



THE UNIVERSITY OF ARIZONA
Human Resources



UA Title/Working Title Updates

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS

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1. MANAGER SELF SERVICE (MSS) – JOB CHANGES

The MSS Job Change request form allows you to submit UA Title/Working Title Changes.

2. ROLES AND APPROVAL STEPS

- ✓ Position Cross Reference role gives you the ability to initiate this type of transaction.
- ✓ The department and/or college approval role provisioning will determine the number of approval steps for each transaction.

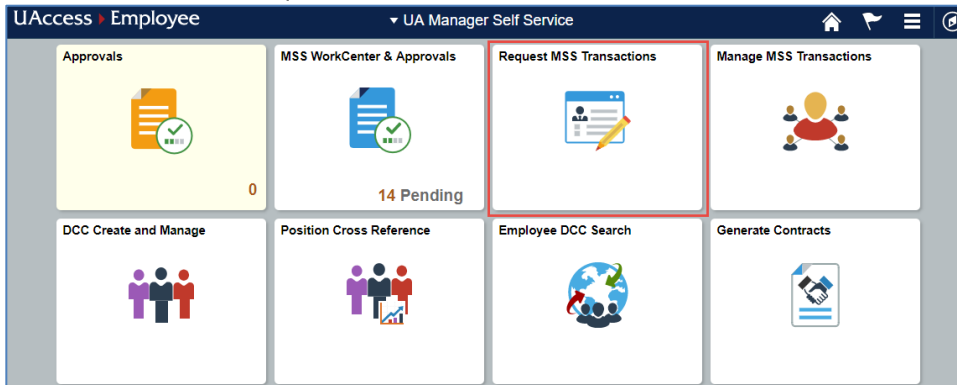
3. HOW DO I NAVIGATE TO THE MSS JOB CHANGE REQUEST?

Two navigation options are available for MSS Job Change requests: Tile or Nav Bar options.

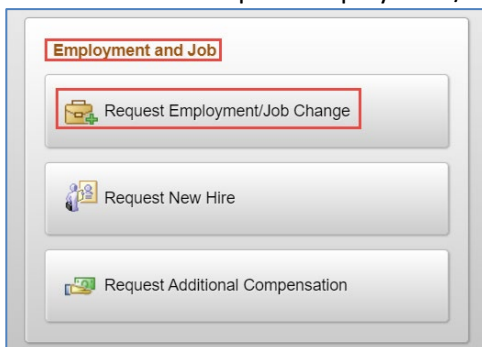
3.1 TILE OPTION

The Tile option is the easiest way to access the Job Change requests.

1. Click on the Request MSS Transactions tile



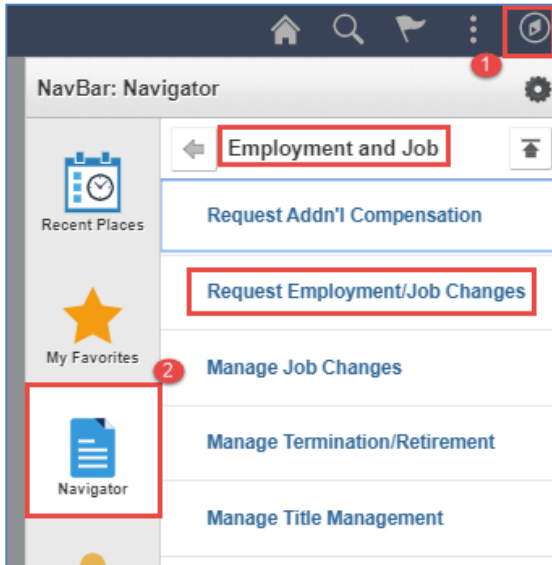
2. Select Employment and Job
3. Click on Request Employment/Job Change



3.2 NAV BAR OPTION

The Nav Bar option can also be used to access Job Change requests.

1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Manager Self-Service
4. Click on MSS Online Forms
5. Click on Employment and Job
6. Select Request Employment/Job Changes

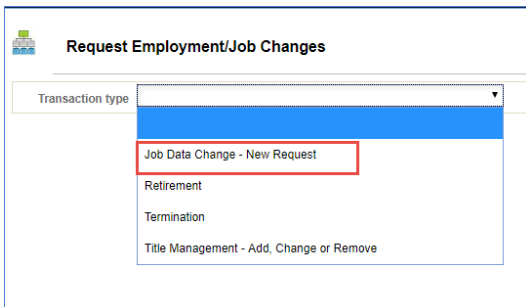


4. INITIATE A JOB DATA CHANGE – NEW REQUEST

After navigating to Request Employment/Job Changes, you will then be asked to select the applicable transaction type, employee, job/position, and job change action type.

4.1 SELECT TRANSACTION TYPE

Select Transaction Type – Job Data Change – New Request



4.2 SEARCH AND SELECT EMPLOYEE

Use one or more of the available search criteria to find and select your employee from the search results.

4.3 SELECT ACTION TYPE

Three options are available to you when initiating a job change requests. To change the UA Title/Working title, select Position Life Cycles.

Online Job Data Change

Empl ID: EmplID Employee Name

Select one of the following Actions:

- Position / Assignment Change
 - *Internal Transfers within a dept.
 - *External Transfers to a new 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: Additional Jobs and Leaves of Absence for Staff, Appointed and Faculty may be submitted by attaching a completed PAF to a MSS Exception request. [Position Life Cycle Document](#)

4.4 SELECT JOB/POSITION FOR CHANGE

The active Job/Position information will appear. For employees with multiple jobs, all active jobs should appear.

1. Select the applicable Job/Position that needs the UA Title/Working Title changed and click on Continue.

Job/s Selected for Change

Empl ID: EmplID Employee Name

1-1 of 1 ▼

	Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input type="checkbox"/>	0	2048254	Human Resource Analyst	7101	Human Resources	USE

Return to Search

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

Continue >>>

5. POSITION LIFE CYCLE REQUEST

On the Position Life Cycle job change request, you will complete the following fields to request an update to the UA Title/Working Title.

1. Select Effective Date

The Effective Date defaults to the beginning of the pay period, you will need to verify the correct date is being used or update the date.

Ua Wf Job Change
Job/s Selected for Change

Job/s Selected for Change

Requested Action: Position Life Cycles

Effective Date:

Empl ID: EmplID Employee Name

Pri/Home Dept:

Benefit Program: Full Benefit Elg - 12mo pay

Benefits Service Dt: Override

Combined Hours / FTE (Actual): 40.00 / 1.00

Combined Hours / FTE (Proposed): 40.00 / 1.00

Modification Comparison Link

Transaction Number:

Status: Not Submitted

Citizen or Perm Resident?:

[Request Personal Information Change](#)

[Request Position Distribution Change](#)

[Request Create/Modify Position](#)

[Request Title Management](#)

2. Select UA Title/Working Title

a. Click on the magnifying glass icon and select the applicable Working Title from the list.

b. If the desired Working Title does not exist, please contact Workforce Systems at workforcesystems@email.arizona.edu.

Selected Jobs

Empl Rcd Nbr: 0 Payroll Status: Active Incumbent Count: 1

Position Number: 2048254 Dept: 7101 Human Resources [Position Cross-Reference](#)

Title Attributes

ABOR: UNS University Staff

Job Title: Jobcode U00740
HR Data and Technology Analyst II

Alternate Title:
Human Resource Analyst

Contract Length:
Fiscal

UA Title/Working Title: UA Title/Working Title W04509
Human Resources Specialist, Senior

3. The Compensation section will be blank by default
 - c. Re-enter the compensation Rate Code (no changes expected)
 - d. For the Reason field, select Position/Title Change from the drop down list
 - e. Re-enter the Compensation Rate (no increases expected)
 - f. Click the Confirm Compensation button

Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
	0			0.000	

Confirm Compensation Allow Multiple Salary Lines?: [Pay Range](#)

4. Complete the Background Check Information fields, if required by UAccess
 - a. Enter an account number (Sub-Account and Project Code are optional)
 - b. Enter a department contact

Note: The background check will be cancelled if it does not apply.

Background Check Information

* Account: Sub-Acct: Project Code:

* Department Contact:

Background Check Type/Package Id: Name Base, MVR

5. Upload attachment(s) to support the MSS Job Change request (e.g. email from supervisor)
6. Enter a comment in the Request Comments field
7. Click on Submit
8. The request will route to first approver in workflow path

6. QUESTIONS?????

If you need assistance regarding the MSS Job Change – Position Life Cycle request, contact Workforce Systems:

Phone: (520) 621-3664

Email: workforcesystems@email.arizona.edu