click the box to select the job record
- 2) Click on the **Continue** button
 - a. This will open the request page and allow the user to make changes to the selected job.



Job/s Selected for Change

Empl ID: 12345678 Carter, Lucy

Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group	
<input checked="" type="checkbox"/>	0	2134567	Manager	0020	Clearing Control	FA9

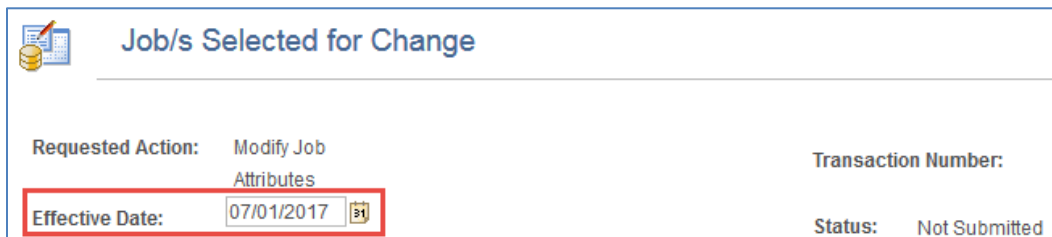
Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.

[Return to Search](#) [Continue >>>](#)

4.4 EFFECTIVE DATE

The 9/12 effective date is limited to the beginning of the fiscal year.

- Enter the **Effective Date** "07/01/XXXX"



Job/s Selected for Change

Requested Action: Modify Job Attributes

Transaction Number:

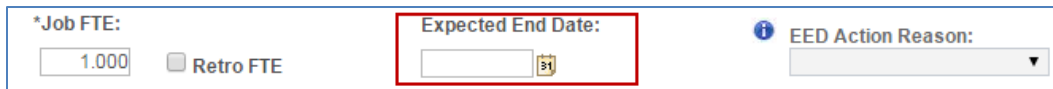
Effective Date: 07/01/2017

Status: Not Submitted

4.5 EXPECTED END DATE

Enrollment in the 9/12 pay plan option is offered to employees with jobs that are not anticipated to end within the next year. The Expected End Date must be deleted for the employee.

- Highlight the **EED** field to delete the date value.
- The EED field should be blank (as shown below) when the 9/12 Pay Job Change transaction is submitted.



4.6 COMPLETE THE COMPENSATION SECTION

The Pay will change from an academic (SAL 9) to a fiscal (SAL) rate. Specific instructions for completing the compensation section are provided below.

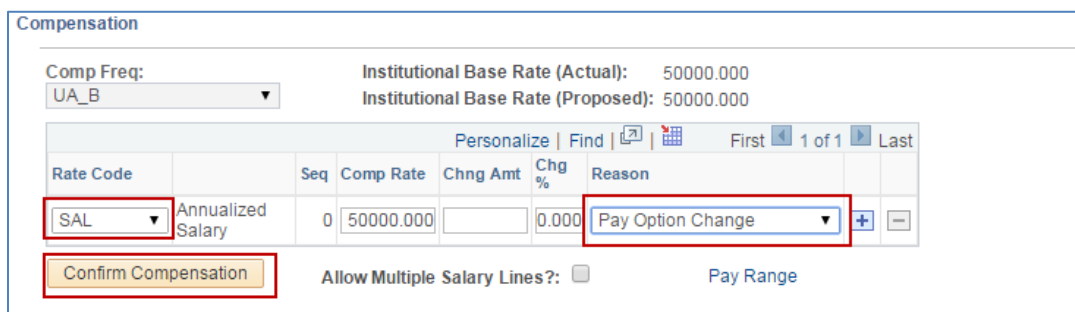
Steps

1. Compensation Row 1 – Change SAL9 to SAL

- Select the drop down for the rate code and change SAL9 to: **SAL**
- Select the pay change reason: **Pay Option Change**

*Note: the amount in the **Comp Rate** field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 enrollment. An increase effective the same date will require the addition of a compensation row.*

2. Click on the **Confirm Compensation** button



Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL	0	50000.000		0.000	Pay Option Change

4.7 COMMENTS

Enter comments **Enrollment in 9/12 Pay Plan Option** to indicate enrollment in the 9/12 Pay Plan Option.

A screenshot of a web form showing a text input field. The field is labeled "Request Comments (2000 char)" and contains the text "Enrollment in 9/12 Pay Plan Option". A red rectangular box highlights the text within the input field.

4.8 ATTACHMENTS

Attach the approved *9/12 Pay Plan Option Enrollment Agreement form*

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

A screenshot of the "Attachments" section in a web application. It shows a table with one row of attachments. The file name "9_Pay_12_Enrollment.docx" is highlighted with a red box. Below the table are buttons for "Add Attachment" and "Delete Attachment".

View Attachment	Description	Attached File
<input type="radio"/>	9_Pay_12_Enrollment.docx	9_Pay_12_Enrollment.docx

4.9 SUBMIT FOR APPROVAL

Click the **Submit** button to complete this transaction for routing and approvals.

*Note: The document will not be saved or submitted if the **Exit** or **Return to Search** buttons are selected prior to clicking on the **Submit** or **Save for Later** options.*

A screenshot of the bottom of a web form. It shows four buttons: "Return to Search", "Save for Later", "Submit", and "Exit". The "Submit" button is highlighted with a red rectangular box.

5. 9/12 WITHDRAWAL - MSS JOB CHANGE REQUEST

An employee must complete the [Return to 9/9 Pay Plan Form](#) and submit to their department in order to begin receiving their pay over the 9 month academic year. This section outlines the process to initiate and submit Job Data Change Request to modify job attributes to withdraw an employee from the 9/12 Pay Plan Option utilizing Manager Self Service (MSS) within [UAccess Employee](#).

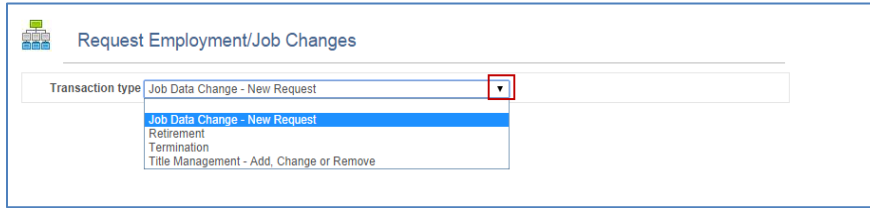
The employee will return to the 9/9 pay arrangement upon approval of the MSS Transaction.

Note: An employee will not receive pay from 07/01/XXXX until the first academic pay check on 9/1/XXXX

5.1 NAVIGATION – MSS EMPLOYMENT JOB/DATA REQUEST

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

4) Select **Job Data Change – New Request**

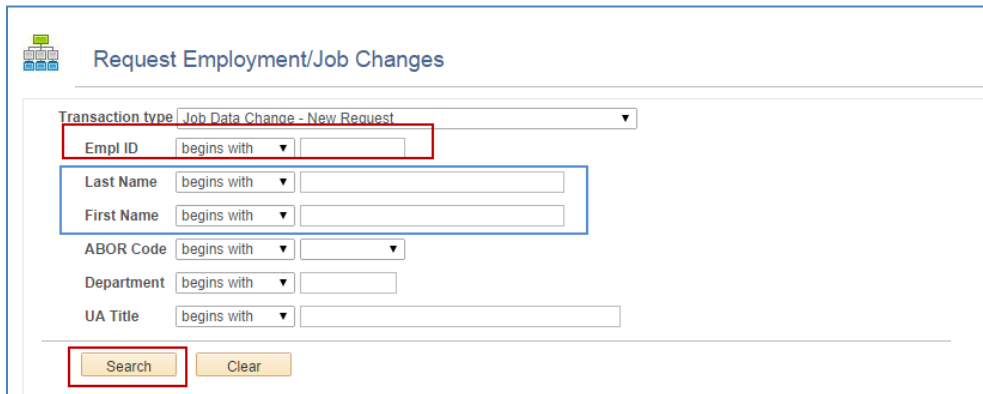


The screenshot shows the 'Request Employment/Job Changes' form. The 'Transaction type' dropdown menu is open, displaying the following options: 'Job Data Change - New Request' (highlighted in blue), 'Retirement', 'Termination', and 'Title Management - Add, Change or Remove'. A red box highlights the dropdown arrow.

5) Enter **Empl ID** or *Last Name* and *First Name*

6) Click on the **Search** button

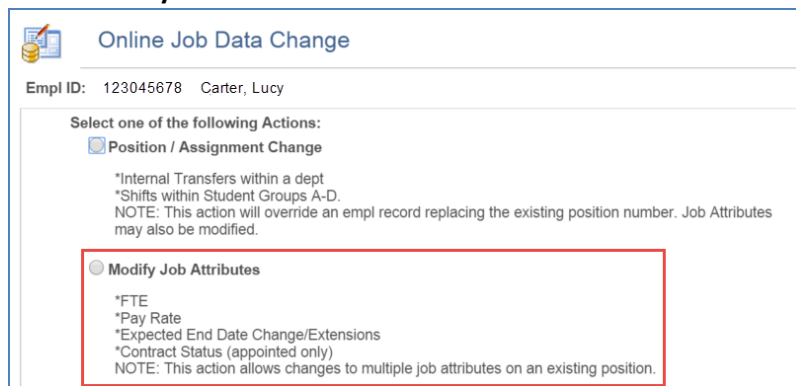
- a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.



The screenshot shows the 'Request Employment/Job Changes' form with the following search criteria entered: 'Empl ID' (beginning with), 'Last Name' (beginning with), 'First Name' (beginning with), 'ABOR Code' (beginning with), 'Department' (beginning with), and 'UA Title' (beginning with). The 'Search' button is highlighted with a red box.

5.2 ACTION TYPE

Select **Modify Job Attributes**



The screenshot shows the 'Online Job Data Change' form for Empl ID: 123045678, Carter, Lucy. The 'Select one of the following Actions:' section has two options: 'Position / Assignment Change' (selected) and 'Modify Job Attributes' (highlighted with a red box). The 'Modify Job Attributes' option includes the following details: '*FTE', '*Pay Rate', '*Expected End Date Change/Extensions', '*Contract Status (appointed only)', and 'NOTE: This action allows changes to multiple job attributes on an existing position.'

5.3 JOB RECORD(S)

Select the employee job record(s)

- 3) Click the box to select the job record
- 4) Click on the **Continue** button
 - a. This will open the request page and allow the user to make changes to the selected job.

Job/s Selected for Change

Empl ID: 12345678 Carter, Lucy

Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0 · 2225852	Associate Professor	0107	Sch of Family & Consum Sci-Ins	FAC

Return to Search

Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.

Continue >>>

5.4 EFFECTIVE DATE

The effective date is limited to the beginning of the fiscal year to withdraw an employee from the 9/12 Pay plan and return to 9/9.

- Enter the **Effective Date** "07/01/XXXX"

Job/s Selected for Change

Requested Action: Modify Job
 Attributes

Effective Date:

Transaction Number:

Status: Not Submitted

5.5 COMPENSATION

The Pay will change from a fiscal (SAL) to an academic (SAL9) rate. The salary will be paid out over 9 month's effective beginning of the academic year. Specific instructions for completing the compensation section are provided below.

Steps

1. **Compensation Row 1 – Change SAL to SAL9**

- a. Select the drop down for the rate code and change SAL to **SAL9**
- b. Select the pay change reason: **Pay Option Change**

*Note: The amount in the **Comp Rate** field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 withdrawal. An increase*

effective the same date will require the addition of a compensation row.

2. Click on the **Confirm Compensation** button

Compensation

Comp Freq: UA_B Institutional Base Rate (Actual): 50000.000
 Institutional Base Rate (Proposed): 50000.000

Personalize | Find | First 1 of 1 Last

Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL9 Salaried 9 Month	0	50000.000		0.000	Pay Option Change

Confirm Compensation Allow Multiple Salary Lines?: Pay Range

5.6 COMMENTS

Enter comments **Return to 9/9 Pay Option** to indicate withdrawal from the 9/12 Pay Plan Option.

Request Comments (2000 char)

Return to 9/9 Pay Option

5.7 ATTACHMENTS

Attach the approved **Return to 9/9 Pay Plan Form**

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

Attachments

Attach documents here.

Attachments Personalize | Find | View All | First 1 of 1 Last

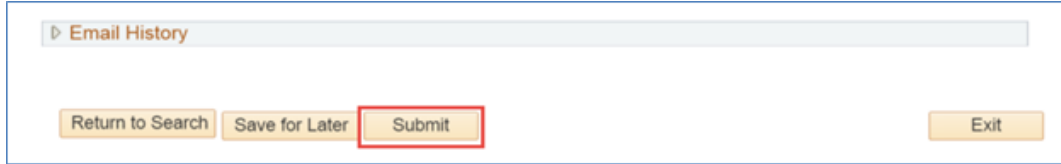
View Attachment	Description	Attached File
View Attachment	Return_to_9_9_Pay_Plan.	Return_to_9_9_Pay_Plan.docx

+ Add Attachment - Delete Attachment

5.8 SUBMIT FOR APPROVAL

Click the **Submit** button to complete this transaction for routing and approvals.

*Note: The document will not be saved or submitted if the **Exit** or **Return to Search** buttons are selected prior to clicking on the **Submit** or **Save for Later** options.*



6. REVISION HISTORY

Document Contributors

Contributors	Department
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Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	03/05/2014	Initial Draft	Jenny Ruiz
2.0.0	04/08/2015	New Format and Added Withdraw Instructions	Jenny Ruiz
3.0.0	04/14/2015	Update format & add new HR links	Esperanza Gallagher
4.0.0	04/12/2016	Updated with new HR links, 2016 dates	Hannah Gacey
5.0.0	05/02/2017	Updated dates and website links	Hannah Gacey