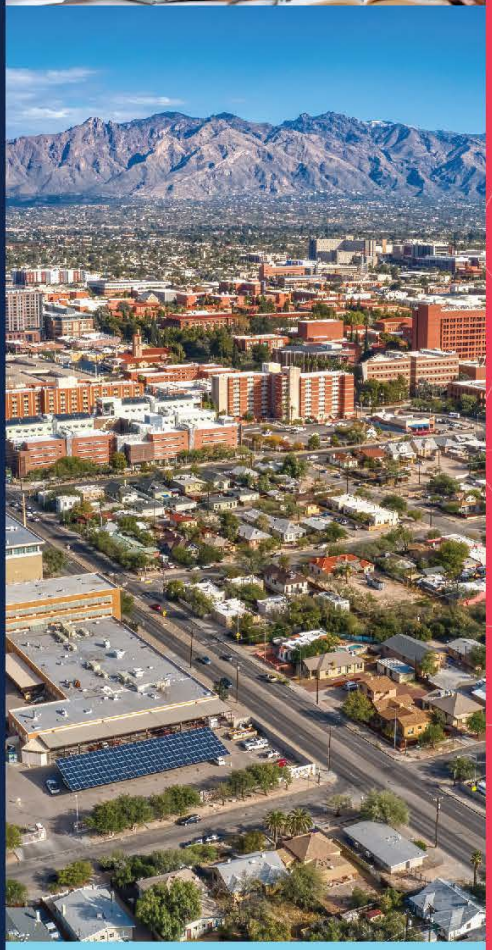
THE UNIVERSITY OF ARIZONA
HR Workforce Systems



MSS Position Management

Student Position

Create/Modify

MANAGER SELF SERVICE
QUICK REFERENCE GUIDE

QUESTIONS?

WORKFORCE SYSTEMS
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1.0 Overview

This guide outlines the process to create a new position or modify an existing position for student employees utilizing the Manager Self Service (MSS) Create/Modify Position Request transaction type in UAccess Employee. These are also referred to as **Position Management** requests.

The Student Employment Manual provides the official policy for student employees, including policies on Eligibility for Student Employment, Allowable Work Hours, and Student Worker Job Classifications and Pay.

2.0 Roles and Approval Steps

- The Position Cross Reference role allows users to initiate Position Create/Modify Request transactions.
- Approvers must have the Position Create/Modify role as a HR Department or College/Division Approver.
- Provisioning will determine the number of approval routing steps for each transaction.
- Workforce Systems is included as the final approver for all Position Create/Modify Request transactions.

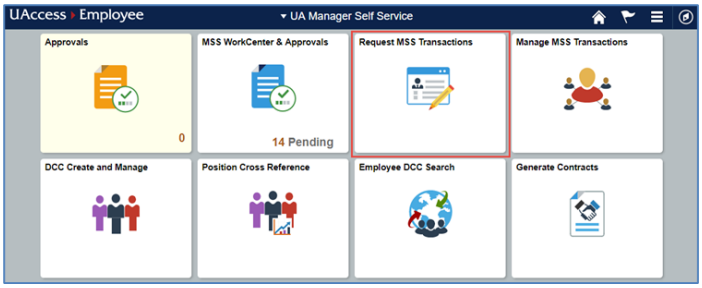
3.0 Navigation to the Position Create/Modify Request

Two navigation options are available to start a MSS Position Create/Modify Request: Tile or Nav Bar.

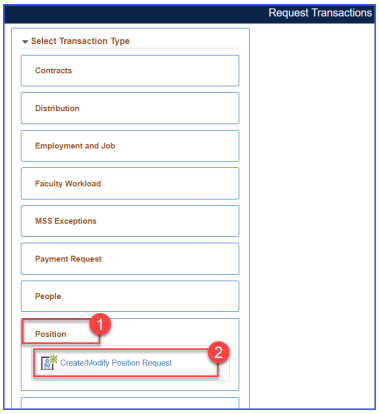
3.1 Tile Option or Nav Bar Options

Tile Option: This is the easiest way to access Position Create Modify Request transactions.

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

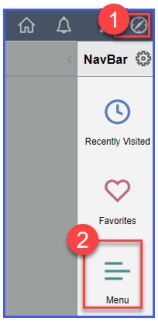


2. Select **'Position'** then **'Create/Modify Position Request'.**



Nav Bar Option: Alternatively, you may use the Navigator bar to begin a Position Create/Modify Request transaction:

1. Click on the Nav Bar icon in the top-right cover of your screen.
2. Click on **'Menu'** with will reveal additional menu options.



3. Click on **'Manager Self Service'.**
4. Click on **'MSS Online Forms'.**
5. Click on **'Position'.**
6. Select **'Create/Modify Position'.**

3.2 Create/Modify Position Request Page

You will now choose whether to **'Create New Position'** or **'Modify Existing Position'.**

The Create/Modify Position Request page displays multiple options and allows an initiator to:

- **Create New Position**
  - **Create from Scratch** – All fields are left blank and the initiator must enter all required fields.
  - **Clone from Existing Position** – Copy an existing position's information to use as a template for creating a new position number.
- **Modify Existing Position -** Update an existing position's attributes.

4.0 Create a New Position

As you create the new position, whether from scratch or from a cloned position, you will need to enter and select the applicable position attributes described below:

4.1 Effective Date

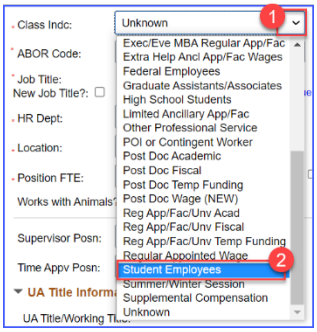
The effective date automatically defaults to the current date. It can be changed to reflect a past date within the current fiscal year; however, it will not accept future dates.

Important Note: The effective date for the position not only must be on or before the employee's start date, but it must also be effective (active) on or before when you initiate their new hire or job change transaction.

4.2 Class Indicator

The **Class Indicator** determines the conditions of employment for each position. The system defaults this field to 'Unknown'. You will need to select **'Student Employees'** as shown below:

1. Click on the dropdown menu then select **'Student Employees'**.



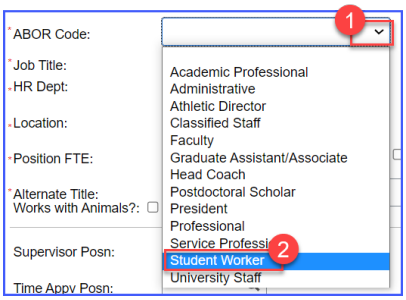
4.3 Position Type Code

The **Position Type Code** field is only applicable to University Staff and Classified Staff positions. The system defaults this field to **'N/A'**. For student employees, this field should remain **'N/A'**.

4.4 ABOR Code

The **ABOR Code** determines the employment category for the position. These categories are defined by either Arizona Board of Regents or UA policy. The system leaves this field blank by default. You will need to select **'Student Worker'** as shown below:

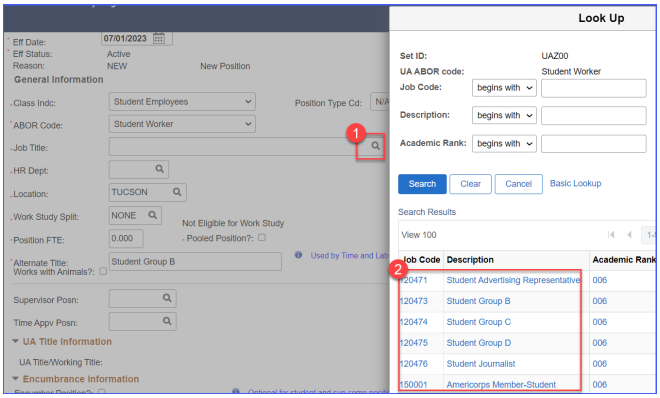
1. Click on the drop down menu and select **'Student Worker'**.



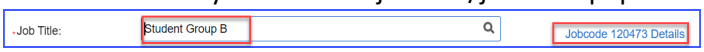
4.5 Job Title

The **Job Title** is the generic job title associated with an existing job code in the system. The list is limited to only those job titles for the ABOR code 'Student Worker' previously selected. See the Student Worker Job Classifications and Pay policy for additional information. The system leaves this field blank by default. You will need to select the applicable **Job Title**:

1. Click on the magnifying glass to search for an available list of job titles/job codes for student employees.
2. Select the applicable **Job Title** for the position.



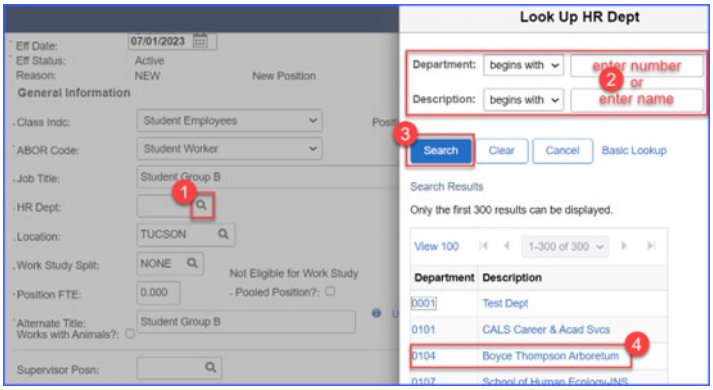
3. Review to confirm your selected job title/job code populated into the Job Title field.



4.6 HR Dept

The **HR Dept** field is the department ID used to map the position to the home department. The system leaves this field blank by default. You will need to select the applicable **HR Dept**:

1. Click the magnifying glass to search for a list of available HR Dept IDs.
2. Enter your search criteria in the **'Department'** (look up a department number) or **'Description'** (look up a department name) field.
3. Click **'Search'.**
4. Select the applicable **HR Dept ID** from the search results.



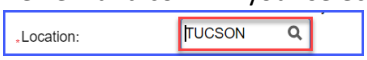
5. Review to confirm your selection populated into the **HR Dept ID** field.

4.7 Location

The **Location** field determines the location of the position. The locations associated with positions are limited to only four campuses. The system defaults the field to **'TUCSON'**. The other locations are **'COM_PHX'**, **'UACC_PHX'**, and **'UA_SOUTH'**.

If you need to change the default location from **'TUCSON'**:

1. Click on the magnifying glass to search the list of available Locations.
2. Select the applicable **Location** from the search results.
3. Review and confirm your selection populated into the **Location** field.



4.8 Work Study Split

The **Work Study Split** field is only available when the Class Indicator value is **'Student Employees'** and the ABOR code is **'Student Worker'**. The Work Study Split defines the percent to be paid by the federal work study program and department accounts. The system defaults the value to **'None'** (Not eligible for Work Study).

If this will be a Work Study position, initiators will need to change the default:

1. Click on the magnifying glass to search for a list of available **Work Study Split** codes.
2. Select the applicable Work Study Split Code:
   - AR100 – America Reads on Campus
   - C7525 – FWS Community Service on Campus
   - F7525 – Federal Work Study on Campus
3. Review and confirm your selection populated into the **Work Study Split** field.

4.9 Position FTE

The **Position FTE** field determines the Full Time Equivalent (FTE) for the position. This is the percentage of time an employee works between .025 FTE (1 hour per week) through 1.00 FTE (40 hours per week). The system defaults this value to **'0.000'**.

You will need to enter the **Position FTE**; however, keep in mind the following:

Student workers are limited in the total number of work hours per week they may work in all positions (See the Allowable Work Hours for Student Workers Policy) as follows:

- Fall/Spring Semester – .625 FTE maximum (25 hours per week)
- Summer/Winter Session – .875 FTE maximum (35 hours per week)
- Student Residence Hall Assistants – .375 FTE maximum (15 hours per week) in another position
- International Students (J-1 or F-1):
  - Fall/Spring Semester – .50 FTE maximum (20 hours per week) without written permission from International Student Services
  - Summer/Winter – .625 FTE maximum (25 hours per week)

4.10 Pooled Position

The **Pooled Position** checkbox determines if the position will allow more than one incumbent into this single position. If the box is checked, the position will allow more than one incumbent to hold this single position/position number (headcount greater than 1 in the same position). The system defaults this field to unchecked (not pooled), meaning one student employee may hold it at a time (headcount of 1).

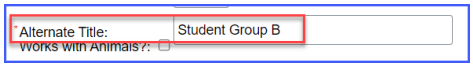
Important Note: All incumbents in a single pooled position must share identical position attributes. Job Title, Work Study Split, Risk Management/Security Sensitive status, etc.

If this will be a **Pooled Position**, initiators will need to:

1. Click on the '**Pooled Position'** check box.
2. The system will automatically enter the Position FTE as .250.

4.11 Alternate Title

The **Alternate Title** field is primarily used by Time and Labor to help differentiate the position. Adding an Alternate Title is highly recommended when a student employee holds more than one position with the same Job Title so they can report time to the correct position worked. By default, the Job Title is carried over into this field.



The **Alternative Title** may be customized:

1. Click anywhere in the field and customize the Alternative Title text.

4.12 Works with Animals

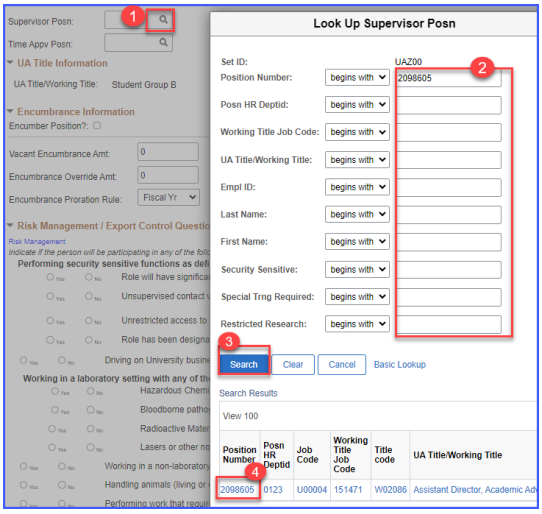
The **Works with Animals** checkbox indicates whether the position requires incumbents to work with living or deceased animals or by-products. The system defaults this field to unchecked (does not work with animals).

Check the box if **Works with Animals** is applicable to this position.

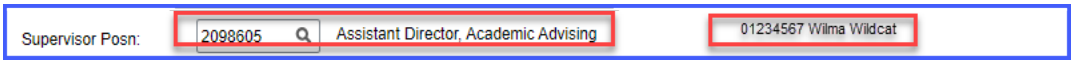
4.13 Supervisor Position

The **Supervisor Posn** field identifies the direct reporting relationship for each position within the organization. The incumbent in the Supervisor Posn is generally responsible for directing the work, managing performance, approving time and managing Edge Learning. The system leaves this field blank by default. You will need to search for and select the supervisor's position number:

1. Click on the magnifying glass to begin your search for a Supervisor's Position Number.
2. Enter additional search criteria in the search fields, such as Emplid, Last Name/First Name, or supervisor's Position Number.
3. Click **'Search'**.
4. Select the applicable Supervisor's Position Number from the search results.



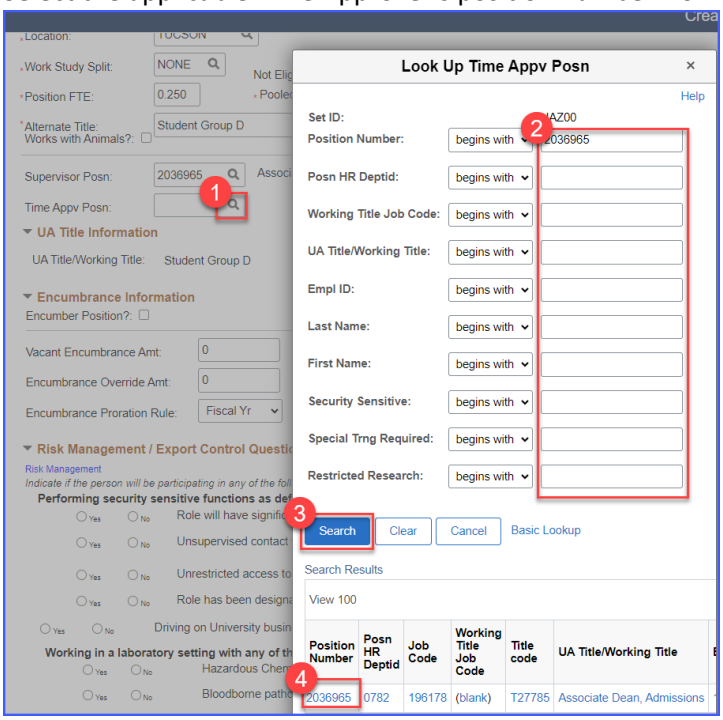
5. Review and confirm you selected the correct supervisor. The supervisor's Title, Emplid, and Employee Name will appear for your review.



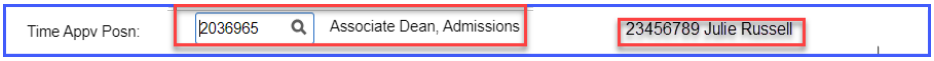
4.14 Time Approver Position

The **Time Appv Posn** field identifies the position number of the Time Approver who is responsible for ensuring timesheets are submitted, accurate and approved on time. The system leaves this field blank by default. You will need to search for and select the Time Approver's position number:

1. Click on the magnifying glass to begin your search for a Time Approver's Position Number.
2. Enter additional search criteria in the search fields, such as Emplid, Last Name/First Name, or Time Approver's Position Number.
3. Click **'Search'**.
4. Select the applicable Time Approver's position number from the search results.



5. Review and confirm you selected the correct Time Approver. The Time Approver's Title, Emplid, and Employee Name will appear for your review.



4.15 UA Title Information

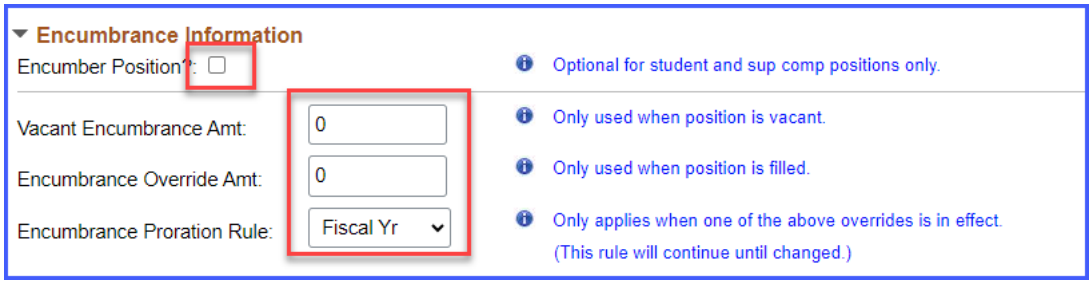
The **UA Title** field will be pre-populated for student employees with their Job Title (See Section 4.5) and cannot be changed or customized.

4.16 Encumbrance Information

The **Encumbrance Information** section is used for expected (predicted) expenses which will occur between now and the fiscal year end (June 30). Encumbrances include prorated amounts for a pay period which crosses the fiscal year

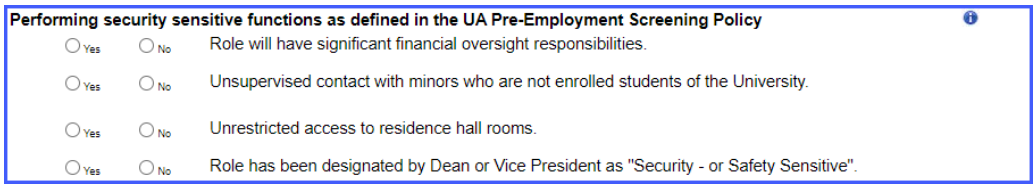
boundary. Encumbrances are calculated on a position-by-position basis using the planned accounting distributions for that position and the amounts obtained from incumbent expected pay or override.

The system defaults this field to unchecked (position is not encumbered). Most student positions are not encumbered and this section. Do not complete this section unless you will encumber the position.



4.17 Security Sensitive Questions

The **Security Sensitive Questions** below appear for all position requests and require an answer.



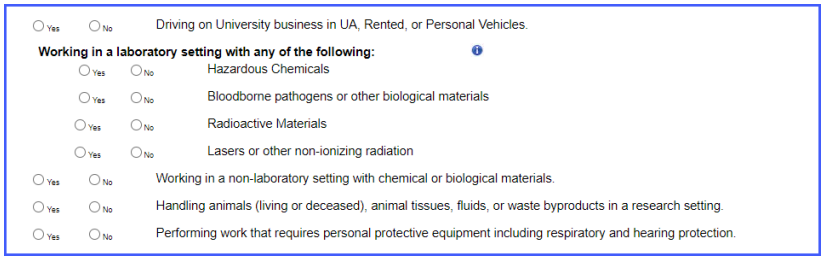
There is an expanded and newer description for each of these in the UA Pre-Employment Screening Policy. Users may click the i-dot icon to display additional information about that section of questions. A message box will appear with external website links for further review.

If one or more questions are pre-populated with a 'Yes' answer and cannot be changed (grayed out), it means that the HR Background Check Team has marked the position as always security sensitive. Questions may be directed to the HR Background Check Team at preemployment@arizona.edu.

Note: The answer to these questions drive whether a background check applies to student employees. Under current policy, student employees who are in security-sensitive positions or who disclose a felony conviction are subject to a fingerprint-based criminal records check.

4.18 Risk Management Questions

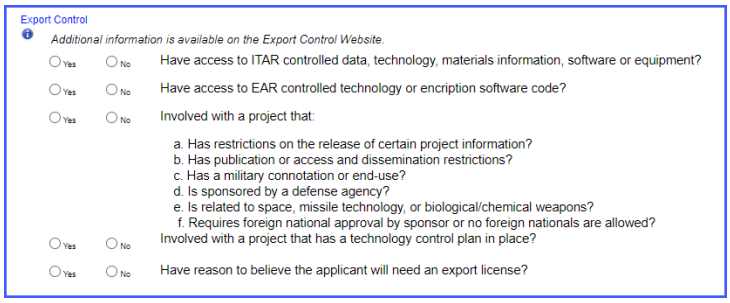
The **Risk Management Questions** below appear for all position requests and require an answer. You must indicate if the incumbent will be participating in any of those activities.



Users may click the i-dot icon to display additional information about that section of questions. A message box will appear with external website links for further review.

4.19 Export Control Questions

The **Export Control Questions** below appear for all position requests and require an answer. You must indicate if the incumbent will be participating in any of those activities.



Users may click the i-dot icon to display additional information about that section of questions. A message box will appear with external website links for further review.

4.20 Comments

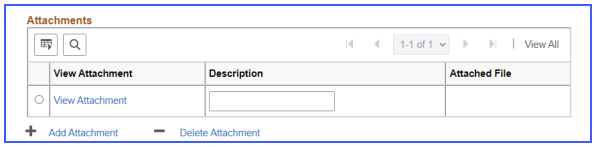
Initiators and Approvers may add **Comments** to a request if it has not been fully approved.

UAccess does not require a comment for student employee positions; however, a comment may be added for reference or to assist the approvers with their review.

4.21 Attachments

Initiators and Approvers may upload and remove **Attachments** to a request. Attachments for Position Create/Modify Requests can be viewed by anyone who has access as an initiator or approver.

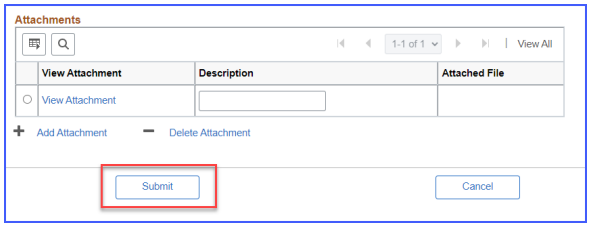
UAccess does not require attachments for student employee positions.



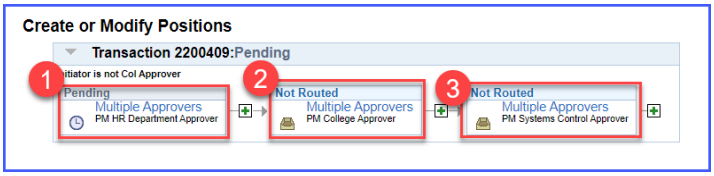
4.22 Submit Request for Approval

To submit the Position Create/Modify Request for approval:

1. Click the **'Submit'** button.



2. Once the request is submitted, the workflow will display the routing steps to final approval by Workforce Systems. The number of steps may vary.



5.0 Modify an Existing Position

The Modify an Existing Position option allows the initiator to modify attributes on a position. The following attributes are available for modification:

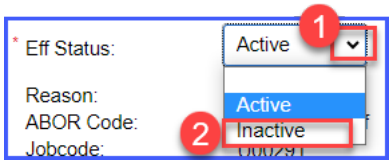
- Effective Status (Inactive/Active)
- Work Study Split
- Alternate Title
- Works with Animals
- Supervisor Position
- Time Approver Position
- Encumbrance Information
- Security Sensitive Questions
- Risk Management Questions
- Export Control Questions

1. Click on **'Modify Existing Position'**.
2. Search for a Position number using the magnifying glass or simply enter a Position Number and select 'Continue'.
3. The Create/Modify Request opens with the existing position attributes.
4. Make the applicable changes to the fields.
5. You may add comments or attachments, if desired.
6. Submit the request for approval.

Note: Refer to Create a New Position for detailed information on each fields.

5.1 Eff Status: Inactivate Positions

In Modify Existing Position, the **Eff Status** field allows the initiator to make a position inactive. However, the position cannot be inactivated when at least one current or future incumbent exists.

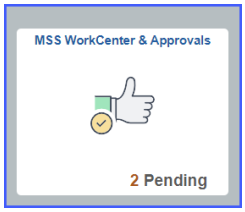


6.0 Approve/Deny Position Management Requests

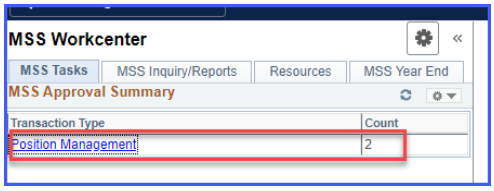
Position Create/Modify Requests that are pending approval can either be accessed through your approvals pagelet or the Manage Position Create/Modify path. The option to approve a request will only appear if the user has both the appropriate approval role and is the next step in the approval chain.

To approve a Position Create/Modify Request:

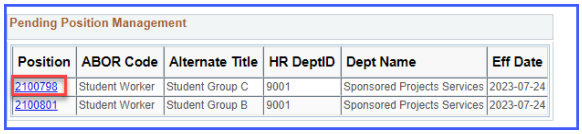
1. Click on your MSS WorkCenter & Approvals tile on your MSS homepage



2. If you have any Position Management requests ready for your approval, they will be listed in your MSS Approval Summary with a count of the number of transactions pending.



3. Click on the **Position** number of the request you wish to review and approve.



4. The Position Create/Modify Request will open for your review.
    a. You may add a Comment and click '**Save Comment'** (optional)
    b. You may add or delete an Attachment (optional)
5. Choose your action:
    a. Click the **'Approve'** button. Your approval step change to **'Approved'** and the transaction will route to the next approver in the chain.
    b. Click the **'Deny'** button. Denying a transaction will require a Comment. Once the transaction is denied, it will not continue routing and will be 'view only'. No further action can be taken on the request. UAccess will send an email notification of the denied request to the initatior.
    c. Click the **'Exit'** button to leave the transaction without taking action.

7.0 Frequently Asked Questions

1. **How can I change an existing position to pooled?**
   Please contact HR Workforce Systems at workforcesystems@arizona.edu to change a position to pooled. Please include the position number in your emailed request.

2. **How do I change FTE for a student employee position?**
   You will need to update the FTE on the New Hire or Job Change transaction.

3. **Can I change the Job Title on a position from Student Group B to Student Group C?**
   No, you will need to create a new position with the Job title of Student Group C.

4. **We would like to move an employee's position from our department to another department, how can I do this?**
   You will need a vacant position in the new department then process a Job Change (Position/Assignment Change) to move the employee to the new position in the new department.