



THE UNIVERSITY OF ARIZONA
Human Resources



MSS Exception Lump-Sum Payments

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS

TABLE OF CONTENTS

1. Introduction	3
2. MSS Exception – Lump-Sum Payments.....	3

1. INTRODUCTION

The University intends to reward employees for performance through merit increases. Each year, leadership will evaluate market conditions and the institution's financial circumstances to determine whether the fiscal resources will support a merit increase and, if so, the amount of the funds available.

Merit increases will vary by performance, in accordance with annual guidelines provided by the institution. Previous guidance has included the following exceptions to employee merit increase eligibility, subject to change according to future annual guidelines:

If a merit increase would bring an employee's new salary to an amount that exceeds the maximum for the pay grade of the job, then the employee's situation is described as "red-circled". Red-Circled employees receive the merit increase as a lump-sum payment. If the old base pay is below the pay grade maximum, but the merit increase would place the salary above the pay grade maximum, then a first portion of the raise is used to bring the new base pay up to the new pay grade maximum, and the remaining portion of the raise is provided in the lump-sum payment.

The lump-sum portion of a raise is subject to retirement withholding, and therefore does count in the calculation of retirement income. The result of this approach is that normal raises "compound," with each year's raise being calculated on a higher base pay, except for "red-circled" employees, whose base pay does not increase until the pay structure "catches up" with them.

Colleges/Divisions must provide Compensation written justification for any offers outside of guidelines.

2. MSS EXCEPTION – LUMP-SUM PAYMENTS

UAccess Employee instructions when requesting a lump-sum payment:

Department Initiator or Approvers can request the lump-sum payment via the Manager Self-Service Exception form.

Navigation: Request MSS Transactions > MSS Exceptions > MSS Exception Request

- Create New Exception Request
 - **Effective Date:** Enter the effective date/start of lump sum payment. This date should be the beginning of a pay period.
 - **Trans Type:** Select Job Change
 - **EmplID:** Enter the Employee ID
 - **DeptID for Routing:** Enter Position Department Number
 - **Request Description:** *(add description of what needs to be processed)*
 - **Request Justification:** *New salary exceeds the maximum for the pay grade of the job, the employee's situation is "red-circled", lump sum payment is required.*
 - **Attachment Required:**
 - **PAF – PAF does not need signatures but should include the effective date and total amount of lump sum payment.**

Comp Rate: 65,000.000	Freq Factor: A <input type="checkbox"/> A <input type="checkbox"/> A9 <input type="checkbox"/> H	FTE: 1.000	Contract Length: F	Pay Grp: CLE	FLSA: M	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	- Amt: \$0.000	- Amt: \$0.000	- Amt: \$0.000	- Amt: \$0.000
Comments (give brief explanation): Lump-sum payment for a total of \$xxxx must be paid effective xx/xx/xx								

Once Approved, this lump-sum payment is paid out via the normal payment process in one pay period and gets removed automatically.

MSS Questions? Contact Workforce Systems at workforcesystems@arizona.edu

Compensation Questions? Contact the HR Compensation team at compensation@arizona.edu