# **Emeritus Status**

## MSS QUICK REFERENCE GUIDE





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#### 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: <u>http://facultyaffairs.arizona.edu/honors-awards-emeritus-status</u>

#### 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
  - MSS Employment/Job change request
- <u>Employment Status Retired/Inactive</u>
  - 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

Favorites - Mai	n Menu + -> Manager Self Service +> MSS Online Forms +> Employment and Job +> Request Employment/Job Changes
UAcces	s Employee
Reque	est Employment/Job Changes
Transaction ty	pe T
Empl ID	Job Data Change - New Request
Last Name	Retirement
ABOR Cod	Je Title Management - Add, Change or Remove
Departmen	t begins with •
UA Title	begins with
Search	Clear

#### **3.3 EMPLOYEE INFORMATION**

• Enter retiree's Empl ID

OR

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

Transaction type	Retirement				
Empl ID	begins with	▼ 12	304567		
Last Name	begins with	▼ Ca	irter		]
First Name	begins with	▼ Lu	cille		
ABOR Code	begins with	•		•	
Department	begins with	•			
UA Title	begins with	•			 

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

				Personalize   Find   View All   🗐	First	🛙 1 of 1 🖹 Last
	EmpIID	Last Name	First Name	UA Title	Department	Payroll Status
1	12304567	Carter	Lucille	Professor, Physiology	0020	A

#### 3.4 RETIREMENT INFORMATION

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

	05/45/2045		Transactio	n:
ast Day at Work	00/10/2010 M	Effective Dt:05/16/2015	Status:	Not Submitted
osition:	1234567	Professor		
R Deptid:	0020	Clearing Control		
mpl ID:	12304567	Carter, Lucille		
E:	1.000		Terminatio	n Check List

#### **3.5 COMMENTS**

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

Attachments		
You will be able to attach docum	ents here after the transaction is submitted.	
Request Comments (2000 char)		
Emeritus Status grantedletter attached	Γ.	1,
Submitted by:	Last Updated By:	
Submit Date:	Last Update:	
▷ Email History		
Return to Search Save for Later Subr	nit	Cancel

#### 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.

Email History			

#### **3.7 ATTACHMENTS**

Attach a copy of the letter granting the emeritus status to the transaction.

• Click on the *Add Attachment* link

0	Attach documents here.		
Attach	nments	Personalize   Find   View All   💷   🛗	First 🖪 1 of 1 🖪 Las
	View Attachment	Description	Attached File
0	View Attachment		

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

File Attechment	Attachments		
File Allachment	Attach documents h	ere.	
Disease File No. 616 shows	Attachments	Personalize   Find	View All   🗇   🔠 First 🔳 1 of 1 💌 Last
noose File No file chosen	View Attachment	Description	Attached File
Jpload Cancel	View Attachment	Emeritus_Status_Approval.	Emeritus_Status_Approval.docx
	+ Add Attachment -	Delete Attachment Attachme	nt Deleted Successfully.

### 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

UAccess ANALYTICS	Search All  Advanced	Sign Out 🧕
Business Manager Home Page Home Catalog Favorites	🗸 🛛 Dashboards 🗸 📄 💁 New 🖌 📄 Dpen 🗸 📄 Signed In As	
Overview Home Payment Requests Pay Check Service Awards Supplemental Compensation SUP Comp	History Retirement Eligibility Unenrolled Student Employees Affordable C: >>	E, ?
<ul> <li>* - This symbol identifies a field that is mandatory as a prompt when running reports on that page.</li> <li>• - This symbol identifies fields that have a default value populated when you first open the dashboard; you may change or remove these default values as needed.</li> <li>Pronulated field without this symbol may have been carried over from a previous page on the same dashboard.</li> </ul>	UA Cares Pledge Sheet Information Vacant Positions Report Bulk Mail Information	^
Positions Ending in next 3 Months	Personnel Action Form Parsitien Control Form	
* Position Ending Within 30 🗸	Tusteer contract contract contract Titles Form Personnel Action Form by Department	
Department has no employees with positions ending within the selected number of days		

#### 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

UA_PAF_COMP_OF_PAY.xdo						Home	Catalog	Favorites 🗸	Dashboards	👻 📔 🤷 New	🖌 ╞ Open 🗸	Signed In As	
Employee	ID 12304567	Apply											
PAF													
													<u>^</u>
	Effective Date	of Change:			Perso	THE UNIV OF ARIZ	VERSITY ZONA. on Form					04/14/2015	
	A. PERSONAL INF	ORMATION								1			1
	EmplID: 12304567	Name (Last, First N	liddle): Carter Lu	cille		Da	ate of Birth: 1	/2/1954	Gender: F	Ethnicity: WHI	TE Milita	ry Status: -	
	Home Address Stree	t: One Cactus D	rive			City: Tucsor	ı	State: AZ		Zip	Code: 85716-42	25	
	Home Phone #: 520	222-5555	Mobile Phone #	t-	Campus Pho	one #: -	Wor	k Phone #: 520	0/222-3333	UA Email: <b>te</b>	st1@email.ari	tona.edu	
	Prim/Home DeptID:	0020 Prim/Hon	ne Dept Name: Cle	aring Contr	rol				Bldg #: 200	Room	#: 1000		
	Citizenship Status: C	Citizen	Visa Type: -	Visa Exp D	Dt n/a	Highest Educ	Level: Doct	orate	Degree Year	: - Prefer	red Name: -		
	B. EMPLOYMENT	INFORMATION	000		Den Elisibles	V Day Card			Prima	ry Title/Contra	ct Status: Profe	essor, Physiology /	
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	C. JOB(S)	09/19/2014 Statu	Position	1#: UA		Physiolog	<b>m</b>	Position Life	a Cucle:	Deptil: 0020		Action/Reason:	
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	Pay Components		пн									$\rightarrow$ $\sim$ $\circ$	
	- Amt: \$0.000	- Ar	mt: <b>\$0.000</b>	-	Amt: \$0.000		- Amt: \$6	0.000	-	Amt: \$0.000			

## 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
  - Dept Head, Dean/Director)
- Contact Systems Control at 621-3664 to request a MSS Exception. Instructions are provided on the Systems Control Website: <u>Exception Request Quick Reference Guide</u>

Effectiv	e Date of Cha M/DD/YY	ange:					Pers	Sonnel Ac	RIZONA	rm					04/14/201
A. PERSC	ONAL INFORMATI	ION							1			1	1		
EmpIID:	Name (	Last, Firs	t Middle	e): Carter	Lucill	e			Date of B	irth: 1/2/19	954	Gender: F	Ethnicity: WHI	ITE Milita	ry Status: -
12304	567														
Home Addr	ress Street: One	Cactus	Drive					City: Tucs	son		State: A	Z	Zip	Code: 85716-422	25
Home Phor	ne #: 520/222-55	555		Mobile Phon	e #: -		Campus Ph	ione #: -		Work Ph	one #: 52	0/222-3333	UA Email: te	est1@email.ariz	ona.edu
Prim/Home	e DeptID: 0020	Prim/H	lome De	ept Name:	learin	ng Control						Bldg #: 200	Room	#: <b>1000</b>	
Citizenship	Status: Citizen			Visa Type: -		∕isa Exp Dt:	n/a	Highest Ec	duc Level:	Doctorate	e	Degree Yea	r: - Prefe	rred Name: -	
B. EMPLO	DYMENT INFORM	DIATION	: 1.000	Average Sa	alary: <b>1</b> (	00,000.00	0 Ben Eligible	e: Y Ben Se	ervice Dt: (	01/17/197	8 Voting	Cd: M Prim	ary Title/Contra	act Status: Profe	ssor, Physiology
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### 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