Emeritus Status

MSS QUICK REFERENCE GUIDE

TABLE OF CONTENTS

1. GUIDE OVERVIEW

This guide outlines the process for initiating a change for retirees who have been approved for an Emeritus title by the President.

Instructions for requesting the Emeritus title are located on the Vice Provost for Faculty Affairs website located at: http://facultyaffairs.arizona.edu/honors-awards-emeritus-status

2. HOW TO PROCESS AN EMERITUS TITLE CHANGE

The steps and method for processing the Emeritus title change are determined by the employee's status in UAccess Employee (active or retired) when the President's approval letter is received by the college.

- Employment Status – Active
    o MSS Employment/Job change request
- Employment Status – Retired/Inactive
    o Personnel Action Form (PAF)

3. ACTIVE EMPLOYMENT STATUS

Please see the steps below to process an Emeritus title change for an employee status of Active.

3.1 NAVIGATION – MSS EMPLOYMENT JOB CHANGE

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

3.2 TRANSACTION TYPE

- Select *Retirement* from the Transaction Type dropdown list

3.3 EMPLOYEE INFORMATION

- Enter retiree's Empl ID
    OR
- Enter the retiree's Last Name/First Name
    o Click on the *Search* button

The last name/first name search will return names that meet the criteria
- Click on the EmplID link that corresponds with the retiring employee's name

3.4 RETIREMENT INFORMATION

- Enter the retiree's *Last Day at Work*
- Select *Official UA Retirement Status* from the dropdown list

3.5 COMMENTS

- Type **Emeritus Status granted--letter attached** in the *Request Comments* box.

3.6 SUBMIT FOR APPROVAL

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

  Note: a copy of the letter granting the emeritus status cannot be attached until <u>after</u> the document is submitted.

3.7 ATTACHMENTS

Attach a copy of the letter granting the emeritus status to the transaction.
- Click on the *Add Attachment* link

- Click on *Choose File* button
- Select the file containing the emeritus approval letter
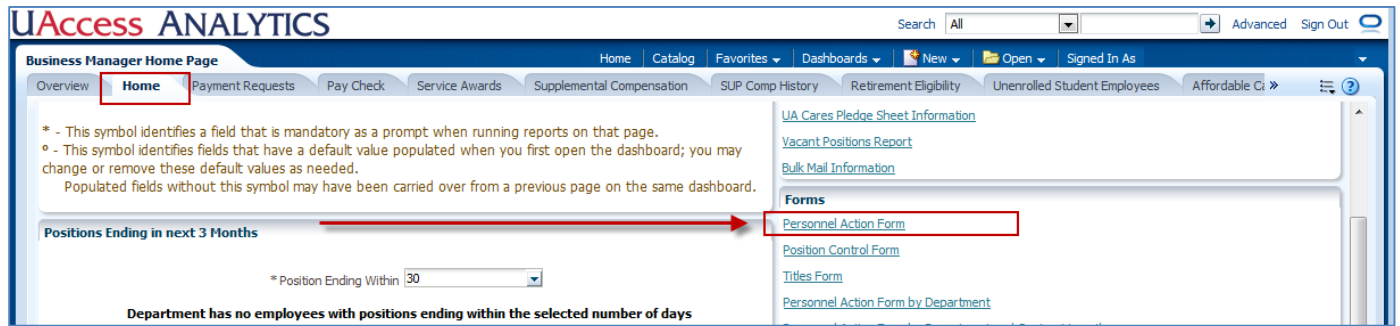- Click on the **Upload** button

4. RETIRED/INACTIVE EMPLOYMENT STATUS

Please see the steps below to process an Emeritus title change for an employee status of Inactive/Retired.

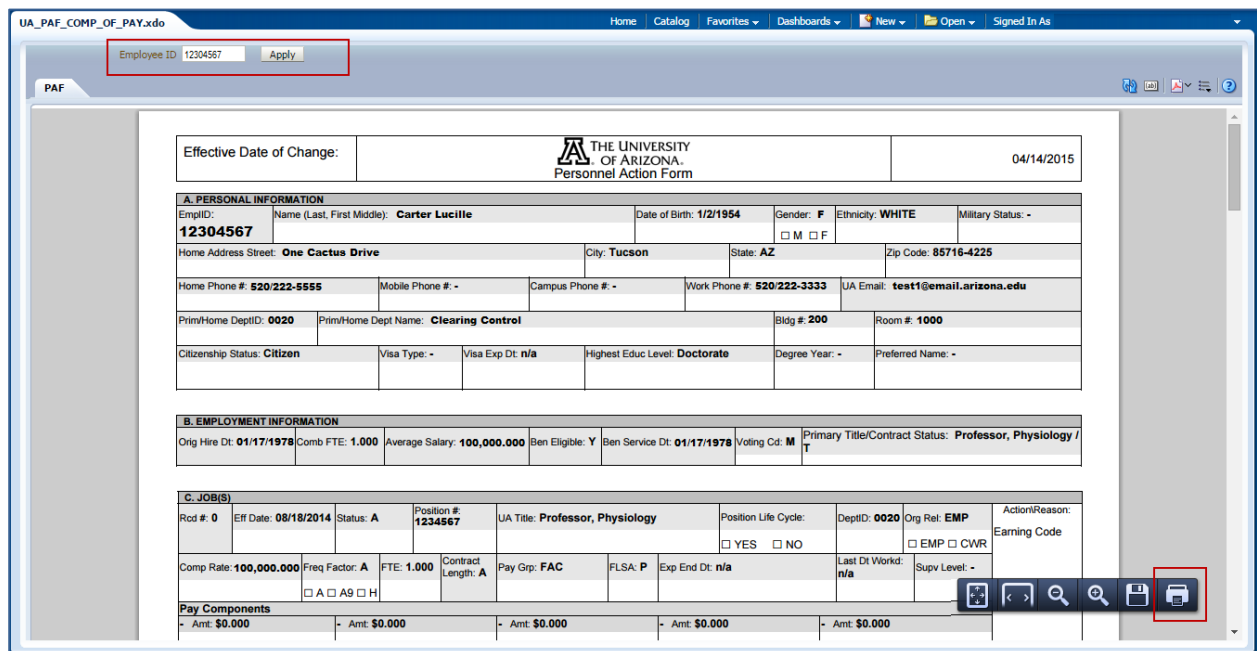## 4.1   NAVIGATION – UACCESS ANALYTICS > BUSINESS MGRS HOME PAGE

UAccess Analytics->Business Manager's Home Page (Home Tab)
- Click on the *Personnel Action Form* link

4.2   ACCESSING AND PRINTING THE PERSONNEL ACTION FORM (PAF)

1. Enter the *Employee ID* to access and the retiree's PAF
2. Click on the *Apply* button
3. Print the PAF

4.3   COMPLETING THE PERSONNEL ACTION FORM (PAF)

1. Provide the *Retirement Date* in the *Effective Date of Change* field on the hard-copy PAF
2. Write *Emeritus status granted—letter attached* in the comments section
3. Attach the letter from the President to the PAF
4. Obtain appropriate signatures
   o Dept Authorized Signature
   o Dept Head, Dean/Director)
5. Contact Systems Control at 621-3664 to request a MSS Exception.
   Instructions are provided on the Systems Control Website:
   Exception Request Quick Reference Guide

Effective Date of Change: MM/DD/YY		THE UNIVERSITY OF ARIZONA Personnel Action Form		04/14/2015

A. PERSONAL INFORMATION

EmplID: **12304567**	Name (Last, First Middle): **Carter Lucille**		Date of Birth: **1/2/1954**	Gender: **F** ☐ M ☐ F	Ethnicity: **WHITE**	Military Status: **-**

Home Address Street: **One Cactus Drive**		City: **Tucson**	State: **AZ**		Zip Code: **85716-4225**

Home Phone #: **520/222-5555**	Mobile Phone #: **-**	Campus Phone #: **-**	Work Phone #: **520/222-3333**	UA Email: **test1@email.arizona.edu**

Prim/Home DeptID: **0020**	Prim/Home Dept Name: **Clearing Control**		Bldg #: **200**	Room #: **1000**

Citizenship Status: **Citizen**	Visa Type: **-**	Visa Exp Dt: **n/a**	Highest Educ Level: **Doctorate**	Degree Year: **-**	Preferred Name: **-**

B. EMPLOYMENT INFORMATION

Orig Hire Dt: **01/17/1978**	Comb FTE: **1.000**	Average Salary: **100,000.000**	Ben Eligible: **Y**	Ben Service Dt: **01/17/1978**	Voting Cd: **M**	Primary Title/Contract Status: **Professor, Physiology / T**

C. JOB(S)

Rcd #: **0**	Eff Date: **08/18/2014**	Status: **A**	Position #: **1234567**	UA Title: **Professor, Physiology**	Position Life Cycle: ☐ YES ☐ NO	DeptID: **0020**	Org Rel: **EMP** ☐ EMP ☐ CWR	Action\Reason: Earning Code
Comp Rate: **100,000.000**	Freq Factor: **A** ☐ A ☐ A9 ☐ H	FTE: **1.000**	Contract Length: **A**	Pay Grp: **FAC**	FLSA: **P**	Exp End Dt: **n/a**	Last Dt Workd: **n/a**	Supv Level: **-**

Pay Components

- Amt: **$0.000**	- Amt: **$0.000**	- Amt: **$0.000**	- Amt: **$0.000**	- Amt: **$0.000**

Comments (give brief explanation): *Emeritus Status granted - letter attached*

Preparer (type or print):	Phone:	Date:	Dept Head:	Date:	VP:	Date:
Dept Authorized Signature:	Phone:	Date:	Dean/Director:	Date:	Human Resources:	Date:

5. REVISION HISTORY

Document Contributors

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Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	04/14/2015	Initial Draft	PRis Cantu