UA Title/Working Title Updates

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS
TABLE OF CONTENTS

1. Manager Self Service (MSS) – JOB cHANGES ................................................................. 3
2. Roles and Approval Steps .................................................................................................. 3
3. How Do I Navigate to the MSS Job Change Request? ...................................................... 3
   3.1 Tile Option .................................................................................................................. 3
   3.2 Nav Bar Option ......................................................................................................... 3
4. Initiate A Job data Change – New Request ................................................................. 4
   4.1 Select Transaction Type ......................................................................................... 4
   4.2 Search and Select employee .................................................................................. 4
   4.3 Select Action Type ................................................................................................. 5
   4.4 Select Job/Position for change .............................................................................. 5
5. Position life Cycle Request ............................................................................................. 6
6. Questions????? .................................................................................................................. 8
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.

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.
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.

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.
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

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.

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