

THE UNIVERSITY OF ARIZONA HR Workforce Systems

MSS Summer/Winter Additional Job Request

MANAGER SELF SERVICE QUICK REFERENCE GUIDE



QUESTIONS?

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Table of Contents

| 1. | MA | NAGER SELF SERVICE (MSS) – SUMMER/WINTER ADDITIONAL JOB REQUESTS | 3 |
|----|------|--|---|
| 2. | ROL | ES AND APPROVAL STEPS | 3 |
| 3. | INIT | TATE GROUP REQUESTS | 3 |
| Э | 8.1 | Navigate to the MSS Summer/Winter Additional Job Request | 3 |
| Э | 8.2 | Select Term/Session and Search for Employee(s) | 4 |
| Э | 8.3 | Enter Group and Position Information | 5 |
| Э | 8.4 | Submit or Save Progress | 5 |
| Э | 8.5 | Return to Work in Progress (Saved Group) | 5 |
| 4. | MA | NAGE REQUESTS | 6 |
| 2 | .2 | Navigate to the Manage Summer/Winter Additional Job Request | 6 |
| 2 | .3 | Enter Group Information | 7 |
| 5. | APP | PROVE REQUESTS | 7 |
| 5 | 5.2 | Navigate to the MSS Summer/Winter Additional Job Requests Pending Approval | 7 |
| 6. | FRE | QUENTLY ASKED QUESTIONS - FAQs | 9 |

1. MANAGER SELF SERVICE (MSS) – SUMMER/WINTER ADDITIONAL JOB REQUESTS

The MSS Summer/Winter Additional Job Request transaction allows you to submit, approve, deny, and withdraw requests for Summer or Winter Session additional jobs for employees. These actions may be taken individually, or entire groups may be processed at once.

2. ROLES AND APPROVAL STEPS

- To initiate MSS Summer/Winter Additional Job Requests, you must be provisioned with the Position Cross Reference role.
- To Approve MSS Summer/Winter Additional Job Requests, you must be provisioned with a department or college/division Job Data Change Approver role for the applicable department or college/division.
- UAccess will include department and college/division approvers in the workflow based on the department number of the Summer/Winter session position.

3. INITIATE GROUP REQUESTS

3.1 Navigate to the MSS Summer/Winter Additional Job Request

- 1. Log into UAccess Employee: uaccess.arizona.edu.
- 2. On your UA Manager Self Service Homepage, select the 'Request MSS Transactions' tile.



3. Select 'Employment and Job' followed by 'Request Summer/Winter Session Addl Job'.

| UA Manager Self Servic | 0 | Request Transactions |
|--|--|----------------------|
| | - Select Transaction Type | |
| | Contracts | |
| | Distribution | |
| | Employment and Job | |
| | Carl Request Background Check | |
| | 2 Request Salary Increase Event | |
| | Request Employment/Job Change | |
| | Request New Hire | |
| | Request Additional Compensation | |
| | Request Summer/Winter Session Addi Job | |
| | Faculty Workload | |

3.2 Select Term/Session and Search for Employee(s)

1. Select the applicable 'Term/Session' from the drop-down menu. You will only be able to select one term/session per group request.

| Term / Session | 4 | |
|-------------------|--|--|
| | Summer 2023 - 10 Week Summer 2023 - 13 Week Summer 2023 - 19 Week - Second Summer 2023 - Five Week - Third Summer 2023 - Seven Week - First Summer 2023 - Seven Week - Second Summer 2023 - Summer 8 Week 1st Summer 2023 - Summer 8 Week 2nd | |

2. Search for the employee(s) who you wish to include in this group request using any of the available fields. Selecting the lookup icons in some fields will provide increased search capability.

| Search | | | | 1 | | |
|---------------------|-------------|---|----------|---|--|--|
| Course College Name | Begins With | ~ | | | | |
| Course College ID | Equals | • | Q | | | |
| Course Dept Name | Begins With | * | 1 | | | |
| Course Dept ID | Equals | • | ٩ | | | |
| Empl ID | Equals | * | ٩ | | | |
| Job Department ID | Equals | * | ۹ | | | |
| Job College ID | Equals | • | ٩ | | | |
| Subject Area | Equals | • | ۹ | | | |
| Class Section | Equals | * | Q | | | |
| UA ABOR code | Equals | * | 2 | | | |

- 3. From the search results, select the employee(s) and their associated course(s) who you wish to include in this group request for the applicable term/session.
 - The 'Select All' box at the top of the list selects all employees/rows on the list of search results.
 - You may individually check or uncheck employees/rows on the list as appropriate.
 - When you have selected the desired employees/rows on the list, select 'Continue'.

| | | | | | | | Request Surr | mer/Winter Addl J | ob | | | | | | ŵ | Q 4 | 1 | 0 |
|--------------------------------------|--------|-------------------|-----------------|--|------------------|----------------|--------------------------|--|------------|-------------------|----------------|---------------|------------------|--------------------------|-------|----------|------------|-------|
| Term Sessio Search • Search | / Sun | nmer 2023 - ts | 10 Week | • | | | | | | | | | | | | | | |
| Select All For This imployee | Select | Empl ID | Name 0 | Course College / Department ⊖ | Catalog Nbr ි | Course ID 0 | Course Description 0 | Subject / Class / Section ○ | Units O | Enrolled Count | ABOR code 0 | HR College | HR Department | Dept Description 0 | | Jobcod | Descrip | xion |
| ۵ | 0 | 12345678 | Wildcat, Wilbur | College of Science Physics | 399 | 026926 | Independent Study | PHYS / 10912 / 801 | 1-6 | 0 | UnivStaff | OTDV | 9004 | International Affairs | | Study A | rroad Pro | fessi |
| | 0 | 12345678 | Wildcat, Wilbur | College of Science Computer Science | 391 | 009906 | Preceptorship | CSC / 840 / 001 | 1-3 | 0 | UnivStaff | SCNC | 0412 | Computer Science | | Academ | c Progra | ms M |
| ۵ | | 12345678 | Wildcat, Wilbur | College of Science Psychology | 399 | 028533 | Independent Study | PSY / 15053 / 017 | 1-6 | 0 | Faculty | SCNC | 0423 | Psychology | | Associa | e Profess | sor |
| | | 12345678 | Wildcat, Wilbur | College of Science Computer Science | 593 | 009920 | Internship | CSC / 12720 / 001 | 1-6 | 0 | UnivStaff | SCNC | 0412 | Computer Science | | Student | Services | Admi |
| 8 | | 12345678 | Wildcat, Wilbur | College of Science Computer Science | 345 | 009798 | Analysis Discrete Struct | CSC / 12900 / 001 | 3 | 0 | Faculty | SONC | 0412 | Computer Science | | Associa | e Profesi | sor |
| 8 | • | 12345678 | Wildcat, Wilbur | College of Science Computer Science | 445 | 009831 | Algorithms | CSC / 13058 / 001 CSC / 14845 / 002 | 3 | 0 | Faculty | SCNC | 0412 | Computer Science | | Associa | e Profesi | HOF |
| 0 | | 12345678 | Wildcat, Wilbur | College of Science Physics | 492 | 026983 | Directed Research | PHYS / 12189 / 001 | 1-6 | 0 | Faculty | SCNC | 2536 | Chemistry & Biochemistry | - Sci | Professi | r | |
| | • | 12345678 | Wildcat, Wilbur | College of Science Geosciences | 492 | 016210 | Directed Research | GEOS / 12157 / 012 | 1-6 | 0 | Faculty | SCNC | 1205 | Geosciences | | Professi | r | |
| ۵ | - | 2345678 | Wildcat, Wilbur | College of Science Computer Science | 493 | 009857 | Internship | CSC / 12723 / 001 | 1-3 | 0 | UnivStaff | SCNC | 0412 | Computer Science | | Career | itrategies | Profe |

3.3 Enter Group and Position Information

- 1. Enter a group description to help you reference this transaction.
- 2. Enter information pertaining to each employee's additional job in the 'Funding Type', 'Position Number', 'Proposed Payment' and 'Comments' fields.

| | | | | Re | equest St | ummer/Winter A | ddi Job | | | ŵ | Q | ۵. | : |
|--|---------------------------|-----------|------------------------------|---|--|--------------------|---------------------|---|-------------------------------|---|---|----|---|
| Term / Summer 2023- Start Date 06/05/2023 Group ID New Group Description | 10 Week End Date 08/09 | 9:2023 | | | | | | | | | | | |
| Empl ID 12345678 Wildo FTE 1.000000 Status | at, Wilbur | | Positi Job Co Departme | on 1906958 Associa de 152021 Associat ent 0412 Computer S | 123 ite Professor e Professor Science | 45678 Wildcat, Wil | bur Pa ABC Em | y Group FA9 DR code Faculty pl Class None | | | | | |
| Course College / Department | Catalog Nbr | Course ID | Course Description O | Subject / Class / Section © | Units O | Enrolled Count | Funding Type | Position Number | Proposed Payment Comment © | | | | |
| College of Science Computer Science | 345 | 009798 | Analysis Discrete Struct | CSC / 12900 / 001 | 3 | 0 | • | ٩ | | | | | |
| | | | | CEC / 11000 / 001 | | | | - | | | | | |

3.4 Submit or Save Progress

3. You may now 'Submit' your group request, 'Save' your progress, go 'Back' to the search results, or 'Exit' the page entirely. Once you are done entering information into each employee entry, select 'Submit' to route the group request and its associated transactions for approval.



4. Upon selecting 'Submit', the following image should display to indicate the group request was successfully submitted and the transactions are pending with the applicable department and college/division approvers.



3.5 Return to Work in Progress (Saved Group)

If you saved a group request, you can return to your work in progress as follows:

- Navigate to your UA Manager Self Service homepage > Request MSS Transactions tile > Employment and Job > Request Summer/Winter Session Addl Job.
- 2. Enter the Group ID or use the lookup to enter additional search criteria.
- 3. Any saved groups will appear in the results as a 'Work in Progress'.
- 4. Click on the applicable Group ID row to continue working on your group request.

| d F | Work in Prog | ress | | | 1 row |
|-----|--------------|-----------------------|------------------------------|--------------------|---------------|
| | Group ID 🗘 | Term/Session 🛇 | Group Description \Diamond | Created \Diamond | Instructors ◇ |
| | 3 | Summer 2023 - 10 Week | test test | 04/26/23 6:17PM | 1 |

4. MANAGE REQUESTS

Like other Manager Self-Service requests, initiators and approvers can view submitted requests with the Manage Summer/Winter Additional Job Request for the following types of actions:

- Review an Approved transaction (initiator and approvers)
- Review a Pending transaction, such as workflow routing/approver(s) in the workflow (initiator and approvers)
- Withdraw a Pending transaction (initiator)
- Approve or Deny a Pending transaction (approvers)

4.2 Navigate to the Manage Summer/Winter Additional Job Request

- 1. Log into UAccess Employee: uaccess.arizona.edu.
- 2. On your UA Manager Self Service Homepage, select the 'Manage MSS Transactions' tile.

| UAccess > Employee | Menu 👻 | Search in Menu | Q | ŵ |
|--------------------|-------------------------|----------------------|------------------------|-----------|
| UA Manager S | Self Service 🔻 | | | |
| | Request MSS Transaction | s Manage MSS Transac | tions MSS WorkCenter & | Approvals |

3. Select 'Employment and Job' followed by 'Manage Summer/Winter Session Addl Job'.

| | Manage MSS Transactions |
|---------------------------------------|-------------------------|
| ✓ Select Transaction Type | |
| Contracts | |
| Distribution | |
| Employment and Job | |
| Manage Form I-9 (New) | |
| 1 Manage Salary Increase Event | |
| Manage 19 Forms | |
| 🍓 Manage Additional Jobs | |
| Manage Job Changes | |
| Manage Terms and Retirement | |
| Amage New Hires | |
| Ranage Additional Compensation | |
| Manage Summer/Winter Session Addl Job | |
| Manage Title and Tenure | |

4.3 Enter Group Information

- If you know the Group ID, enter it into the 'Group ID' field can click 'Search'.
- You may also look-up a Group ID by clicking on the lookup icon which will allow you to enter search criteria to refine your search for the applicable Group ID.

| | | | | | Sumn | ner/Winter A | pproval | | | | | ଜ | Q | ۵ | Ø |
|----------|---------------|-----------|---------------------------|---------------------------|--------------------------------|--------------|---------------------|-------------------------------|------------------------------|-------------------|---------------------|---|---|---|---|
| Group ID | 2 | S | earch | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | Cancel | | | | | Lookup | | | | | | ଇ | Q | | |
| Group ID | Search for | Group ID | | | | | | | | | | | | | |
| | - Sear | h Crite | ria | | | | | | | Show C | perators | | | | |
| | | | | Group ID (begins with) | | | | | | | | | | | |
| | | | | Term (begins with) | | | | | | | | | | | |
| | | | | Session | | ~ | | | | | | | | | |
| | | | | User ID | | | | | | | | | | | |
| | | L | c | reated Date time | | | | | | | | | | | |
| | | L | | (begins with) by | | | | | | | | | | | |
| | | | | (begins with) | | | | | | | | | | | |
| | | • | | | Search | Clear | | | | | | | | | |
| | - Sear | ch Resu | ults | | | | | | | | | | | | |
| | | := | | | | | | | | | 87 rows | | | | |
| | Group ID 0 | Term ¢ | Session O | User ID 🗘 | Created Date time O | ыу ≎ | Ready to Approve | Approved at This Step O | Final Approval Total 이 | Denied Total 이 | Tota Rov Coun | | | | |
| | 35 | 2232 | Pre- session | | 2023-03-16- 17.01.05.000000 | | 0 | 0 | 0 | 1 | 1 | | | | |
| | 36 | 2232 | Seven Week - Second | | 2023-03-17- 16.58.27.000000 | | 0 | 0 | 0 | 1 | 2 | | | | |

5. APPROVE REQUESTS

After the MSS Summer/Winter Session Additional Job Request has been submitted, it will route to the department and college/division approvers.

- These requests will appear on the MSS WorkCenter & Approvals tile
- Transactions pending with you will appear on the pagelet as 'Summer/Winter Addl Job'
- The 'Count' will be based on the number of employees pending with you
- The Summer/Winter Additional Job request will be categorized by Group ID

5.2 Navigate to the MSS Summer/Winter Additional Job Requests Pending Approval

- 1. Log into UAccess Employee: uaccess.arizona.edu.
- 2. On your UA Manager Self Service Homepage, select the 'MSS WorkCenter & Approvals' tile.

| UAccess Employee | Menu 👻 | Search in Menu | Q | ŵ |
|--------------------|-------------------------|--------------------------|--------------------|-------------|
| UA Manager | Self Service 🔻 | | | |
| | Request MSS Transaction | s Manage MSS Transaction | ons MSS WorkCenter | & Approvals |

3. Select the 'Summer/Winter Addl Job' transaction type, then click on the Group ID that you would like to approve or deny.

| ✓ UA Manager Self Service | | | м | SS Wor | kcenter | | | | Ω Q | ∆ : ⊘ |
|---|--------------|----------|-------------------------------------|--------------|-------------------|----------|----------------------------------|---|----------------------------------|------------------|
| ISS Workcenter | 0 « | | | | | | | New Wind | tow Help F | Personalize Page |
| MSS Tasks MSS Inquiry/Reports Resources ISS Approval Summary | MSS Year End | Summer/W | Vinter Addl Job Changes | | | | | | | |
| ransection Type | Count | Group | Term/Session | Trans Nbr | Effective Date | ID | Name | Title | Department | |
| CC New/Additional | 1 | 52 | Summer 2023 - 10 Week | 2097357 | 2023-05-05 | 02177992 | Wachter, Sheehan D | Summer Session Instructor - Only Job | Summer Session Administration | |
| m 19 | 7 | 58 | Summer 2023 - 10 Week | 2097402 | 2023-06-05 | 00971909 | Marquez II,Martin | Summer Session Instructor - Staff | Summer Session Administration | |
| ummer/Winter Addi Job | 54 | 65 | Summer 2022 - Five Week - First | 2097426 | 2022-05-06 | 01328362 | Mendoza,Tina R | Summer Session Instructor - Staff | Summer Session Administration | |
| | | 66 | Summer 2023 - Seven Week - First | 2097429 | 2023-05-15 | 23220412 | Stipek,Jesse Michael | Summer Session Instructor - Only Job | Summer Session Administration | |
| | | 68 | Summer 2023 - Seven Week - First | 2097435 | 2023-05-15 | 08608291 | Kenski,Kate M | Summer Session Instructor - Only Job | Summer Session Administration | |
| | | 68 | Summer 2023 - Seven Week - First | 2097436 | 2023-05-15 | 11709460 | Tusing,Kyle J | Summer Session Instructor - Only Job | Summer Session Administration | |
| | | 68 | Summer 2023 - Seven Week - First | 2097437 | 2023-05-15 | 22083075 | Liu,Rain Wuyu | Summer Session Instructor - Only Job | Summer Session Administration | |
| | | 68 | Summer 2023 - Seven Week - First | 2097438 | 2023-05-15 | 23403477 | Gonzalez, Alessandro Manrique | Summer Session Instructor- Grad | Summer Session Administration | |

- 4. Once you have selected a Group ID, you may take action on the entire group at once, or take action on individual employee transactions.
 - a. To take action on all employee transactions within a group:
 - i. Select 'Select All'
 - ii. Choose an 'Approval Action' from the dropdown menu
 - iii. Click on 'Apply Selected'

| Summer/Winter Approval | ŵ | Q | ۵ | 0 |
|---|---|---|---|---|
| kroup ID 125 Q Search | | | | Î |
| Term / Summer 2022 - Pre-session | | | | - |
| Session Start Date 05/16/2022 End Date 06/05/2022 | | | | |
| Group ID 125 Pending Group test | | | | |
| Select All Approval Approval Apply Selected | | | | |

- b. To take action on individual employee transactions within a group
 - i. Click on 'Select'
 - ii. Select 'Approve' or 'Deny'
 - iii. Add Comments

| | | 100 | | |
|--|---|-----|----------------------------|----|
| | Summer/Winter Approval | á (| 2 4 | |
| kroup ID 125 Q Search | | | | |
| Term / Summer 2022 - Pre-session Session Start Date 05/16/2022 End Date 06/05/2022 | | | | |
| Group ID 125 Pending | | | | |
| Group Description test | | | | |
| Select All Approval Apply Select All Apply Select All | elected | | | |
| Employees | | | | |
| Empl ID 123123123 Wildcat, Wilbur FTE 1.000000 | Position 1858626 Professor Pay Group FA9 Job Code 117361 Professor ABOR code Faculty | | | |
| Emplib 123122123 Wildoat, Wilbur FTE 1000000 Select U U Status Pending Txx 2007047 U Ad Job Request Approve Deny | Position 1658626 Professor Pay Group FA9 Job Code 117501 Professor AB 50R code Faculty Department 2003 Chemical & Environmental Engr Empl Class None | | | |
| Empti D 123122123 Wildoat, Wilbur FTE 1000000 Select D Tatus Pending Txn 2007047 Winkad Jab Request Approve Deny 2 Empt Course College / 10 ° Subject / Catalog ° | Position 1656826 Professor Pay Group FA9 Job Code 117361 Profesor Department 2803 Chemical & Environmental Engr Empl Class None Section / Class Course Description O Section / Class Course Units Enrolled Course Punction Number Payment Comment O | | 1 Commen ≎ | ts |
| Empt 10 123122123 Wildoat, Wilbur FTE: 1000000 Select D Datus: Pending Txn 2007647 We Add Job Request Approve Deny Course College / Course Subject / Catalog C College of Engineering College of Engineering College of Engineering Control & 010476 CHEE / 599 | Position Description Pay Group FAB Job Code Tri261 Profesor ABCR code Faculty Department 2803 Chemical & Environmental Engr Empl Class None Section / Class Course Units Emolied Funding Posted 014 / 7804 Independent Study 1 - 3 0 Contingent 1800498 26.00 | | 1 Commen 2 Commen | ts |

c. To view the individual Summer/Winter Additional Job transaction and approvers in the workflow, click on the transaction number link 'TXN #####'.

| Group ID 21 Q Search |
|---|
| Term / Summer 2023 - Summer 8 Week 2nd |
| Start Date 07/03/2023 End Date 08/27/2023 |
| Group ID 21 Pending |
| Group Description DIFF DEPT POSITION #S |
| Select All Approval Apply Selected |
| ✓ Employees |
| Empl ID 01234567 Wilbur Wildcat FTE 1.000000 Select Status Pending |
| Txn 2119475 View Addl Job Request |
| Approve Deny |
| Empl Rrd Course College / Department Course ID Subject / Ca |

5. Workforce Systems is always the final approver of the transaction. Once approved by Workforce Systems, the transaction status will show as 'Approved'.

6. FREQUENTLY ASKED QUESTIONS- FAQs

- Would we enter contingent or guaranteed? Yes, the tool has both options of contingent and guarantee.
- Will the system adjust for the FTE?
 Workforce Systems will track the FTE at the approval step and you will not need to adjust FTE on the request.
- 3. Can we use the same position number (PCN) for different employees in the same session? Yes, you can use the same PCN for different employees in the same session.

4. How do we determine proposed payment?

The rates will be determined by your college.

5. Where can I find transactions pending my approval?

On your UA Manager Self-Service homepage, click on the 'MSS WorkCenter & Approvals' tile. If you have any requests pending your approval, you will see the 'Summer/Winter Add Job' transaction type and a count representing the number of employees.

6. What if an instructor is not appearing in the search results?

Check to ensure the employee is active (e.g., not in a terminated or retired status) or in a nonexempt, hourly position because in either of these cases they are not eligible at this time for a Summer/Winter Session additional job. Also, check the schedule of classes to be sure the instructor is listed. If not, you will need to submit a request to Room & Course Scheduling to have it added, or you may add it on your own if you have that access (see <u>Resource Guide: Instructor Status & Approved Courses from the Office of the Registrar</u>).

7. How is max salary decided?

Salary is determined by your college. An employee's home department should track contingent pay.

- 8. Will this new process generate Notice of Appointments (NOAs)? This process will not generate a NOA.
- Who tracks employees that have contingent pay?
 An employee's home department should track contingent pay.
- 10. What if an amount is entered and it needs to be adjusted, such as if enrollment drops? If the transaction is still pending, withdraw the transaction and resubmit a new request with the correct information. If the transaction has been fully approved, submit a new request with the correct information and add a comment stating it's a correction and provide the transaction number that will need to be deleted/corrected.
- 11. Is the position number where we used to put the account number? In the FLPR system, you entered an account and position number. Now you will only need the position number, however your position should be funded.
- 12. Will the approval routing be the same as in the FLPR system? The approval routing is the same as MSS Job Changes.
- 13. Are there any limitations for certain browsers? Any browser may be used.
- 14. Will we need to use this system for all courses, regardless of type? The Summer/Winter Addl Job transaction is only for Summer or Winter Session payments.
- 15. Will the system automatically terminate the position or will we need to submit a transaction to terminate it? Yes, UAccess will add an expected end date based on the session selected. You will not need to submit a termination unless you need to end the position earlier than the expected end date.
- 16. Is there a tool we can use to track or view the transactions submitted in a summer session? Not at this time.
- What is the break-even for a Summer/Winter Session course?
 This is determined by the department. The business manager or budget analyst of the department would be the best contact.
- 18. Are there any restrictions for Summer/Winter sessions with Graduate Assistants? The rule of thumb is that Graduate Assistants are only allowed to teach one course, in one particular session.