9 Pay 12 Job Request

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS
1. GUIDE OVERVIEW

The **9/12 Pay Plan Option** allows an eligible employee’s academic salary to be distributed over the twelve-month fiscal year instead of the standard nine-month academic year.

This guide outlines the process to enroll and withdraw an eligible academic year employee in the 9/12 Pay Plan Option and to initiate the Manager Self Service (MSS) Job Data Change Request in [UAccess Employee](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees).

1.1 ENROLLMENT DEADLINE

Please refer to the annual [Fiscal Year End (Rollover) Schedule](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees) posted on the Workforce Systems website for important dates and deadlines.

1.2 PROGRAM DETAILS

- Once enrolled, the employee will continue in this pay option from year to year until withdrawn from the plan. It is not necessary to re-enroll each year.
- The 9/12 Pay Plan option is not available to individuals during their first year of employment.
- For further information regarding eligibility, termination and to access forms please visit this website: [https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees)

2. INSTRUCTIONS FOR ENROLLMENT – DEPARTMENT REPRESENTATIVE

Once the employee has submitted the **9/12 Pay Plan Option Enrollment Agreement Form**, the department will follow the steps outlined below:

1. Obtain authorized signatures on the **9/12 Pay Plan Option Agreement Form**.
2. Submit a MSS Online Employment/Job Data Change Request within [UAccess Employee](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees) for approval. (See Section 4 for additional details)
   - Attach the **9/12 Pay Plan Option Enrollment Agreement Form** to the MSS Job Data Transaction to avoid delays in processing.
   - **Deadline for enrollment:**
     - Please refer to the annual [Fiscal Year End (Rollover) Schedule](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees) posted on the Workforce Systems website for important dates and deadlines.

3. INSTRUCTIONS FOR WITHDRAWAL – DEPARTMENT REPRESENTATIVE

An employee may return to the academic year pay schedule effective the beginning of the next academic year. Once the employee has submitted the **Return to 9/9 Pay Plan Form**, the department will follow the steps outlined below:

1. Obtain authorized signatures on the **Return to 9/9 Pay Plan Form**.
2. Submit an MSS Online Employment/Job Data Change Request within [UAccess Employee](https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees) for approval. (See Section 5 for additional details)
   - Please ensure you attach the **Return to 9/9 Pay Plan Form** to the MSS Job Data Transaction to avoid delays in processing.
Deadline for withdrawal:

- Please refer to the annual Fiscal Year End (Rollover) Schedule posted on the Workforce Systems website for important dates and deadlines.

4. 9/12 ENROLLMENT - MSS JOB CHANGE REQUEST

This section outlines the process to initiate and submit the Job Data Change Request to modify attributes for enrollment in the 9/12 Pay Plan Option.

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

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.

4.2 ACTION TYPE

Select Modify Job Attributes
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.

4.4 EFFECTIVE DATE

The 9/12 effective date is limited to the beginning of the fiscal year.

- Enter the Effective Date “07/01/XXXX”
4.5 EXPECTED END DATE

Enrollment in the 9/12 pay plan option is offered to employees with jobs that are not anticipated to end within the next year. The Expected End Date must be deleted for the employee.

- Highlight the EED field to delete the date value.
- The EED field should be blank (as shown below) when the 9/12 Pay Job Change transaction is submitted.

4.6 COMPLETE THE COMPENSATION SECTION

The Pay will change from an academic (SAL 9) to a fiscal (SAL) rate. Specific instructions for completing the compensation section are provided below.

Steps

1. Compensation Row 1 – Change SAL9 to SAL
   
   a. Select the drop down for the rate code and change SAL9 to: SAL
   
   b. Select the pay change reason: Pay Option Change

   Note: the amount in the Comp Rate field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 enrollment. An increase effective the same date will require the addition of a compensation row.

2. Click on the Confirm Compensation button
4.7 COMMENTS

Enter comments **Enrollment in 9/12 Pay Plan Option** to indicate enrollment in the 9/12 Pay Plan Option.

4.8 ATTACHMENTS

Attach the approved **9/12 Pay Plan Option Enrollment Agreement form**

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

4.9 SUBMIT FOR APPROVAL

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

*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.*

5. 9/12 WITHDRAWAL - MSS JOB CHANGE REQUEST

An employee must complete the **Return to 9/9 Pay Plan Form** and submit to their department in order to begin receiving their pay over the 9 month academic year. This section outlines the process to initiate and submit Job Data Change Request to modify job attributes to withdraw an employee from the 9/12 Pay Plan Option utilizing Manager Self Service (MSS) within **UAccess Employee**.

The employee will return to the 9/9 pay arrangement upon approval of the MSS Transaction.

*Note: An employee will not receive pay from 07/01/XXXX until the first academic pay check.*
5.1 NAVIGATION – MSS EMPLOYMENT JOB/DATA REQUEST

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

4) Select Job Data Change – New Request

![Request Employment/Job Changes](image)

5) Enter Empl ID or Last Name and First Name
6) 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](image)

5.2 ACTION TYPE

Select Modify Job Attributes

![Online Job Data Change](image)
5.3 JOB RECORD(S)

Select the employee job record(s)

3) Click the box to select the job record
4) Click on the Continue button
   a. This will open the request page and allow the user to make changes to the selected job.

5.4 EFFECTIVE DATE

The effective date is limited to the beginning of the fiscal year to withdraw an employee from the 9/12 Pay plan and return to 9/9.

- Enter the Effective Date “07/01/XXXX”

5.5 COMPENSATION

The Pay will change from a fiscal (SAL) to an academic (SAL9) rate. The salary will be paid out over 9 month’s effective beginning of the academic year. Specific instructions for completing the compensation section are provided below.

Steps

1. Compensation Row 1 – Change SAL to SAL9
   a. Select the drop down for the rate code and change SAL to SAL9
   b. Select the pay change reason: Pay Option Change

   Note: The amount in the Comp Rate field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 withdrawal. An increase
effective the same date will require the addition of a compensation row.

2. Click on the **Confirm Compensation** button

![Compensation Table]

**5.6 COMMENTS**

Enter comments **Return to 9/9 Pay Option** to indicate withdrawal from the 9/12 Pay Plan Option.

![Request Comments]

**5.7 ATTACHMENTS**

Attach the approved **Return to 9/9 Pay Plan Form**

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

![Attachments Table]
5.8 SUBMIT FOR APPROVAL

Click the **Submit** button to complete this transaction for routing and approvals. 
*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.*
6. REVISION HISTORY

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<th>Contributors</th>
<th>Department</th>
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Change Control Log

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<td>03/05/2014</td>
<td>Initial Draft</td>
<td>Jenny Ruiz</td>
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<tr>
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<td>04/08/2015</td>
<td>New Format and Added Withdraw Instructions</td>
<td>Jenny Ruiz</td>
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<td>Update format &amp; add new HR links</td>
<td>Esperanza Gallagher</td>
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<td>Updated with new HR links, 2016 dates</td>
<td>Hannah Gacey</td>
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