



Manager Self Service – Job Data  
Quick Reference Guide

May 1, 2012



## CONTENTS

---

Job Data Initiator .....	3
Who Can Access the Job Data request Document .....	3
Navigating the Manager Self Service Menu .....	4
How to Navigate to the Job Data Request Document .....	4
Initiating Requests .....	5
How To Create A New Job Data Change Request.....	6
Search Match .....	6
Position Assignment Change .....	8
1. Jobs Selected for Change - Header .....	10
2. Selected Jobs .....	11
3. Position Job Attributes.....	11
4. Compensation Changes .....	12
5. Other Jobs Not Selected.....	13
6. Attachments .....	14
7. Comments .....	15
8. Return to Search.....	15
9. Save for Later.....	16
10. Submitting Job Data change Request for Approval.....	16
11. Exit .....	17
How to Modify Job Attributes.....	17
1. Select Job to Modify.....	18
2. Selected Jobs Section .....	18
Position Life Cycle Change .....	19
Selected Jobs section .....	20
Approving/Denying Requests.....	21
How to Approve Job Data Change Requests.....	21
1. Approving Job Data Change Request.....	21
2. Confirming Approved Request.....	22
3. Adding Ad Hoc Approvers and Reviewers.....	22
How to Deny Job Data Requests .....	24
Job Data Change Deny Confirmation .....	24
How to Return To Saved- Job Data Change Requests.....	25



How to Withdraw- Job Data Change Requests .....25

Viewing Pending Requests .....25

    1. How Approvers know Documents Are Pending Their Approval .....26

    2. How Initiators Know When Documents are Approved, Denied or Pending.....26

Scenarios – Workflow Paths .....28

Error/Warning Messages .....30

Contact Information .....30

## JOB DATA INITIATOR

---

### WHO CAN ACCESS THE JOB DATA REQUEST DOCUMENT

---

Each workflow document requires a minimum of two participants: an Initiator and an Approver.

Systems Control will be included as an approver for these transactions. They will be the final approval on these transactions prior to the data entering the system.

Initiating or creating a document requires either one of these roles:

- Position Cross-Reference access

Documents require between one and six approvers:

- Business Approvers
  - HR Department
  - College Reviewer
  - College Approvers
    - College/Division Approver
    - College Flex
- Executive/Administrative Approvers
  - Executive Approval
  - Provost
  - UA Central HR
  - Systems Control

College/Divisions determine the number of approval steps required.



## NAVIGATING THE MANAGER SELF SERVICE MENU

---

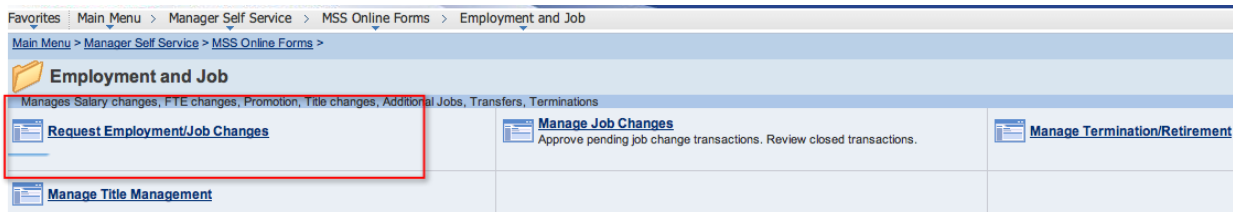
### HOW TO NAVIGATE TO THE JOB DATA REQUEST DOCUMENT

---

The Job Data Request Document is located in UAccess Employee – [www.uaccess.arizona.edu](http://www.uaccess.arizona.edu)

To access the document:

1. Click on the Manager Self Service menu item
2. Click on MSS Online Forms
3. Click on Employment and Job
4. Click on Request Employment/Job Changes





## INITIATING REQUESTS

---

The “Online Job Data Change” page allows the user to:

- **Change a Position Assignment**
  - This option requires a Position Number change and includes:
    - Internal Transfers within a department
    - Shifts within Student Groups A-D
    - Modifications to job attributes in conjunction with changes listed above
  - This action replaces the existing position number on the empl record selected
  
- **Modify Job Attributes**
  - The Position Number cannot be changed in this option. Field values available for update include:
    - FTE
    - Pay Rate
    - Expected End Date Change/Extensions
    - Contract Status (appointed only)
  - This choice allows changes to multiple job attributes on an existing position.
  
- **Position Life Cycles**
  - The Position and Department Number cannot be changed in this option.
  - A Job Title change is required for this action
  - This selection is used for Promotions within the same department.
  - Not available for Student’s Groups A-D

External department transfers, Graduate positions, additional jobs, supplemental compensation changes and leaves of absence will continue to require the submittal of hard copy Personnel Action Forms (PAFs) or Notice of Appointment/Reappointments.



## HOW TO CREATE A NEW JOB DATA CHANGE REQUEST

---

To start the process for initiating a Job Change Action:

Select “Job Data Change – New” from the “Transaction Type” dropdown list.



### Request Employment/Job Changes

Transaction type **Job Data Change - New**

Empl ID begins with

Last Name begins with

First Name begins with

ABOR Code begins with

Department begins with

UA Title begins with

---

### SEARCH MATCH

---

Enter the Employee information to perform a Search Match.

Click the “Search” Button to start Search Match.

**Request Employment/Job Changes**

Transaction type **Job Data Change – New**

Empl ID begins with

Last Name begins with

First Name begins with

ABOR Code begins with

Department begins with

UA Title begins with



A list of names meeting the search criteria will display below the “Request Employment/Job Changes” box if a perfect match is not found.

**Request Employment/Job Changes**

Transaction type: Job Data Change - New

Empl ID: begins with [ ]

Last Name: begins with [ boyd ]

First Name: begins with [ brandon ]

ABOR Code: begins with [ ]

Department: begins with [ ]

UA Title: begins with [ ]

**Search** **Clear**

EmplID	Last Name	First Name	UA Title	Department	Payroll Status
1 12345678	BOYD	BRANDON A	Business Analyst, Senior	7706	A
2 12345679	BOYD	BRANDON B	Student Group A	8009	A
3 12345676	BOYD	BRANDON C	Student Group A	8009	A
4 12345675	BOYD	BRANDON D	Graduate Assistant, Teaching	0441	A

### NO RESULTS

If the criteria entered does not match an existing employee record in the system, the search results box will not return any values as displayed.

**Request Employment/Job Changes**

Transaction type: Job Data Change - New

Empl ID: begins with [ ]

Last Name: begins with [ BOYD ]

First Name: begins with [ BRANDON ]

ABOR Code: begins with [ ]

Department: begins with [ ]

UA Title: begins with [ ]

**Search** **Clear**

EmplID	Last Name	First Name	UA Title	Department	Payroll Status
1					

below.



Re-enter the employee information to perform new search.

**Request Employment/Job Changes**

Transaction type: Job Data Change - New

Empl ID: begins with [ ]

Last Name: begins with [ boyd ]

First Name: begins with [ brenda ]

ABOR Code: begins with [ ]

Department: begins with [ ]

UA Title: begins with [ ]

**Search** Clear

### SEARCH RESULTS

If a person matches, click the “EmplID ” hyperlink to modify the selected employee’s job record.

EmplID	Last Name	First Name	UA Title	Department	Payroll Status
<a href="#">12345678</a>	BOYD	BRANDON A	Business Analyst, Senior	7706	A
<a href="#">12345679</a>	BOYD	BRANDON B	Student Group A	8009	A
<a href="#">12345676</a>	BOYD	BRANDON C	Student Group A	8009	A
<a href="#">12345675</a>	BOYD	BRANDON D	Graduate Assistant, Teaching	0441	A

Otherwise, click the “Clear” button to perform a new search.

**Request Employment/Job Changes**

Transaction type: Job Data Change - New

Empl ID: begins with [ ]

Last Name: begins with [ BOYD ]

First Name: begins with [ BRANDON ]

ABOR Code: begins with [ ]

Department: begins with [ ]

UA Title: begins with [ ]

Search **Clear**

### POSITION ASSIGNMENT CHANGE

\*\*\*Field descriptions, and standard features and functions such as links and buttons contained in this section may also apply to “Modify Job Attributes” and “Position Life Cycle” transactions.\*\*\*

To submit internal transfers within a department, shifts within Student Groups A-D, or to modify job attributes in conjunction with the previously listed changes—click on the “Position/Assignment Change” radio button.





**Online Job Data Change**

Empl ID: 12345678 Brandon Boyd

Select one of the following Actions:

**Position / Assignment Change**

\*Internal Transfers within a dept  
\*Shifts within Student Groups A-D.  
NOTE: This action will override an empl record replacing the existing position number. Job Attributes may also be modified.

**Modify Job Attributes**


\*FTE  
\*Pay Rate  
\*Expected End Date Change/Extensions  
\*Contract Status (appointed only)  
NOTE: This action allows changes to multiple job attributes on an existing position.

**Position Life Cycles**

\*Promotion within the same position. The title must change for the employee.  
NOTE: The same position number is kept within the same dept. Job attributes may also be modified.

**NOTE: External Dept Transfers, Graduate Positions, Additional Jobs, Supp Comp changes, and Leaves of Absence will still need to be completed by submitting a PAF/NOA to Systems Control.** [Position Life Cycle Document](#)

A warning is displayed when the “Position/Assignment Change” option is selected to warn the user that the existing position number will be replaced with the position number entered.

 **The job you select will be replaced with a new position number.**

Message Ref: 20026, 14

If an "additional job" is needed, please submit a PAF to systems control.

Select one of the jobs to replace with a new position number.

**Job/s Selected for Change**

Empl ID: 12345678 Brandon Boyd

Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0 2221234	Professor	0721	Cancer Center Division	FAC
<input type="checkbox"/>	1 1567812	Professor	0713	Medicine	FAC

Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.



Enter the Position Number that will replace the Position in the Empl Rcd/Job selected above. The magnifying glass can be used to lookup vacant or pool positions.

### Select New Position


For a Position / Assignment Change, you must first choose the new position number. Use the prompt below to select the new value.

Position Number

## 1. JOBS SELECTED FOR CHANGE - HEADER

### Requested Action

The “Requested Action” field displays the action selected on the “Online Job Data Change” page. Field value updates are based on the action selected; therefore, this may explain why some fields are not available on the form.



### Job/s Selected for Change

---

**Requested Action:**  **Transaction Number:**

**Effective Date:**  **Status:** Not Submitted

---

**Empl ID:** 12345678 **Brandon Boyd** **Citizen or Perm Resident?:**

**Pri/Home Dept:**  **Cancer Center Division**

**Benefit Program:**  **Full Benefit Elig - 12mo pay**

**Benefits Service Dt:**   **Override**

**Combined Hours / FTE (Actual):** 40.00 / 1.00

**Combined Hours / FTE (Proposed):** 40.00 / 1.00

[Request Personal Information Change](#)

[Request Position Distribution Change](#)

[Request Create/Modify Position](#)

[Request Title Management](#)

[Modification Comparison Link](#)

### Effective Date

The Effective Date on the “Position Assignment Change Request” page automatically defaults to the beginning of the current pay period. This is a required field and can be changed to reflect future dates up to 30-days in advance. Enter the transaction effective date if different than the populated value. Retroactive dates will require special instructions from Systems Control.

### Primary/Home Dept

The Primary/Home Dept is an updateable value on this form, and is also available for updating in the Personal Information and UA Title Management forms.

### Modification Comparison Link



The “Modification Comparison Link” is not available until the form is saved or submitted. This field will display current and proposed values—the functionality is similar to that of other MSS forms.

**Other Links**

Links are available to navigate to other MSS forms.

**2. SELECTED JOBS**

**Title Attributes**

The Job and UA Titles displayed in the “Selected Jobs” section of the “Job/s selected for Change” page are view only fields and cannot be updated. Users have the ability to change the “Alternate Title” in this section. The Alternate Title appears on the employee’s time sheet and can be different than the UA or Job Titles.

**3. POSITION JOB ATTRIBUTES**

**Job FTE**

The employee’s current “Job FTE” is displayed and is available for updating.

**Retro FTE**

The “Retro FTE” must be selected to enter an effective date in the “Header” section of this page that goes beyond two pay periods in the past.



### Expected End Date (EED)

The EED field is pre-populated with the current value in the employee’s position but can be updated. If an EED is added or deleted the EED Action Reason will appear as an updateable field and will be required.

### Position Type Code

The “Position Type Code” field will only appear if the position entered for the employee is Classified Staff.

### Class Indc

The Class Indicator field, which drives object codes and ERE rates, is filled with the current value in the position selected—and, it is available for updating.

### Benefits Information

The Benefits Eligibility information pre-populates with the employee’s current benefits status; however, the user has the ability to change it. Changes will be routed to Central HR.

**Position / Job Attributes**

Job FTE: 1.000  Retro FTE

Expected End Date: [ ] EED Action Reason: [ ]

Position Type Code: N/A

Class Indc.: Classified Staff Salary

Contract Length: Fiscal

Pay Group: FAC

Benefits Information:  Benefits Eligible  Not Benefits Eligible

Empl Type: Salaried

Empl Class: None - Use Pay Group

FLSA Status: Nonexempt

Supv Posn: 98765433 John Smith

Time Apprv: 98765433 John Smith

⚠ Status Changed

## 4. COMPENSATION CHANGES

The fields in the Compensation section of “Position Assignment Changes” default to blanks and require users to update the information.

**Compensation**

Comp Freq: [ ]

Institutional Base Rate (Actual): 320000.000  
Institutional Base Rate (Proposed): 320000.000

Rate Code	Seq	Comp Rate	Chg Amt	Chg %	Reason
[ ]	0	[ ]	[ ]	0.00%	[ ]

Confirm Compensation Allow Multiple Salary Lines?:  Pay Range

### Institutional Base Rate

The Institutional Base Rate is displayed before (Actual) and after (Proposed) the Comp Rate is changed.



### Rate Code

When the rate code is selected from the dropdown list, the Comp Rate will automatically prefill with the old salary/wage rate.

### Compensation Change Options

Three options are available for changing compensation, the user can enter either the Compensation Rate, Change Amount or the Change Percent, and an auto-calculation and field update will be performed for the two remaining fields.

### Reason for Compensation Change

The reason for the compensation change must be selected before the compensation change options are available for updating

### Adding Multiple Compensation Rows

Users can click the “+” sign to add or the “-” (minus) sign to remove compensation rows for transactions such as components of pay where a base pay amount is listed in one row and the Component of Pay is listed in another. Additionally, “Allow Multiple Salary Lines” is available for SAL and SAL9 Rate Codes and can be used to capture more than one increase type for the same effective dated period, i.e. a market increase of \$1,000 and a merit increase of \$2,000.

### Pay Range Link

The Pay Range link displays the minimum, midpoint and maximum of a the paygrade for Classified Staff jobs.

### Confirm Compensation

The Confirm Compensation button must be clicked once the “Compensation” section is complete.

The screenshot shows the 'Compensation' form with the following details:

- Comp Freq: H
- Institutional Base Rate (Actual): 320000.000
- Institutional Base Rate (Proposed): 322000.000
- Table with columns: Rate Code, Seq, Comp Rate, Chg Amt, Chg %, Reason
- Table Row 1: SAL, Annualized Salary, 0, 322000.00, 50000.00, 18.4%, Additional Duties
- Buttons: Confirm Compensation, Allow Multiple Salary Lines? (checkbox), Pay Range

## 5. OTHER JOBS NOT SELECTED

Information related to multiple jobs held by an employee, but not selected for a change, will appear in this section.



**Other Jobs Not Selected**

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

**Attachments**

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

**Additional Human Resources Information**  
[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later Submit Exit

## 6. ATTACHMENTS

Attachments may be required based on specific field value changes and associated business rules.

Initiators and Approvers may upload and remove attachments to and from request while the transaction is pending. Attachments for Job Data Change requests can only be viewed by anyone who has access as an initiator or approver for the transaction. Once the transaction has been approved the documents are no longer available for viewing. This is due to the sensitive nature of the Visa documents.

To Add an Attachment:

1. Click the “Add Attachment” link.
2. Click the “Browse” button and navigate to your saved document for uploading. Select the document.
3. Once the document path has loaded, click “Upload”.
4. The document will display with the description and document extension type.

To View an Attachment:

1. Click the link in the “View Attachment” column for the document you wish to view.
2. The document will open up in a separate window.

To Delete an Attachment:

1. Select the radio button next to the attachment you want to remove.
2. Click the “Delete Attachment” link.
3. A confirmation message will say “Attachment Deleted Successfully.”



Other Jobs Not Selected

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

**Attachments**

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

**Additional Human Resources Information**

[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later Submit Exit

## 7. COMMENTS

Comments and attachments are available in all MSS requests. Business rules will determine if the comment field is required for specific transactions.

Other Jobs Not Selected

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

**Attachments**

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

**Additional Human Resources Information**

[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later Submit Exit

## 8. RETURN TO SEARCH

Navigates back to the initial “Request Employment/Job Changes” page and changes will not be saved.



Other Jobs Not Selected

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

Attachments

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

Additional Human Resources Information

[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later Submit Exit

## 9. SAVE FOR LATER

Allows the user to save the transaction and retrieve it later by selecting the “Job Data Change – Return to work in progress” from the dropdown “Transaction Type” list in the initial “Request Employment/Job Changes” page.

Other Jobs Not Selected

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

Attachments

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/> View Attachment		

+ Add Attachment - Delete Attachment

Additional Human Resources Information

[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later Submit Exit

## 10. SUBMITTING JOB DATA CHANGE REQUEST FOR APPROVAL

The Submit button finalizes the transaction and sends it to the first path in the workflow.





To submit the Job Data Change request for approval.

1. Click on the “Submit” button

**Other Jobs Not Selected**

Request Comments (2000 char)

Submitted by: Last Updated By:  
Submit Date: Last Update:

**Attachments**

Attach documents here.

View Attachment	Description	Attached File
<a href="#">View Attachment</a>		

+ Add Attachment - Delete Attachment

**Additional Human Resources Information**

[Career Progression Form](#)  
[Criminal Background Check Request](#)  
[Employment Transaction Requirements](#)

Return to Search Save for Later **Submit** Exit

---

## 11. EXIT

---

The request can be cancelled by clicking on the “Exit” button.

## HOW TO MODIFY JOB ATTRIBUTES

---

\*\*\*See the “Position Assignment Change” section for descriptions of standard features, functions and fields. \*\*\*

Click on the “Modify Job Attributes” radio button to change one or more of the following job attribute(s) without changing the position number on the employee’s job record:

- FTE
- Pay Rate
- Expected End Date
- Contract Status (appointed only)



## Online Job Data Change

---

**Empl ID:** 12345678    **Brandon Boyd**

**Select one of the following Actions:**

**Position / Assignment Change**

\*Internal Transfers within a dept  
 \*Shifts within Student Groups A-D.  
 NOTE: This action will override an empl record replacing the existing position number. Job Attributes may also be modified.

**Modify Job Attributes**

\*FTE  
 \*Pay Rate  
 \*Expected End Date Change/Extensions  
 \*Contract Status (appointed only)  
 NOTE: This action allows changes to multiple job attributes on an existing position.

**Position Life Cycles**

\*Promotion within the same position. The title must change for the employee.  
 NOTE: The same position number is kept within the same dept. Job attributes may also be modified.

**NOTE: External Dept Transfers, Graduate Positions, Additional Jobs, Supp** [Position Life Cycle Document](#)  
**Comp changes, and Leaves of Absence will still need to be completed by**  
**submitting a PAF/NOA to Systems Control.**

---

### 1. SELECT JOB TO MODIFY

---

## Job/s Selected for Change

---

**Empl ID:** 12345678    **Brandon Boyd**

Emp/ Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0 2221234	Professor	0721	Cancer Center Division	FAC
<input type="checkbox"/>	1 1567812	Professor	0713	Medicine	FAC

Customize | | 1-2 of 2

**Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.**

---

### 2. SELECTED JOBS SECTION

---

#### Alternate Title

Users have the ability to change the “Alternate Title” in this section. The Alternate Title appears on the employee’s time sheet and can be different than the UA or Job Titles.



### Title Contract Status (Faculty/Appointed)

To change an employee’s title contract status, select the appropriate value from the dropdown list. The list will only display for employee’s with faculty and appointed job titles based on the ABOR code.

### Granted Date

To change the “Tenure or Continuing” granted date, enter the new value in a mm/dd/yyyy format.

The screenshot shows a web interface titled "Selected Jobs" with a search bar at the top right containing "Find First 1 of 1 Last". Below the title bar, there are summary statistics: "Empl Rcd Nbr: 0", "Payroll Status: Active", and "Incumbent Count: 1". A horizontal line separates this from the main data area. Underneath, "Position Number: 1868127" and "Dept: 0721 Cancer Center Division" are displayed, with a link for "Position Cross-Reference". A section titled "Title Attributes" follows. It contains several fields: "Job Title: Jobcode 117361" with a dropdown menu showing "Professor"; "Alternate Title:" with a text input field containing "Professor"; "Title Contract Status (Fac):" with a dropdown menu showing "Tenured"; and "Granted Date:" with a date input field showing "07/01/2009" and a calendar icon. Below these, "UA Title: UA Title T10985" is shown with a dropdown menu containing "Professor, Medicine". On the right side of the form, "ABOR: Faculty" is displayed. Red boxes highlight the "Title Contract Status (Fac)" dropdown, the "Alternate Title" text field, and the "Granted Date" date field.


## POSITION LIFE CYCLE CHANGE

\*\*\*See the “Position Assignment Change” section for descriptions of standard features, functions and fields. \*\*\*

New position numbers are not required for changes where the overall position assignment and organizational structure remain the same. Position Life Cycles are Title Changes that are initiated as a result of other actions such as promotions, movement along a ladder series or track, Classified Staff reclassifications, etc.

To submit a change in an employee’s job title within the same department and position number—click on the “Position Life Cycle” radio button.





### Online Job Data Change

---

**Empl ID:** 12345678    **Brandon Boyd**

**Select one of the following Actions:**

**Position / Assignment Change**

\*Internal Transfers within a dept  
\*Shifts within Student Groups A-D.  
NOTE: This action will override an empl record replacing the existing position number. Job Attributes may also be modified.

**Modify Job Attributes**


\*FTE  
\*Pay Rate  
\*Expected End Date Change/Extensions  
\*Contract Status (appointed only)  
NOTE: This action allows changes to multiple job attributes on an existing position.

**Position Life Cycles**

\*Promotion within the same position. The title must change for the employee.  
NOTE: The same position number is kept within the same dept. Job attributes may also be modified.

**NOTE: External Dept Transfers, Graduate Positions, Additional Jobs, Supp Comp changes, and Leaves of Absence will still need to be completed by submitting a PAF/NOA to Systems Control.**    [Position Life Cycle Document](#)

Only one job may be selected for the Position Life Cycle action.



### Job/s Selected for Change

---

**Empl ID:** 12345678    **Brandon Boyd**

Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0 2221234	Professor	0721	Cancer Center Division	FAC
<input type="checkbox"/>	1 1567812	Professor	0713	Medicine	FAC

   **Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.**

---

#### SELECTED JOBS SECTION

Enter or use the magnifying glass to update the UA and Job Title fields—changing the titles is a requirement of this action. All the other attributes are the same as the Modify Job Data actions.



**Selected Jobs** Find First 1 of 1 Last

Empl Rcd Nbr: 0 Payroll Status: Active Incumbent Count: 1

Position Number: 1868127 Dept: 0721 Cancer Center Division [Position Cross-Reference](#)

**Title Attributes**

Job Title: [Jobcode 117361](#)  
Professor

Alternate Title: Professor

Title Contract Status (Fac): Tenured Granted Date: 07/01/2009

UA Title: [UA Title T10985](#) ABOR: Faculty  
Professor, Medicine Request New UA Title ?

## APPROVING/DENYING REQUESTS

### HOW TO APPROVE JOB DATA CHANGE REQUESTS

Job Data Change requests pending approval can either be accessed through the “pagelet” or the “Manage Job Changes” page. The option to approve a request will only appear if the user has both the appropriate approval role and is the next step in the approval chain.

#### 1. APPROVING JOB DATA CHANGE REQUEST

To approve a Job Data Change request  
✚ Click on the “Approve” button

#### Job Attributes Change

Job Number 0, Position Number 1860662, HR Dept Number 0783: Pending [View/Hide Comments](#)

**Staff and Faculty Approvals**

Skipped: No Approvers Found  
JC HR Dept Approver

Pending: Multiple Approvers  
JC College Reviewer

Not Routed: Rose Flowers  
Some Approver

Not Routed: Multiple Approvers  
Systems Control

**Comments**  
PCANTU at 5/10/2012 - 1:04 AM  
she agrees

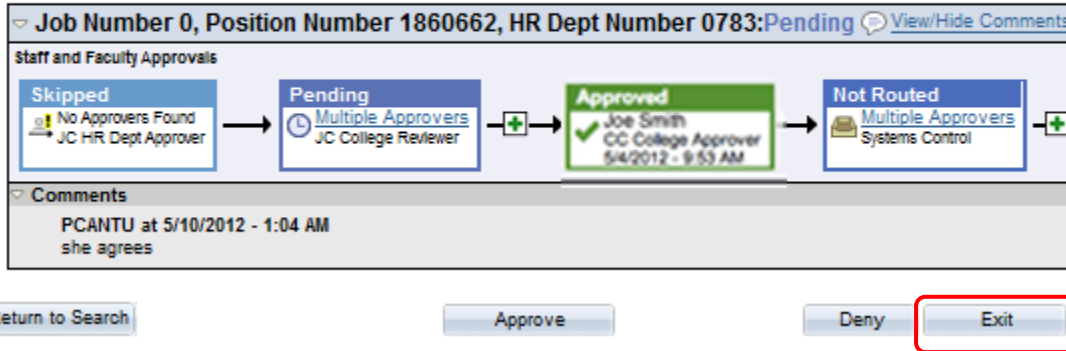
Return to Search **Approve** Deny Exit

## 2. CONFIRMING APPROVED REQUEST

Once the Job Data request is approved, a confirmation page displays the information from the previous page in view only mode. The “green box” in the process monitor (the rectangular boxes on the bottom of the page) shows that the first approval step has been satisfied.

1. Click on the “Exit” button to return to the search menu.

### Job Attributes Change



Job Number 0, Position Number 1860662, HR Dept Number 0783: Pending [View/Hide Comments](#)

Staff and Faculty Approvals

Skipped: No Approvers Found, JC HR Dept Approver

Pending: Multiple Approvers, JC College Reviewer

Approved: Joe Smith, CC College Approver, 5/4/2012 - 9:53 AM

Not Routed: Multiple Approvers, Systems Control

Comments: PCANTU at 5/10/2012 - 1:04 AM she agrees

Buttons: Return to Search, Approve, Deny, Exit

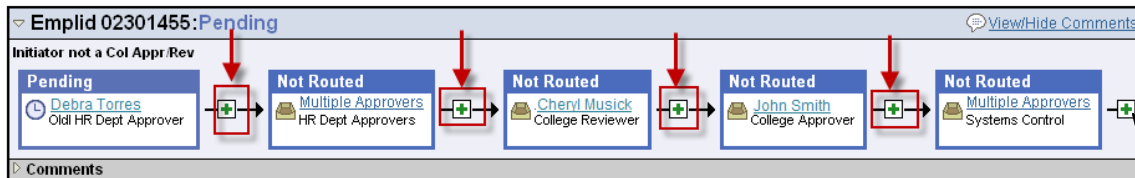
## 3. REVIEWERS

### ADDING AD HOC APPROVERS AND

Ad hoc approvers and reviewers can be added by HR Department, College Reviewers and College Approvers at any step following an approval step in the chain. For example, the HR Department can add an ad hoc approver or reviewer after the College Reviewer or College Approver steps. Note: the Ad hoc “Approver” will stop the routing flow until the user takes action—the Ad hoc “Reviewer” notifies the user of the transaction and does not require approval.

To add an ad hoc approver or reviewer:

1. Click on the + sign to the right of the approval step the ad hoc step will follow.
  - o Do **NOT** add an **AHDOC APPROVER** after the Systems Control Step. Systems Control is the final step in the workflow and will deny requests that include an adhoc APPROVER after their step. **\*\*Users may however add adhoc REVIEWER's after systems control step if needed.**



Emplid 02301455: Pending [View/Hide Comments](#)

Initiator not a Col Appr/Rev

Pending: Debra Torres, Oldl HR Dept Approver

Not Routed: Multiple Approvers, HR Dept Approvers

Not Routed: Cheryl Musick, College Reviewer

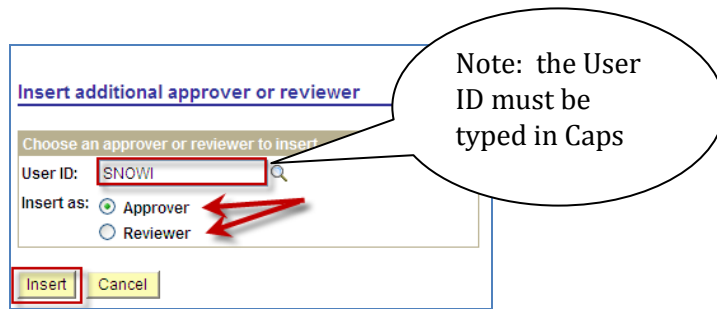
Not Routed: John Smith, College Approver

Not Routed: Multiple Approvers, Systems Control

Comments

2. This will activate the “Insert additional approver or reviewer” window.
  - a. Type in the user id for the ad hoc approver or reviewer
    - a. See Approver/Reviewer Search below if the user id is unknown
  - b. Click on either the “Approver” or the “Reviewer” radio button
  - c. Click on the “Insert” button

Do **NOT** add **APPROVERS** after Systems Control Step



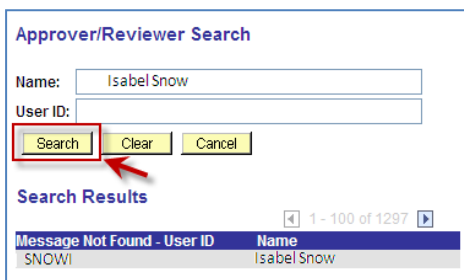
### 3. Approver Reviewer Search

The magnifying glass in the “Insert additional approver or review” window will activate the “Approver/Reviewer Search” option (see previous section)

1. Type the user’s name or user ID
2. Click on the “Search” button  
A list of users meeting the search criteria will appear
3. Select the ad hoc approver or reviewer by clicking on the individual’s name or user id.

The “Insert additional approver or reviewer” window will reappear

4. Click on either the “Approver” or the “Reviewer” radio button
5. Click on the “Insert” button





## HOW TO DENY JOB DATA REQUESTS

The option to deny a request appears if the user has both the appropriate approval role and is the next step in the approval chain.

To deny a request

1. Type the reason for denial in the comments section
2. Click on the “Deny” button

### Job Attributes Change

The screenshot shows a workflow for a job data change request. The title is "Job Number 0, Position Number 1860662, HR Dept Number 0783: Pending". The workflow consists of four steps: 1. "Skipped" (No Approvers Found, JC HR Dept Approver), 2. "Pending" (Multiple Approvers, JC College Reviewer), 3. "Not Routed" (Rose Flowers, Some Approver), and 4. "Not Routed" (Multiple Approvers, Systems Control). Below the workflow is a "Comments" section with the text: "PCANTU at 5/10/2012 - 1:04 AM she agrees". At the bottom, there are four buttons: "Return to Search", "Approve", "Deny" (highlighted with a red box), and "Exit".

### JOB DATA CHANGE DENY CONFIRMATION

Once the Job Data Change request is denied, a confirmation page displays the information from the previous page in view only mode. The process monitor shows that the Job Data Change Request has been denied. Additionally, an email is sent to the initiator notifying him/her of the denied request.

1. Click on the “Exit” button to return to the search menu

### Job Attributes Change

The screenshot shows the same workflow as the previous image, but the status is "Denied". The title is "Job Number 0, Position Number 1867045, HR Dept Number 7706: Denied". The workflow steps are: 1. "Skipped" (No Approvers Found, JC HR Dept Approver), 2. "Skipped" (No Approvers Found, JC College Reviewer), 3. "Denied" (Rose Flowers, JC College Approver, 5/10/2012 - 9:36 AM), and 4. "Terminated" (Multiple Approvers, Systems Control). The "Comments" section is empty. At the bottom, there are four buttons: "Return to Search", "Deny", "Exit" (highlighted with a red box), and "Exit".



## HOW TO RETURN TO SAVED- JOB DATA CHANGE REQUESTS

---

Initiators have the ability to return to saved Job Data Change requests by accessing the specific employee in the “Request Employment/Job Changes” page. A new radio button will appear with description “Return to Work in Progress”. The user has the option to select a saved request for cloning up to 30 days after it was initially saved.

To return to a saved Job Data Change request:

1. Select the “Return to Work in Progress” dropdown menu



The screenshot shows the 'Request Employment/Job Changes' page. At the top, there is a dropdown menu labeled 'Transaction type' with the selected option being 'Job Data Change - Return to Work in Progress'.

Note: This action moves the transaction to the next page—to complete the form.

## HOW TO WITHDRAW- JOB DATA CHANGE REQUESTS

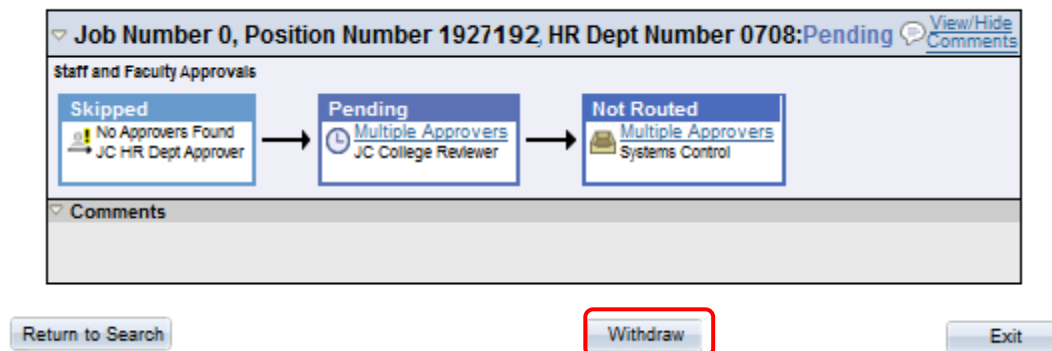
---

Initiators have the ability to withdraw Job Data Change requests by accessing the specific transaction in the “Manage Job Changes” page. Withdrawing the request essentially cancels the request from all pending approvers. Initiators may withdraw a request up until final approval. These requests are stored for 30.

How to withdraw a request:

1. Search for the request in the “Manage Job Changes” page.
2. Once transaction is selected and opened click the “Withdraw” button.

### Job Attributes Change



The screenshot shows the 'Job Attributes Change' page for a specific job. The job details are: Job Number 0, Position Number 1927192, HR Dept Number 0708, and the status is Pending. Below the job details is a workflow diagram under 'Staff and Faculty Approvals' showing three stages: 'Skipped' (No Approvers Found, JC HR Dept Approver), 'Pending' (Multiple Approvers, JC College Reviewer), and 'Not Routed' (Multiple Approvers, Systems Control). At the bottom of the page, there are three buttons: 'Return to Search', 'Withdraw' (highlighted with a red box), and 'Exit'.

## VIEWING PENDING REQUESTS

---

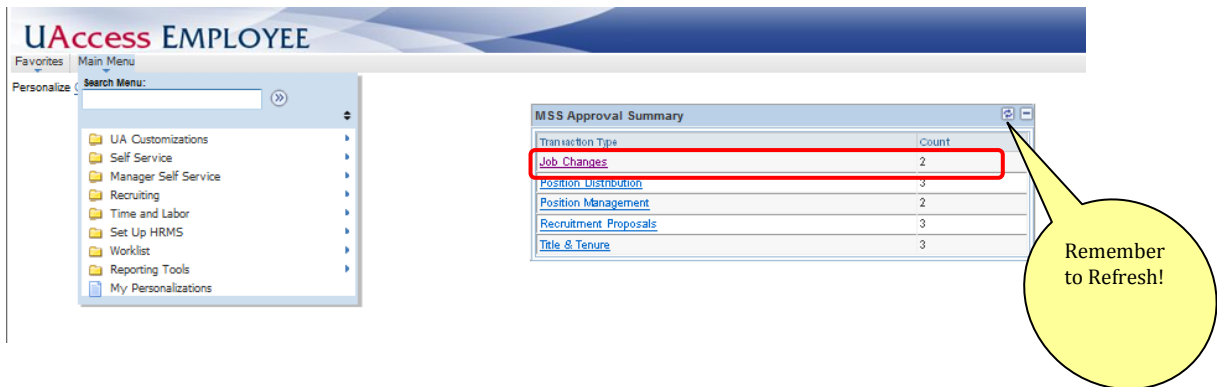
Pending approval requests are available for viewing in two formats:

- Pagelets
- Manage Job Change Requests

## 1. HOW APPROVERS KNOW DOCUMENTS ARE PENDING THEIR APPROVAL

The UAccess Employee main page automatically displays a “pagelet” summary listing the transactions pending the individual approver’s action.

- The “pagelet” provides a “transaction” link directly to the transactions requiring the user’s approval.
- Each transaction type displays a total count of transactions available for approval.
- Selecting the “home” key on the first tab on the upper right side of any page will return the user to the MSS Approval Summary Pagelet.



The screenshot shows the UAccess Employee main page. On the left is a navigation menu with categories like 'UA Customizations', 'Self Service', and 'Manager Self Service'. On the right is the 'MSS Approval Summary' pagelet, which is a table with two columns: 'Transaction Type' and 'Count'. The 'Job Changes' row is highlighted with a red box and has a count of 2. Other rows include 'Position Distribution' (3), 'Position Management' (2), 'Recruitment Proposals' (3), and 'Title & Tenure' (3). A yellow callout bubble with a black border points to the 'Job Changes' link and contains the text 'Remember to Refresh!'.

Note: if a transaction type link is not available, this means no requests are available for approval at this time.

- Once a user selects a transaction type from the MSS Approval Summary they are directed to the individual transaction pagelet.
- Additional details are displayed to facilitate the order with which the transactions are selected.

Pending Job Changes					
Effective Date	Employee Name	UA Title	HR DeptID	Action	Last Updated
2012-04-16	<a href="#">Bella, Stella</a>	Dean	7706	Modify Job Attributes	2012-04-19
2012-04-30	<a href="#">Terrier, Jake</a>	Secretary, Administrative	7706	Modify Job Attributes	2012-05-02

## 2. HOW INITIATORS KNOW WHEN DOCUMENTS ARE APPROVED, DENIED OR PENDING

The “Manage Job Changes” page allows users with the UAccess Employee Position Cross-Reference role to view Job Change requests that are approved, denied, pending or withdrawn.

The Search dialog box provides multiple options for accessing Job Data Change transactions.

1. Enter the Initiator NetID or other criteria listed in the Search dialog box
2. Click on the “Search” button  
A list of values that meet the search criteria will be displayed
3. Click on any of the values listed to access specific transactions
  1. The user’s role and current approval step will determine whether the record is view only or available for change or approval.



### Manage Job Changes

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

Find an Existing Value

Limit the number of results to (up to 300):

Transaction Number: =

Department: begins with

Effective Date: =

Empl ID: begins with

Last Name: begins with

First Name: begins with

Request Status: =

Initiator NetID: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



## SCENARIOS – WORKFLOW PATHS

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

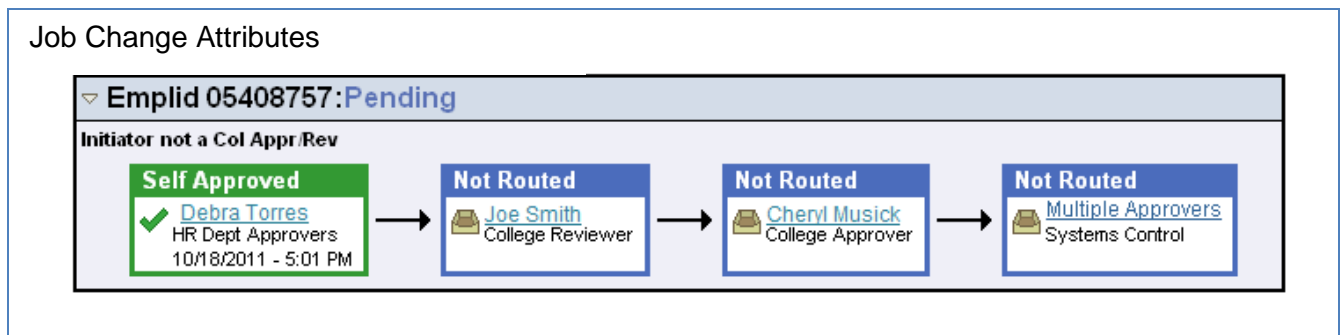
### SELF APPROVAL

Initiator with HR Dept, College Reviewer or College approval role(s)

- The step for the specific approval role automatically self approves when the request is submitted.

Please see the example below:

HR Department Approver initiating a request



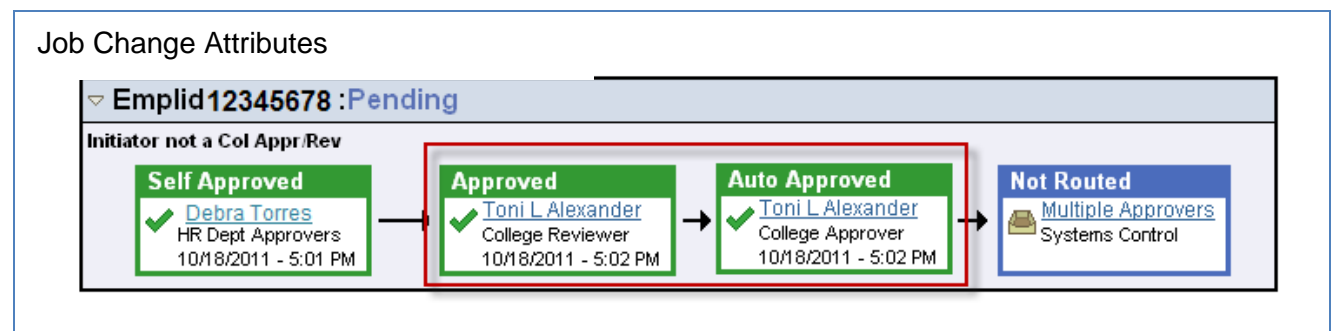
### AUTO APPROVAL

Approver listed on multiple steps in path(s)

- Multiple paths for the same approver are automatically approved on all steps.

Please see the example below:

College/Division approving a request where they are listed in multiple steps based on their approval roles.



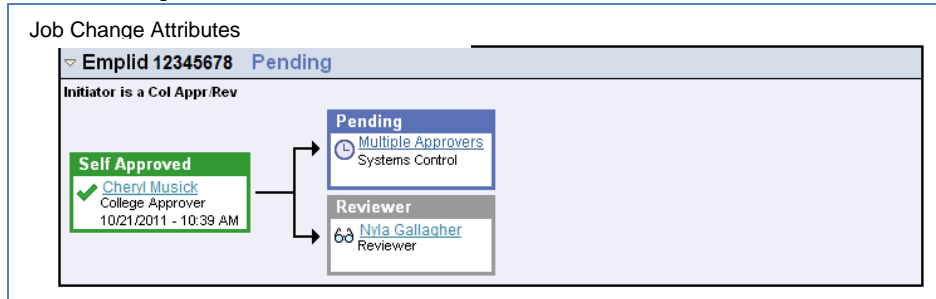


## COLLEGE INITIATES A REQUEST

College initiates a request

- The HR Department Approvers are notified of the change via email.
- The request will automatically route to Systems Control upon submission.

Please see the example below:

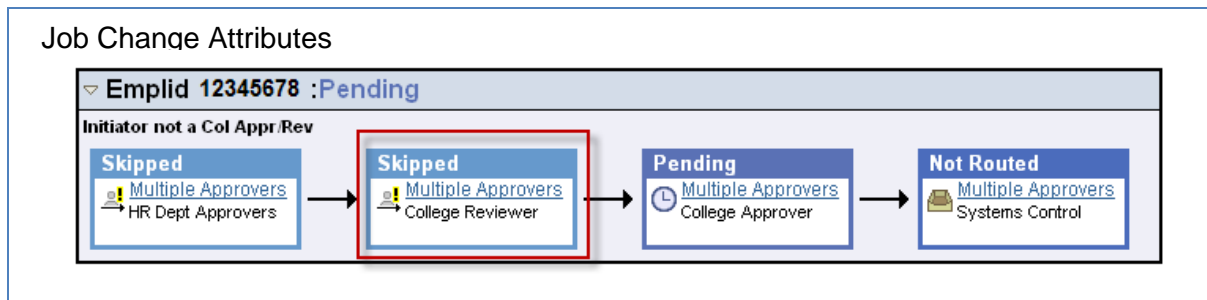


## SKIPPED STEPS

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 “HR Dept/College” approver is required for the path

Please see the example below:

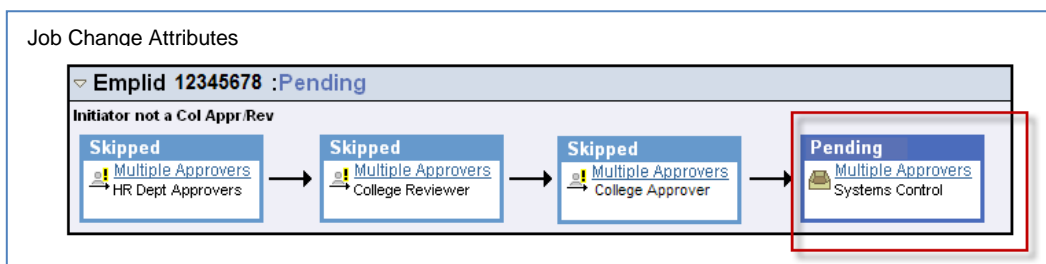


## NO APPROVERS FOUND

Transactions routed to an Error Step if no approvers assigned

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

Please see the example below:



## ERROR/WARNING MESSAGES

---

The following examples describe the error or warning messages a user may encounter when initiating or approving documents.

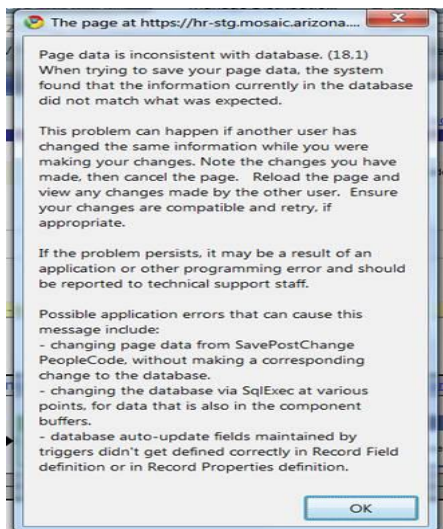
### ANOTHER APPROVER HAS TAKEN ACTION

---

A single step may have multiple approvers

- More than one approver can simultaneously review a transaction; however, only ONE can take action.

The following error message indicates another approver has already completed the step.



### REQUEST IS ALREADY PENDING

---

Only one request to change Job Data can be submitted at a time. The following error message indicates another request is pending approval. The transaction # is listed so users can look up the transaction in “Manage Job Change” and find who initiated the action. The initiator can withdraw the previous transaction if needed.



**A Job Change request is currently pending for this job.**

---

Message Ref: 20026 , 9

The pending request must be resolved before another request can be submitted.

Emplid 07706150, Job 0 is on transaction 348001.

Continue >>>

## CONTACT INFORMATION

---



If you are experiencing problems or just have questions about the Manager Self Service Campus Colleague Requests, please contact the Workflow Administrator.

#### WHO TO CALL????

---

E-mail is the best communication method for contacting the Workflow Administrator. The contact information is:

1. Abbie Montenegro – [abbiem@email.arizona.edu](mailto:abbiem@email.arizona.edu)
  - Phone: 520-235-7387