



THE UNIVERSITY OF ARIZONA
Human Resources



DCC Rollover

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS

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1. GUIDE OVERVIEW

Designated Campus Colleagues (DCC) relationships must be renewed on an annual basis to avoid interruption of access to services.

This guide outlines the Manager Self Service (MSS) – DCC Year-End Dept. Rollover process to End/Extend multiple DCC relationships for individuals up to but no later than June 30th of every Fiscal Year.

1.1 DCC ROLLOVER INFORMATION

- The DCC rollover process requires action from the sponsoring department to prevent the relationship from expiring.
- DCC rollover requests may be submitted 90-days prior to the end of the current fiscal year.
- The DCC Year-End Dept. Rollover process to End/Extend multiple DCCs does not provide the ability to add attachments.
 - Please submit transactions requiring attachments using the “Modifying Existing DCC” request page in MSS. Please see the [Designated Campus Colleague Guide](#) for detailed instructions.

2. IMPORTANT DATES AND DEADLINES

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

3. MSS DCC YEAR-END DEPT ROLLOVER

This section outlines the process to initiate and submit DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

3.1 NAVIGATION – CREATE MSS DCC YEAR-END DEPT ROLLOVER LIST

Manager Self Service > MSS Online Forms > People > DCC Year-End Dept. Rollover

DCC Year-End Dept Rollover

Enter any information you have and click Search. Leave fields blank for a list of all values.

Sponsoring Deptid:

3.2 CREATE DCC ROLLOVER LIST

- Enter the **DeptID** of the Sponsoring Department
- Click **Search**
 - This displays a list of individuals who currently have DCC relationships (this includes only DCCs whose expiration dates are within 30 days of the current date).

The screenshot shows a web form titled "DCC Year-End Dept Rollover". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below that is a "Search Criteria" section with a dropdown menu set to "begins with" and a text input field containing "0020". At the bottom of the form are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is highlighted with a red box, and the "0020" input field is also highlighted with a red box.

- **DCC not appearing in the list?**

DCC relationships with expiration dates that go back more than 30-days from the current date may be extended by using the "MSS -Campus College Request". This form allows the selection of the "Modify Existing Relationship" and "Add Relationship" options to extend DCC relationships. Please see the [Designated Campus Colleague Guide](#) for detailed instructions.

- A new DCC agreement must be accepted by these individual(s) for the relationship(s) to be recognized in the UAccess Employee, Analytics and EDS systems.

3.3 EXTENDING DCC END DATES

Once the DCC Year-End Rollover List appears, the New Expiration dates can be entered for individuals continuing their DCC relationship (not to exceed 6/30 fiscal year end date).

1. Enter the **New Expiration Date** for individual(s) who will continue DCC relationships with Sponsoring Departments
 - Transaction Pending? The DCC expiration dates can be updated for the full or partial list of individuals displayed. If a partial list is submitted, the record(s) updated will display a check mark in the "Transaction Pending?" box. The remaining DCC expiration dates are available for update.
 - Expired Visa – DCC Expiration dates cannot be extended beyond the VISA EXP DT. by way of the DCC list. Use the MSS DCC Modify request to extend both the end date and the visa status expiration date.
2. Click **Submit** to route the list for approval

 Campus Colleague Year-End Rollover

Sponsoring DeptId:

Enter new expiration date, or leave blank to skip

Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Visa Type	Visa Exp Dt	Transaction Pending?
		Associate	07/01/2006	06/30/2017	06/30/2018 <input type="text"/>			<input type="checkbox"/>
		Associate	12/03/2013	06/30/2017	<input type="text"/>	F1	01/13/2017	<input type="checkbox"/>
		Associate	01/03/2014	06/30/2016	06/30/2017			<input checked="" type="checkbox"/>

4. APPROVING / DENYING REQUESTS

This section outlines the process to approve/deny DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

4.1 NAVIGATION – APPROVE/DENY MSS DCC YEAR-END DEPT ROLLOVER LIST

Campus Colleague (DCC) requests pending approval can either be accessed through the **Pagelet** or the **Manage DCC Year-End Rollover** page. Once the page is open, follow the instructions in the next Section.

- **Pagelet:**

MSS Approval Summary

Transaction Type	Count
Additional Jobs - Student	1
DCC New/Additional	1
DCC Y/E Rollover	2
Daily Grad NOA Activity	1
I9	1
New Hire Request	1
Position Distribution	8
Position Management	3
Terminations	2
Title Management	1

- **Navigation to Open Page Directly:**
 - Manager Self Service > MSS Online Forms > People > Manage DCC Year-End Rollover
 - Enter the **DeptID** of the Sponsoring Dept to see current list to Approve/Deny

4.2 HOW TO APPROVE/DENY DCC YEAR-END REQUESTS

Once the Manage DCC Year-End Rollover page is open, follow the instructions below to Approve/Deny DCC requests on the list.

1. Check the appropriate box for each DCC on the list
 - a. Select the **Mark for Approval** box to approve the extended end dates for the individual(s) listed
 - b. Select the **Mark for Denial** box to deny the extended end date for the individual(s) listed
2. Click on the **Approve/Deny as Marked** button when finished selecting approve or deny for the individual(s) listed

Note: Users are able to approve/deny partial lists. They may return to the list and continue to approve/deny individual(s) at a later time if needed.

See example below:

Manage Campus Colleague Year-End Rollover

Sponsoring Deptid: XXXXX

Check Approve or Deny (or leave blank to skip)

Trans Nbr	Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Mark for Approval	Mark for Denial
743397	XXXXXX	XXXXXX	Volunteer	01/08/2010	06/30/2017	06/30/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
743398	XXXXXX	XXXXXX	Associate	07/01/2006	06/30/2017	06/30/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Approve/Deny as Marked

Cancel

5. DCC TYPES AND CATEGORY CODES

A [Designated Campus Colleague \(DCC\) matrix](#) which provides a quick glance of descriptions and available services for each of the DCC categories and sub-categories is available on the [Workforce Systems website](#).

6. QUESTIONS???

Contact Workforce Systems at (520) 621-3664 or WorkforceSystems@email.arizona.edu

