MSS Mass Modify
Position Request Guide

Manager Self Service
Quick Reference Guide

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WORKFORCE SYSTEMS

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1. GUIDE OVERVIEW

This guide outlines the process to create a new Mass Modify Position Request within UAccess Employee. Throughout the guide this is also referred to as Position Management Requests.

What can I modify on an existing position within the Mass Modify Position Request?

- Supervisor Position
- Time Approver Position

1.1 WHO CAN ACCESS THE MASS MODIFY POSITION TOOL?

- Initiating a Mass Modify Position Request requires the following security role:
  - MSS Position Cross Reference (UA_HR_WA POSNXREF MSS)
- Each workflow requires one of the following participants: an Initiator and/or an Approver.
  - College approvers are the final approvers of this transaction type. You will not need to wait for final approval from Workforce Systems.
  - If no department or college approvers are present, the transaction will error step and a Workforce Systems approver will be inserted to the workflow.

HR Representatives and business units are currently able to establish approval steps required via role provisioning for MSS Position Management.

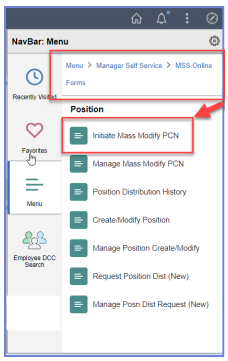
2. INITIATE MASS MODIFY POSITION REQUESTS

This section outlines the process to initiate and submit a Mass Modify Position Request.

2.1 NAVIGATION – MASS MODIFY POSITION

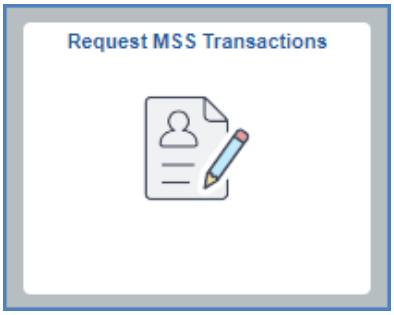
Mass Modify Position is located in UAccess Employee:

1. Click on the '**Main Menu'** tab
2. Click on the **'Manager Self Service'** menu item
3. Click on '**MSS Online Forms'**
4. Click on **'Position'**
5. Click on **'Initiate Mass Modify PCN'**

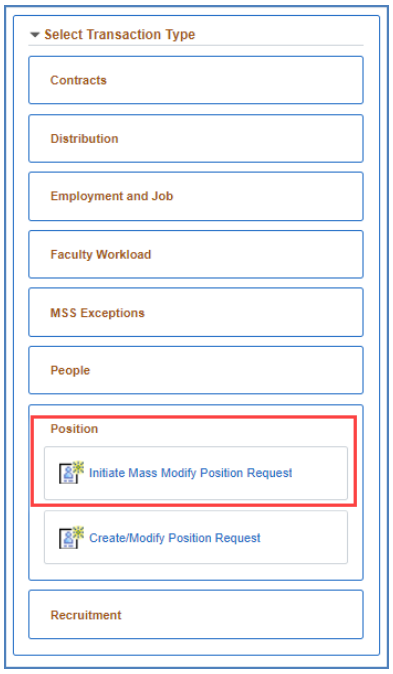


Alternatively, Mass Modify Position can be requested through the Request MSS Transactions Tile:

1. Click on the **'Request MSS Transactions Tile'**



2. Click on **'Position'**
3. Click on **'Initiate Mass Modify Position Request'**



The **Mass Modify Position Request** page displays multiple options and allows a user to:

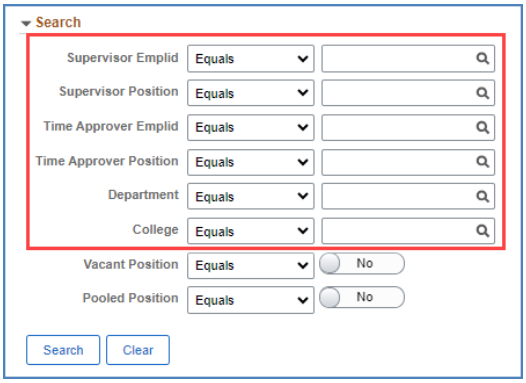
- **Search by multiple fields** – Search fields include Supervisor EmplID, Supervisor Position, Time Appr EmplID, Time Appr Position, Department Number, and College ID.
- **Search for vacant positions** – Selecting "Yes" or "No on Vacant Position will determine if search results include only vacant or filled positions.
- **Search for pooled positions** – Selecting "Yes" or "No" on Pooled Position will determine if search results include only pooled or non-pooled positions.

2.2 CREATE A NEW REQUEST- SEARCH FOR A GROUP

SEARCH FIELDS

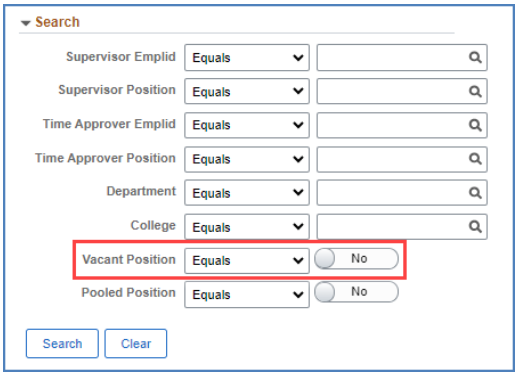
The initiator will need to specify one or more fields to search for a group to submit a transaction for. These include:

- Supervisor EmplID
- Supervisor Position
- Time Approver EmplID
- Time Approver Position
- Department
- College



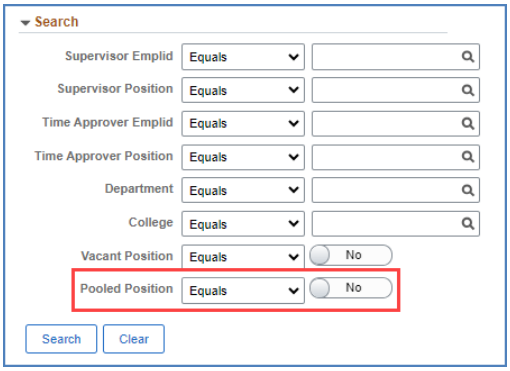
VACANT POSITION

Initiators may search for vacant positions by switching the toggle to “Yes.” Once this is done, all non-vacant positions will be excluded from the search results.



POOLED POSITION

Similar to the vacant position search functionality, initiators may search for pooled positions by switching the toggle to “Yes.” Once this is done, all non-pooled positions will be excluded from the search results.

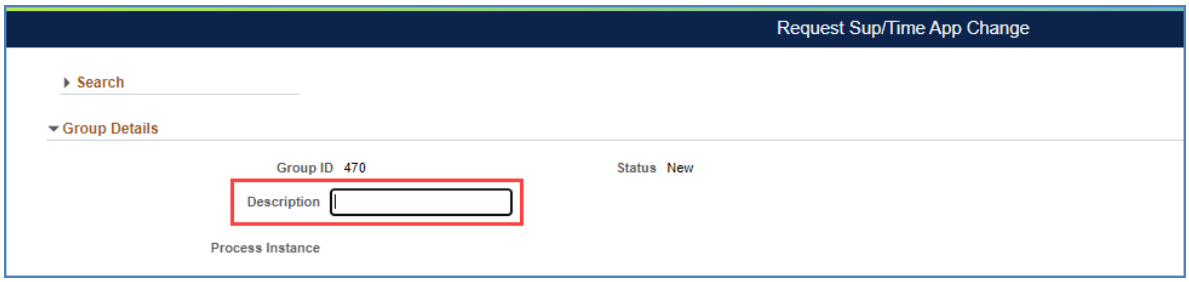


2.3 CREATE A NEW REQUEST- FIELDS

GROUP ID DETAILS

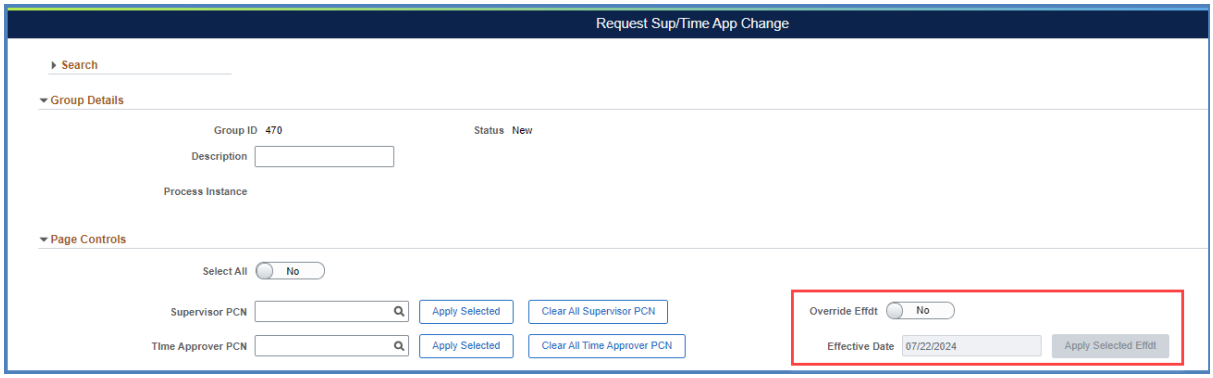
A unique Group ID will be generated for each request. This Group ID can be used to track/manage the list after it is submitted.

The initiator will enter a custom description into the **'Description'** field. All approvers in the workflow will be able to see this description.



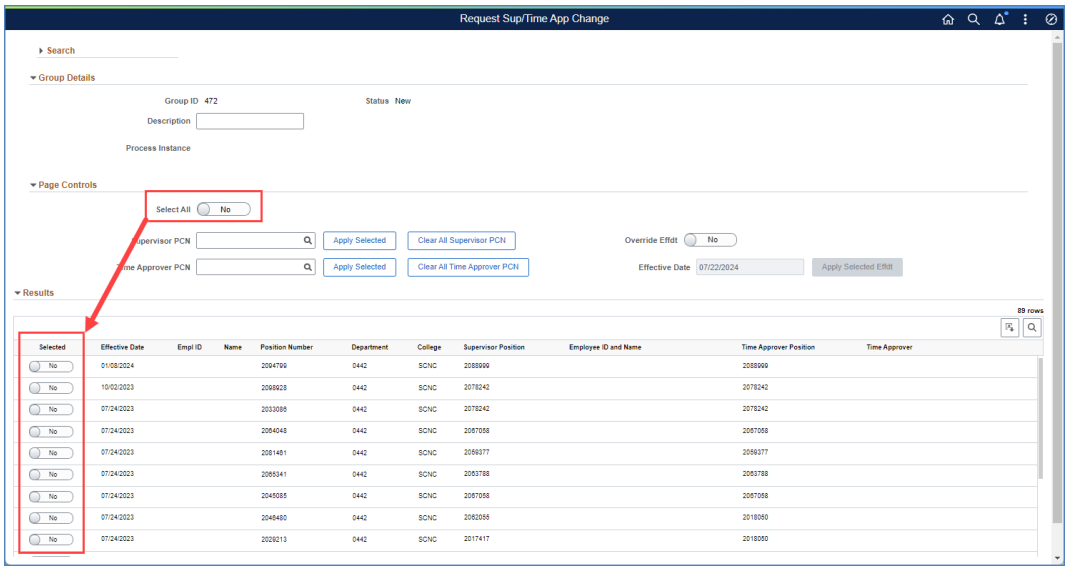
EFFECTIVE DATE

The effective date on the **Mass Modify Position** page automatically defaults to the first day of the current pay period. If the initiator would like to override this date, the 'Override Effdt' toggle may switched to 'Yes'. Once this toggle has been selected, any effective date may be entered and the date entered will populate the list of selected rows.



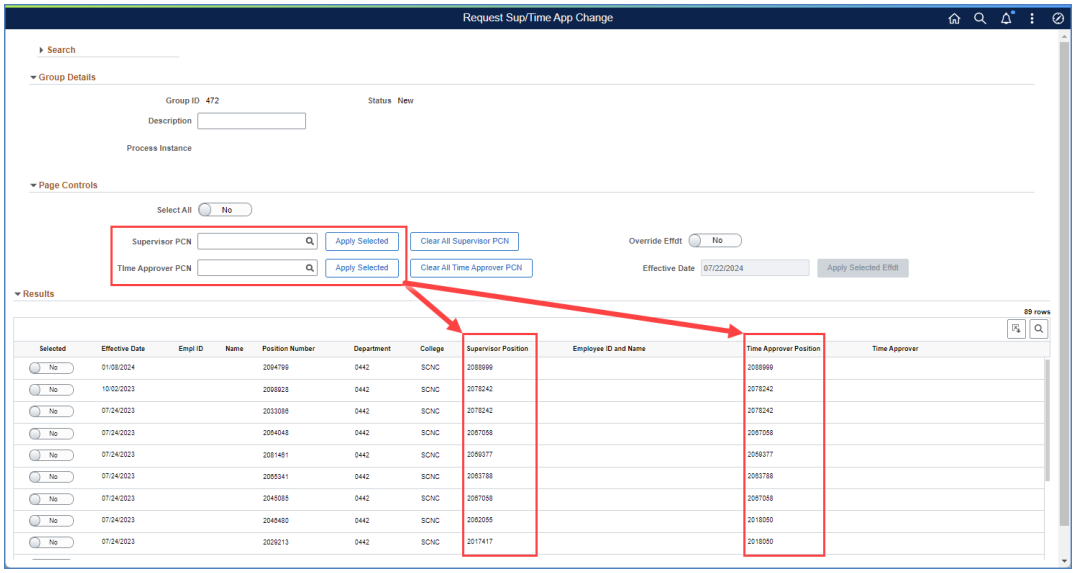
SELECT INDIVIDUAL/SELECT ALL

The initiator will need to select which positions to edit. One or more individual positions in the search results may be selected with the Yes/No toggle in each row of the search results. Alternatively, all positions in the search results may be selected by switching 'Select All' toggle to 'Yes'.

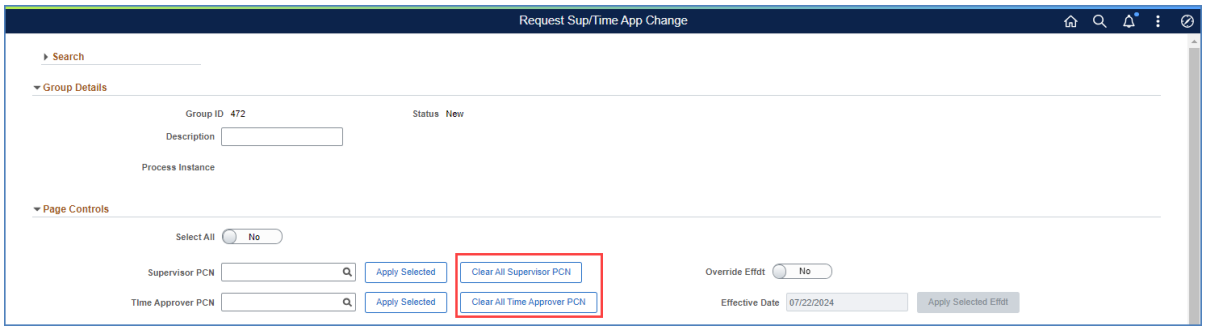


SUPERVISOR/TIME APPROVER POSITION

Once the selected positions have been identified from within the search results, the initiator will edit the supervisor and/or time approver of the selected positions by entering the updates into the **'Supervisor PCN'** and/or **'Time Approver PCN'** fields then click **'Apply Selected'.** The requested updates will display in the 'Supervisor Position' and 'Time Approver Position' columns of the search results.

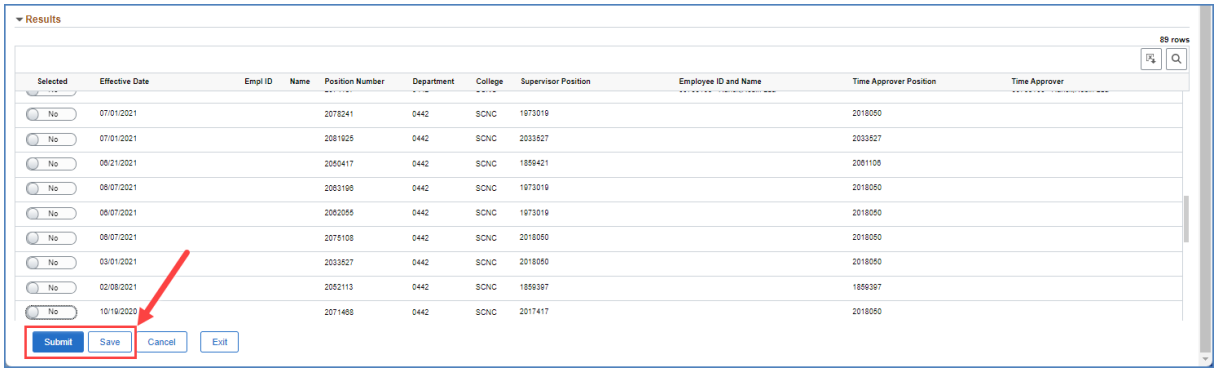


Additionally, if the initiator would like to remove the supervisor and/or time approver PCNs from all selected rows, the 'Clear All Supervisor PCN' and 'Clear All Time Approver PCN' buttons are available.

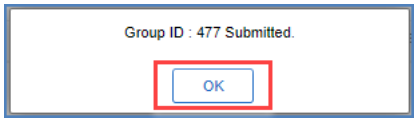


SAVE/SUBMIT TRANSACTION

Once the desired supervisor and/or time approver PCN changes are entered, the initiator must click either **'Save',** to save the transaction for later, or **'Submit',** to submit it for approval. Both options are located at the bottom of the page, below the search results.



Once a transaction has been saved or submitted, a confirmation message will appear. Click on **'OK'** to proceed past the confirmation message.



Note: Once a transaction has been saved, the search results list will only include the rows selected for change.

3. APPROVE/DENY SUPERVISOR/TIME APP REQUESTS

3.1 WHO CAN APPROVE/DENY THE MASS MODIFY POSITION?

Mass Modify Position Requests which are pending approval can either be accessed through the **pagelet** or the **Manage Mass Modify Position Request** page. The option to approve a request will only appear if

the user has the appropriate approval role and is the next step in the approval chain.

- Approving a Mass Modify Position Request requires the following security roles:
  - MSS Position Cross Reference (UA_HR_WA POSNXREF MSS)
  - WPM HR Department Approver (UA_HR_WA_MSS_WPM_HR_Dpt_Apr) and/or
  - WPM College Division Approver (UA_HR_WA_MSS_WPM_Col_Apr)

3.2 APPROVE SUPERVISOR/TIME APP REQUESTS

To approve a Mass Modify Position Request

1. Select individual rows in the group, or click the 'Select All' toggle
2. Select **'Approve'** from the Approval Action drop down menu
3. Click on '**Apply'**
   Once the Mass Modify Position Request is approved, a confirmation page displays the information from the previous page in view only mode. Selecting the transaction link in each row will display the current stage in the approval path.
4. Click on the **'Exit'** button to return to the search menu

3.3 DENY MASS MODIFY POSITION REQUESTS

To deny a request

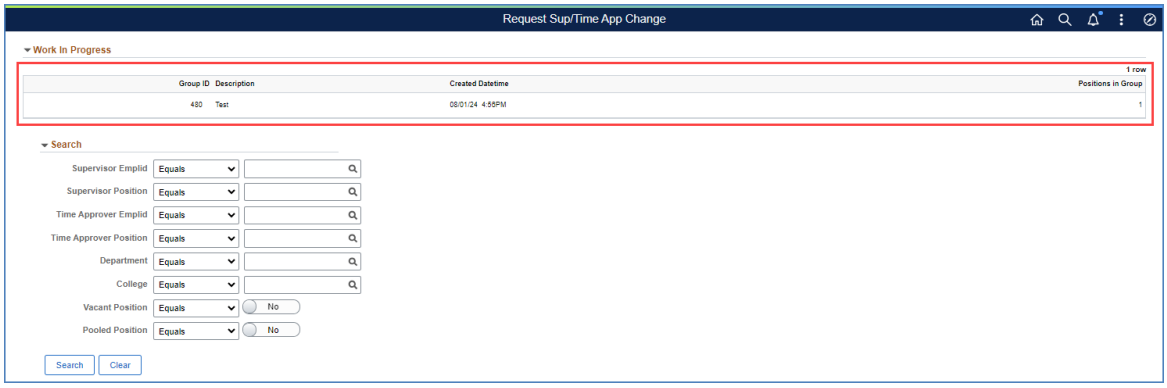
1. Select individual rows in the group, or click the 'Select All' toggle
2. Select **'Deny'** from the **Approval Action** dropdown menu
3. Click on **'Apply'**
   Once the transaction is denied, a confirmation page displays the information from the previous page in view only mode. Additionally, the initiator will receive an email notification regarding the denied request.
4. Click on the **'Exit'** button to return to the search menu

4. RETURN TO SAVED- MASS MODIFY POSITION REQUESTS

Initiators can return to saved a saved Mass Modify Position Request by accessing the specific transaction through the **Initiate Mass Modify Position Request** page. A new section will appear above the search criteria with the name '**Work in Progress'**.

To return to a saved Mass Modify Position request:

1. Select the saved group under the '**Work in Progress'** section



2. Positions selected within the saved group will be available for further editing of the supervisor and/or time approver.
3. Click on **'Save'**, to save the transaction for later, or **'Submit'** to submit the transaction for approval .

5. WITHDRAW- MASS POSITION MODIFY REQUESTS

Initiators can withdraw Mass Position Modify requests by accessing the specific transaction in the **Manage Position Create/Modify** page. Withdrawing the request cancels the request from all pending approvers. Initiators may withdraw a request up until final approval. These requests are stored for 30 days and may be cloned to create a new request.

How to withdraw a request:

1. Search for the group number of the request in the **Manage Mass Modify Position Request**
2. Select individual rows in the group, or click the 'Select All' toggle
3. Select 'Withdraw' from the **Approval Action** dropdown menu
4. Click on **'Apply'**

6. VIEW SUBMITTED REQUESTS

Pending approval requests are available for viewing in two areas:

- Pagelets
- Manage Position Create/Modify Requests

6.1 REQUESTS PENDING APPROVAL - PAGELET

Opening the MSS WorkCenter & Approvals tile on the UA Manager Self Service homepage

automatically displays a **pagelet** summary listing all transactions pending the individual approver's action.

- The **pagelet** provides a **Transaction Type** link which will open the transactions of that type requiring the user's approval. Each transaction type displays a total count of transactions available for approval.
- To work on Mass Management Position Requests, click on **'Mass Management Position'** which will be listed on the pagelet if transactions are pending approval.

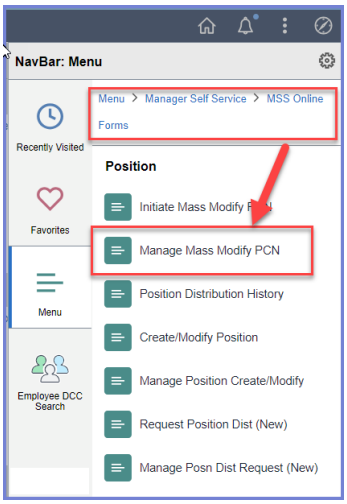
  Note: If a transaction type link is displayed on the pagelet, it means no requests are available for approval at this time.

6.2 MANAGE MASS MODIFY POSITION REQUESTS

The **Manage Mass Modify Position Request** allows users provisioned with the UAccess Employee Position Cross-Reference role to view Mass Modify Position Requests that are pending, approved, denied or withdrawn.

To access Manage Mass Modify Position:

1. Click on the '**Main Menu'** tab
2. Click on the '**Manager Self Service'** menu item
3. Click on **'MSS Online Forms'**
4. Click on **'Manage Supervisor/Time Approve'**



Alternatively, Manage Mass Modify Position can be found within the Manage MSS

Transactions Tile:

1. Click on the Manage MSS Transactions Tile

2. Click on Position
3. Click on Initiate Mass Modify Position Request

The Search dialog box provides a lookup field to search for the group number of transactions.

1. Enter the group number
2. Click on the **Search** button
3. Click on the group number associated with the search to access specific transactions

   NOTE: The user's role and current approval step will determine whether the record is view only or available for withdrawal, approval or denial.

4. SCENARIOS – WORKFLOW PATHS

The following examples describe the workflow paths a user may encounter when initiating or approving a transaction.

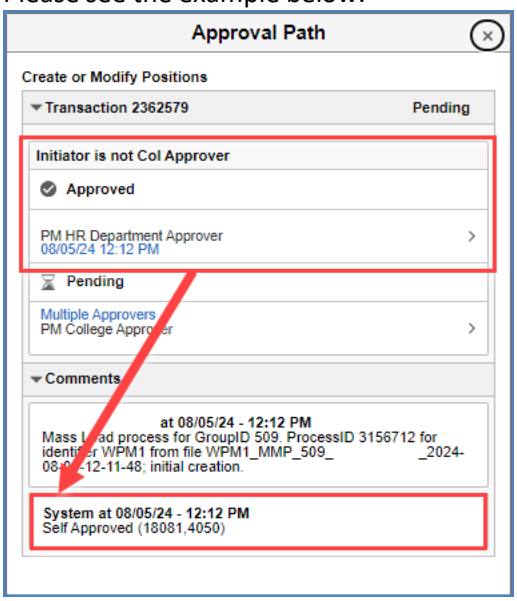
SELF APPROVAL

Initiator with HR Dept, College Reviewer or College approval role(s) self approves when the request is submitted.

HR Department Approver initiating a request

- The request automatically receives HR Department level approval

Please see the example below:

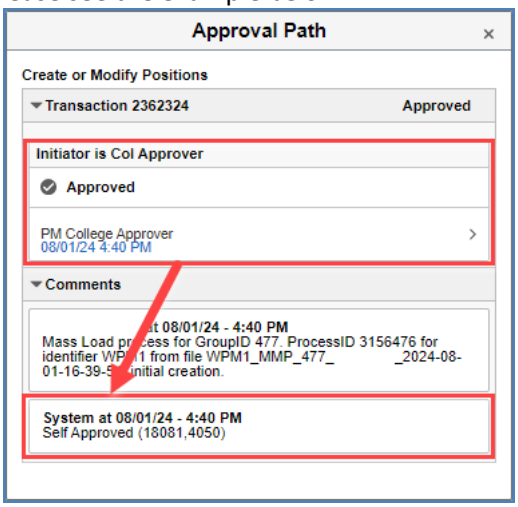


COLLEGE INITIATES A REQUEST

College initiates a request

- The HR Department Approvers are notified of the change via email.
- The request will automatically receive final approval.

Please see the example below:

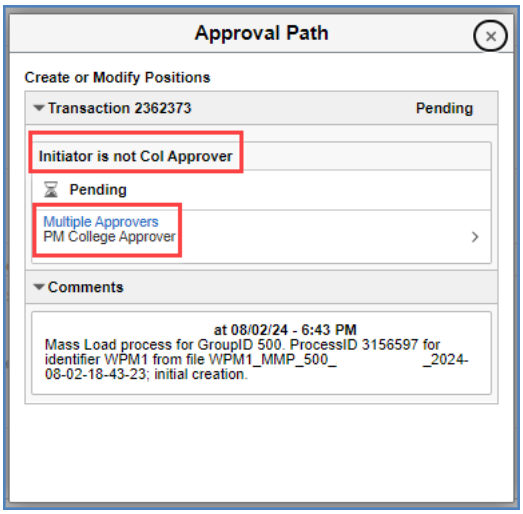


SKIPPED STEPS

The system skips steps if it does not find approvers

- Steps are skipped if no one is assigned to an approval role
- At least one approver is required for the path

Please see the example below:

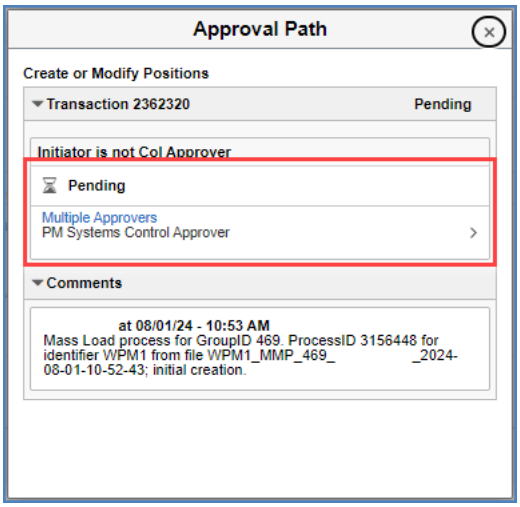


NO APPROVERS FOUND

Transactions routed to an Error Step if no approvers assigned

- All steps are skipped if no approvers are assigned
- A Workforce Systems Approver will troubleshoot the transaction

Please see the example below:



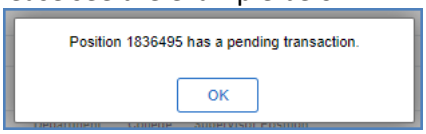
5. ERROR/WARNING MESSAGES

The following examples describe the error or warning messages a user may encounter when initiating or approving Mass Supervisor/Time App transactions.

Position _____ has a pending transaction

This error is created when a selected position within a group currently has a pending Modify Position transaction. You must deselect that individual/position before continuing.

Please see the example below:



6. CONTACT INFORMATION

If you are experiencing problems or just have questions about the Manager Self Service Mass Modify Position, please contact us at 520-621-3664 or email us at employeeselfservice@arizona.edu.