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1. GUIDE OVERVIEW

Designated Campus Colleagues (DCC) relationships must be renewed on an annual basis to avoid interruption of access to services.

This guide outlines the Manager Self Service (MSS) – DCC Year-End Dept. Rollover process to End/Extend multiple DCC relationships for individuals up to but no later than June 30th of every Fiscal Year.

1.1 DCC ROLLOVER INFORMATION

- The DCC rollover process requires action from the sponsoring department to prevent the relationship from expiring.
- DCC rollover requests may be submitted 90-days prior to the end of the current fiscal year.
- The DCC Year-End Dept. Rollover process to End/Extend multiple DCCs does not provide the ability to add attachments.
  - Please submit transactions requiring attachments using the “Modifying Existing DCC” request page in MSS. Please see the Designated Campus Colleague Guide for detailed instructions.

2. IMPORTANT DATES AND DEADLINES

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

3. MSS DCC YEAR-END DEPT ROLLOVER

This section outlines the process to initiate and submit DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

3.1 NAVIGATION – CREATE MSS DCC YEAR-END DEPT ROLLOVER LIST

Manager Self Service > MSS Online Forms > People > DCC Year-End Dept. Rollover

![DCC Year-End Dept Rollover form](image)
3.2 CREATE DCC ROLLOVER LIST

- Enter the DeptID of the Sponsoring Department
- Click Search
  - This displays a list of individuals who currently have DCC relationships (this includes only DCCs whose expiration dates are within 30 days of the current date).

DCC Year-End Dept Rollover
Enter any information you have and click Search. Leave fields blank for a list of all values.

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<tr>
<td>Sponsoring Deptid:</td>
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<td>begins with 0020</td>
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- DCC not appearing in the list?
  DCC relationships with expiration dates that go back more than 30-days from the current date may be extended by using the “MSS -Campus College Request”. This form allows the selection of the “Modify Existing Relationship” and “Add Relationship” options to extend DCC relationships. Please see the Designated Campus Colleague Guide for detailed instructions.
  - A new DCC agreement must be accepted by these individual(s) for the relationship(s) to be recognized in the UAccess Employee, Analytics and EDS systems.

3.3 EXTENDING DCC END DATES

Once the DCC Year-End Rollover List appears, the New Expiration dates can be entered for individuals continuing their DCC relationship (not to exceed 6/30 fiscal year end date).

1. Enter the New Expiration Date for individual(s) who will continue DCC relationships with Sponsoring Departments
   - Transaction Pending? The DCC expiration dates can be updated for the full or partial list of individuals displayed. If a partial list is submitted, the record(s) updated will display a check mark in the “Transaction Pending?” box. The remaining DCC expiration dates are available for update.
   - Expired Visa – DCC Expiration dates cannot be extended beyond the VISA EXP DT. by way of the DCC list. Use the MSS DCC Modify request to extend both the end date and the visa status expiration date.

2. Click Submit to route the list for approval
4. APPROVING / DENYING REQUESTS

This section outlines the process to approve/deny DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

4.1 NAVIGATION – APPROVE/DENY MSS DCC YEAR-END DEPT ROLLOVER LIST

Campus Colleague (DCC) requests pending approval can either be accessed through the Pagelet or the Manage DCC Year-End Rollover page. Once the page is open, follow the instructions in the next Section.

- Pagelet:

- Navigation to Open Page Directly:
  Manager Self Service > MSS Online Forms > People > Manage DCC Year-End Rollover
  Enter the DeptID of the Sponsoring Dept to see current list to Approve/Deny
4.2 HOW TO APPROVE/DENY DCC YEAR-END REQUESTS

Once the Manage DCC Year-End Rollover page is open, follow the instructions below to Approve/Deny DCC requests on the list.

1. Check the appropriate box for each DCC on the list
   a. Select the **Mark for Approval** box to approve the extended end dates for the individual(s) listed
   b. Select the **Mark for Denial** box to deny the extended end date for the individual(s) listed
2. Click on the **Approve/Deny as Marked** button when finished selecting approve or deny for the individual(s) listed

*Note: Users are able to approve/deny partial lists. They may return to the list and continue to approve/deny individual(s) at a later time if needed.*

See example below:

![Manage Campus Colleague Year-End Rollover](image)

5. DCC TYPES AND CATEGORY CODES

A **Designated Campus Colleague (DCC) matrix** which provides a quick glance of descriptions and available services for each of the DCC categories and sub-categories is available on the [Workforce Systems website](#).

6. QUESTIONS???

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

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### Change Control Log

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<td>Updated document with new format</td>
<td>Esperanza Gallagher</td>
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<tr>
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<td>05/03/2016</td>
<td>Updated dates and website links</td>
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