

Salary Increases

MSS QUICK REFERENCE GUIDE



THE UNIVERSITY
OF ARIZONA

SYSTEMS CONTROL | University Services Building, Rm. 401
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TABLE OF CONTENTS

1.	MSS Employment /Job Data Request	3
1.1	How to Process Salary Increases.....	3
1.2	Navigation – MSS Employment/Job Data Request	3
1.3	Selecting the Action Type	4
1.4	Selecting Job(s).....	4
1.5	Effective Date	5
1.6	Completing the Compensation Section	5
1.7	Multiple Job Actions with the Same Effective Date.....	6
1.8	Submitting the Request	7
2.	Position Distribution Changes.....	8
2.1	Navigation – Request Position Dist (New)	8
2.2	How to Process Position Distribution Changes.....	8
2.3	Submitting the Request	9
3.	Request for Budget Changes.....	10
3.1	Budget Lines.....	10
3.2	Temporary/Special Assignments	10
3.3	Unpaid Leaves	10
4.	Revision History	11

1. MSS EMPLOYMENT /JOB DATA REQUEST

This guide outlines the process to initiate and approve Salary Increases utilizing Manager Self Service (MSS) within UAccess Employee.

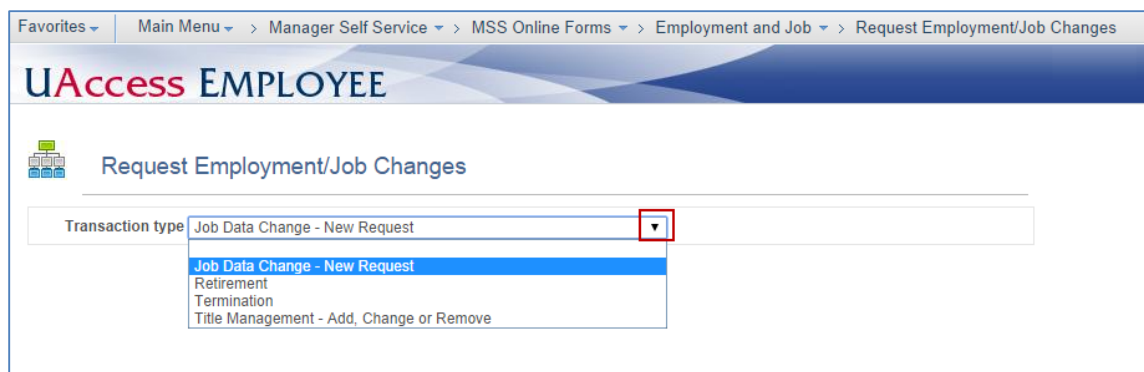
1.1 HOW TO PROCESS SALARY INCREASES

Manager Self Service Employment/Job Data requests may be submitted for individuals receiving pay increases.

1.2 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**



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

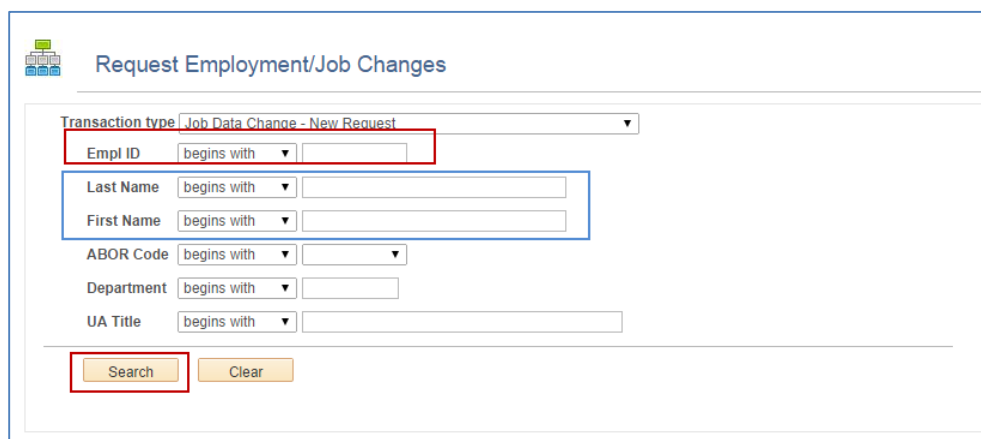
UAccess EMPLOYEE

Request Employment/Job Changes

Transaction type: Job Data Change - New Request

- Job Data Change - New Request
- Retirement
- Termination
- Title Management - Add, Change or Remove

- 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.



Request Employment/Job Changes

Transaction type: Job Data Change - New Request

Empl ID: begins with []

Last Name: begins with []

First Name: begins with []

ABOR Code: begins with []

Department: begins with []

UA Title: begins with []

Search Clear

1.3 SELECTING THE ACTION TYPE

Select **Modify Job Attributes**, to create a request for a Salary Increase.

Online Job Data Change

Empl ID: 12345678 Carter, Jake

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.

Position Life Cycles

*Promotion within the same position. The title must change for the employee.
NOTE: The same position number is kept within the same dept. Job attributes may also be modified.

NOTE: External Dept Transfers, Graduate Positions, Additional Jobs, Supp Position Life Cycle Document Comp changes, and Leaves of Absence will still need to be completed by submitting a PAF/NOA to Systems Control.

[Return to Search](#)

1.4 SELECTING JOB(S)

Select the employee job record(s) that is/are targeted to receive the salary increase.

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

Job/s Selected for Change

Empl ID: 12345678 Carter, Jake

	Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0	20000000	Manager	0020	Clearing Control	APP

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 >>>](#)

1.5 EFFECTIVE DATE


- Enter the **Effective Date** of the pay increase.

Note: Pay increases are effective on the beginning of a pay period.



Job/s Selected for Change

Requested Action: Modify Job Attributes

Effective Date: 

Transaction Number:

Status: Not Submitted

1.6 COMPLETING THE COMPENSATION SECTION

Specific instructions for completing the Compensation section for both Salary and Hourly (wage) jobs are provided below.

COMPENSATION RATE – SAL OR SAL9

The compensation **Rate Code** descriptions are as follows:

SAL – fiscal annualized salary

SAL9 – academic 9-month annualized salary

Annualized – rate at 1.00 FTE

Steps

- Select the pay change reason
- Enter *one* of the following:
 - the new *annualized* rate in the **Comp Rate** field, *or*
 - the *annualized* change amount in the **Chng Amt** field
 - Verify rate, amount and percent change
- Click on **Confirm Compensation** button

Restricted Research Position:
Security Sensitive Position:
Special Training Required:
[View Details](#)

Compensation

Comp Freq:

Institutional Base Rate (Actual): 161800.000

Institutional Base Rate (Proposed): 166800.000

Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL	0	166800.000	5000.000	3.100	Merit - Nonlegislated 1

3 Confirm Compensation

Allow Multiple Salary Lines?

Pay Range

Request Comments (2000 char)

COMPENSATION RATE – HOURLY (HRLY)

The compensation **Rate Code** descriptions are as follows:

HRLY– hourly rate

Steps

- 1) Select the pay change reason
- 2) Enter the new *hourly* rate in the **Comp Rate** field
 - a) The change amount (**Chng Amt**) and percent change (**Chg%**) fields will populate automatically
 - b) Verify rate, amount and percentage
- 3) Click on **Confirm Compensation** button

Restricted Research Position: Security Sensitive Position: Special Training Required: [View Details](#)

Compensation

Comp Freq: H Institutional Base Rate (Actual): 15.000
 Institutional Base Rate (Proposed): 0.000

Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
HRLY	0	16.500	1.500	10.000	Market - Nonlegislated

3 Confirm Compensation **2** Allow Multiple Salary Lines?: Pay Range

Request Comments (2000 char)

1.7 MULTIPLE JOB ACTIONS WITH THE SAME EFFECTIVE DATE

Multiple Job Data change actions with the same effective date may occur for **an individual** at the beginning of the Fall/Spring semesters, fiscal year and other times throughout the year. If this is the case, submit all actions on one Job Data request.

Note: This example includes a change in FTE, expected end date and pay increase.

- Enter the **Effective Date** of the pay increase.

Job/s Selected for Change

Requested Action: Modify Job Attributes

Effective Date: 01/05/2015

Transaction Number:
 Status: Not Submitted

Modify the following fields (if applicable):

- Job FTE
- Expected End Date

Select from the drop down list

- EED Expected End Date Action Reason

Follow the instructions in the **Completing the Compensation Section** (pages 5 &6)

Position / Job Attributes

*Job FTE: 1.000
 Expected End Date: 06/03/2015
 EED Action Reason: Job Ending

Position Type Code: Regular
 Contract Length: Not Applicable
 Empl Type: Hourly
 Supervisor:

Classified Staff Salary
 Pay Group: CLP
 Empl Class: 12Month Pay Classified Staff
 Time Apprv:

Benefits Information
 Benefits Eligible
 Not Benefits Eligible
 FLSA Status: Nonexempt

Restricted Research Position: N Security Sensitive Position: N Special Training Required: N [View Details](#)

Compensation

Comp Freq: H
 Institutional Base Rate (Actual): 40371.000
 Institutional Base Rate (Proposed): 42000.000

Rate Code	Seq	Comp Rate	Chng Amt	Chng %	Reason
SAL	0	41371.000	1000.000	2.500	Merit - Nonlegislated
SAL	1	42000.000	629.000	1.500	Market - Nonlegislated

Confirm Compensation Allow Multiple Salary Lines? Pay Range

The Proposed Rate Displays after Compensation is confirmed.
Multiple Chngs

Note: Click the **Allow Multiple Salary Lines** checkbox to display the SAL and SAL9 Rate codes in the drop down list if you would like to capture more than one increase type for the same effective period, i.e. a Merit increase of \$1,000 and Market increase of \$629.00 as shown above.

1.8 SUBMITTING THE REQUEST

- Click on the **Submit** button to complete the transaction.

*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.*

Return to Search Save for Later **Submit** Exit

2. POSITION DISTRIBUTION CHANGES

Position distribution changes may be initiated through the UAccess Employee – MSS Position Distribution Request.

2.1 NAVIGATION – REQUEST POSITION DIST (NEW)

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



- 1) Enter Position Number, Empl ID or Last Name and First Name
- 2) 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.

Request Position Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Position Number:

Posn HR Deptid:

Class Indicator:

UA Title:

Empl ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2.2 HOW TO PROCESS POSITION DISTRIBUTION CHANGES

- 1) Select **Create New Distribution**
One of two options is available: Create Distribution from Scratch or Clone from Existing Distribution. Select the option that best fits your needs.

Request Position Distribution 15,000

Position: 2000000 Manager, Licensing [Click Position link to launch Position Cross-Ref](#)
 HR Deptid: 0200 Science Administration

Posn FTE: 0.750
 Incumbent: Jake Smith
 EmplID: 12345678 [Distribution History](#) [Distributions Pending](#) [Salary Calculator](#)

Create New Distribution

Create Distribution from Scratch

Clone from Existing Distribution

- 2) Enter the **Effective Date**
- 3) Click on the **Set Acctg** link
 - a) Enter the Account, Sub-Acct, etc. information on the Chartstring Detail page
 - b) Click on the **Accept and Continue** button
- 4) Enter the **Dist%**

Distribution Header

*Effective Date: 01/05/2015
 Transaction ID: 682630
 Fiscal Year: 2015
 Approval Status: Not Submitted
 Default Object: 1150 Fiscal App/Fac Salaries (ere 4)

*Emcd	Chart	Acct	Acct Description	Sub-Acct	Sub-Objt	Project	Deptid	Dist %	User flag	
All	Set Acctg		Acct Description					100		add delete

Chartstring Detail Effdt Used: 01/05/2015

Chart: UA UofA
 Acct: 2444100
 Sub-Acct:
 Sub-Objt:
 Project:

[Accept and Continue >>>](#) [Cancel](#)

2.3 SUBMITTING THE REQUEST

- Click on the **Submit** button to complete the transaction.

*Note: The document will not be saved or submitted if the **Cancel** button is selected prior to clicking on the **Submit** or **Save for Later** options.*

Request Comments (2000 char)

Created By: ESPIEG Last Updated By:
 Submit Date: Last Update:

Attachments		Personalize Find View All	First 1 of 1 Last
	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment		

[+ Add Attachment](#) [- Delete Attachment](#)

[Save for Later](#) [Submit](#) [Cancel](#)

3. REQUEST FOR BUDGET CHANGES

Submit Request for Budget Changes (RBCs) to transfer permanent and temporary budget from the College/VP Salary Adjustment Pool budget line to the individuals' budget lines affected by pay increases.

<http://www.budgetoffice.arizona.edu/index.html>



3.1 BUDGET LINES

A budget line (964.0) will be established for each college/VP unit January 5, 2015 salary adjustment allocation. A list of the college/VP salary adjustment pool lines will be available on the Budget Office website.

3.2 TEMPORARY/SPECIAL ASSIGNMENTS

Submit Request for Budget Changes to increase permanent lines for employees who are funded from state and locally allocated accounts and will receive pay increases while on temporary assignment.

3.3 UNPAID LEAVES

Submit Request for Budget Changes to increase permanent lines for employees who are funded from state and locally allocated accounts and will receive pay increases when they return to their permanently funded positions

4. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Systems Control

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	10/01/2014	Initial Draft	PRis Cantu