

# Student Short Work Break Summer 2015

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## MSS QUICK REFERENCE GUIDE



THE UNIVERSITY  
OF ARIZONA

SYSTEMS CONTROL | University Services Building, Rm. 401  
LAST UPDATE: APRIL 30, 2015

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## 1. GUIDE OVERVIEW

The Short Work Break (SWB) is used in combination with an Expected End Date to inactivate timesheets for students who have not graduated and are not working during the summer. Students on a SWB status are not able to report hours during the summer non-work periods.

This guide outlines the Manager Self Service (MSS) - Short Work Break (SWB) process. It incorporates the use of the Student Rollover Reference Sheet as a tool for completing (MSS) Job Data Change Requests in UAccess Employee.

Instructions are also provided to remove Expected End Dates for student workers who have not graduated and will continue to work in the summer.

## 2. IMPORTANT DATES AND DEADLINES

- May 04, 2015 – Rollover Reference Sheets available in Analytics
- May 15, 2015 - Approved MSS Job Data Change Requests for Student SWBs for Summer 2015 due to Systems Control

## 3. ROLLOVER REFERENCE SHEET INFORMATION

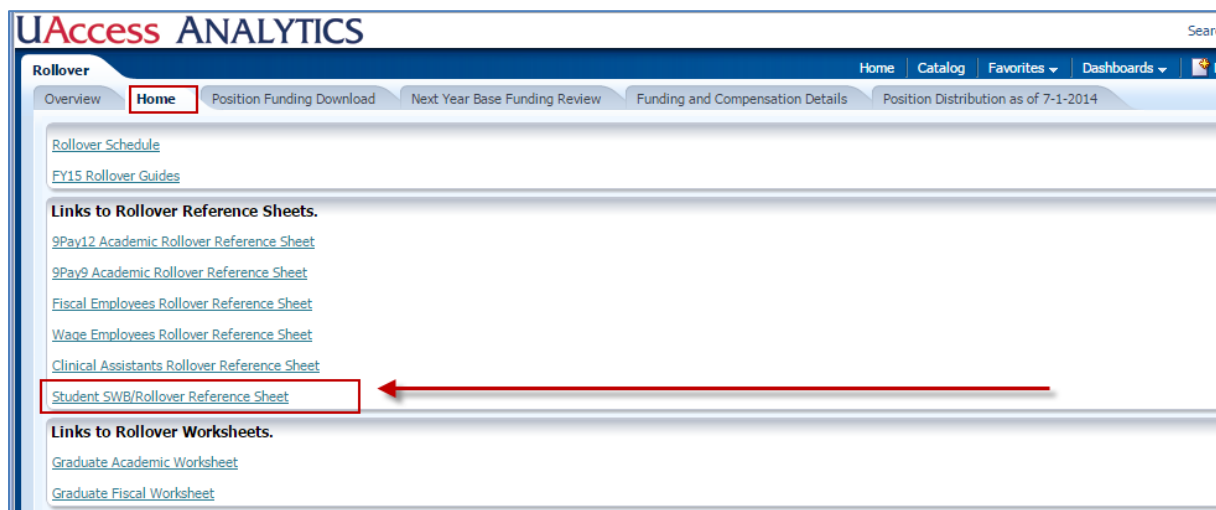
The Student SWB Rollover Reference Sheet may be used as a **tool** for completing MSS Employment/Job Data Change requests in UAccess Employee. The Rollover Reference sheets:

- include employees in an active status as of May 03,2015
- are not sent to Systems Control as a paper source document for initiating changes

### 3.1 REFERENCE SHEET LOCATION

The Student SWB Rollover Reference Sheet is located in [UAccess Analytics](#) as follows:


- UAccess Analytics > Employee > Rollover > Home Tab > Student SWB/Rollover Reference Sheet



### 3.2 ROLLOVER REFERENCE SHEET DESCRIPTION


#### 1. STUDENTS/JOBS WITH NO EXPECTED END DATE

- The student jobs appearing in this section will continue indefinitely through FY16 unless an action is taken to end/terminate their job/employment or to place them on a SWB status. An example of this worksheet reference sheet is shown below.

College: <b>Fiscal College</b>	 THE UNIVERSITY OF ARIZONA <b>Student Short Work Break and Rollover Reference Sheet</b>	<b>04.27.2015</b>						
Department: <b>0020 - Clearing Control</b>								
<i>I. Students/Jobs with NO expected end date</i>								
Emplid	Empl Rcd	Name	Position #	UA Title	Job FTE	Hourly Rate	Combined FTE	Visa Exp. Dt
12345689	0	Gallagher, Nyla	1234569	Student Group B	0.250	8.500	0.250	-
12345677	0	Smith, Buddy L	1234560	Student Group B	0.250	8.050	0.250	-

#### 2. STUDENTS/JOBS WITH EXPECTED END DATE

- The student jobs appearing in this section will terminate unless they are placed on a short work break status for the upcoming summer months. An example of this worksheet reference sheet is shown below.
- Students may be placed on SWB through MSS Request Employment/Job Changes. See the [Short Work Break Descriptions](#) for additional details.)

College: <b>Fiscal College</b>	 THE UNIVERSITY OF ARIZONA <b>Student Short Work Break and Rollover Reference Sheet</b>	<b>04.27.2015</b>								
Department: <b>0020 - Clearing Control</b>										
<i>II. Students/Jobs with expected end date</i>										
Emplid	Empl Rcd	Name	Position #	UA Title	Job FTE	Hourly Rate	Exp. End Dt	Exp. End Dt Reason	Comb FTE	Visa Exp. Dt
01234567	0	Carter, Jake L	1234567	Student Group B	0.375	10.000	06/30/15	END	0.375	-
01234568	0	Flowers, Lucy A	1234568	Student Group B	0.500	8.500	07/24/15	END	0.500	-

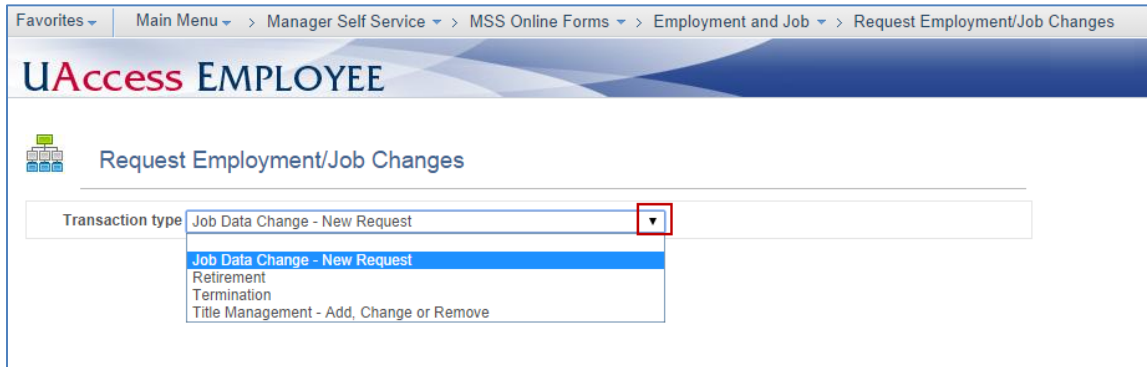
## 4. MSS JOB CHANGE REQUEST - STUDENT WORKER SWB

This section outlines the process to initiate and submit the Job Data Change Request to change student workers status to a SWB during the summer months.

### 4.1 NAVIGATION – MSS EMPLOYMENT/JOB DATA REQUEST

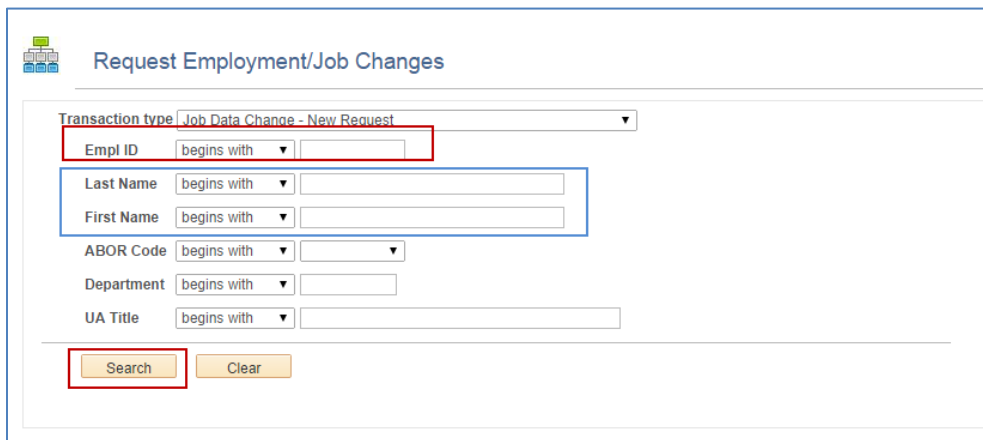
Manager Self Service > MSS Online Forms > Employment and Job > Request Employment/Job Changes

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



The screenshot shows the 'Request Employment/Job Changes' form in the UAccess EMPLOYEE system. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request Employment/Job Changes. The form title is 'Request Employment/Job Changes'. The 'Transaction type' dropdown menu is open, showing 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 field), 'Last Name' (with a 'begins with' dropdown and a text input field), 'First Name' (with a 'begins with' dropdown and a text input field), 'ABOR Code' (with a 'begins with' dropdown and a text input field), 'Department' (with a 'begins with' dropdown and a text input field), and 'UA Title' (with a 'begins with' dropdown and a text input field). A red box highlights the 'Empl ID' field, and a blue box highlights the 'Last Name' and 'First Name' fields. The 'Search' button is highlighted with a red box, and the 'Clear' button is highlighted with a blue box.

## 4.2 ACTION TYPE

### Select **Modify Job Attributes**



### Online Job Data Change

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**Empl ID:** 12345689    Gallagher, Nyla

**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.


**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](#)

## 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

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**Empl ID:** 12345689    Gallagher, Nyla

	Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0	1234589	Dean's Office StudentAssistant	0020	Clearing Control	STU

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

[Continue >>>](#)


[Return to Search](#)

#### 4.4 EFFECTIVE DATE

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When adding **short work break** for student workers, the effective date should correlate with the last pay period of the academic year which starts 5/11/2015. If the student worker job is **ending** the date may coincide with the beginning of another pay period.


Enter the appropriate **Effective Date**



### Job/s Selected for Change

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**Requested Action:** Modify Job Attributes

**Effective Date:**  

**Transaction Number:**

**Status:** Not Submitted

#### 4.5 SHORT WORK BREAK DESCRIPTIONS

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- **Short Wk Break – Summ Unknown Rtrn**
  - This SWB status ends 120-days from Expected End Date, and job/employment is terminated if no action is taken.
  - Expected End Date (EED) provided by Dept/College determines start of SWB period.
  - Utilize this action reason if the student should be placed on SWB for the summer and should **NOT** automatically return to an active status at the beginning of the Fall Semester.
  - The student will not be paid in a job that is in SWB status.
  - A MSS Job Data Request is required to return the employees to an active status.
  
- **Short Wk Break – Summer Off**
  - Expected End Date provided by Department/College determines start of SWB period.
  - Utilize this action reason if the student should be placed on SWB for the summer and should automatically return to an active status at the beginning of the Fall Semester.
  - The student will not be paid in a job that is in SWB status.
  - Employee jobs automatically return to an active status on August 17, 2015.

#### 4.6 ADDING AN EXPECTED END DATE

**1. Enter the Expected End Date**

- The Date range available for Summer SWB: May 14-17,2015
  - Short Wk Break – Summ Unkwn Rtrn
  - Short Wk Break – Summer Off

**2. Select the SWB Action Reason**

- See the [Short Work Break Descriptions](#) section to determine appropriate SWB (EED Action Reason).
- The SWB action reasons are available for selection if the date entered is within the date range listed in #1 above

The screenshot shows a form titled "Position / Job Attributes". It contains several fields:
 

- \*Job FTE: 0.250
- Expected End Date: 05/14/2015 (highlighted with a red box)
- Class Indc.: Student Employees
- Pay Group: (empty)
- EED Action Reason: (highlighted with a red box, dropdown menu open showing: Expiring Visa Status, Job Ending, Short Wk Break-Summ Unkwn Rtrn, Short Work Break-Summer Off)

#### 4.7 REMOVING AN EXPECTED END DATE

- To continue the student job(s) scheduled to end during Summer 2015, follow the instructions through section 3.5 above.
- Remove the EED by deleting the existing value from the Expected End Date field as shown below

The screenshot shows the same "Position / Job Attributes" form. The "Expected End Date" field is now empty (highlighted with a red box), while the "EED Action Reason" field remains empty.

#### 4.8 SUBMIT FOR APPROVAL

Click 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.*

The screenshot shows the bottom of the form with a navigation bar containing four buttons: "Return to Search", "Save for Later", "Submit" (highlighted with a red box), and "Exit".



