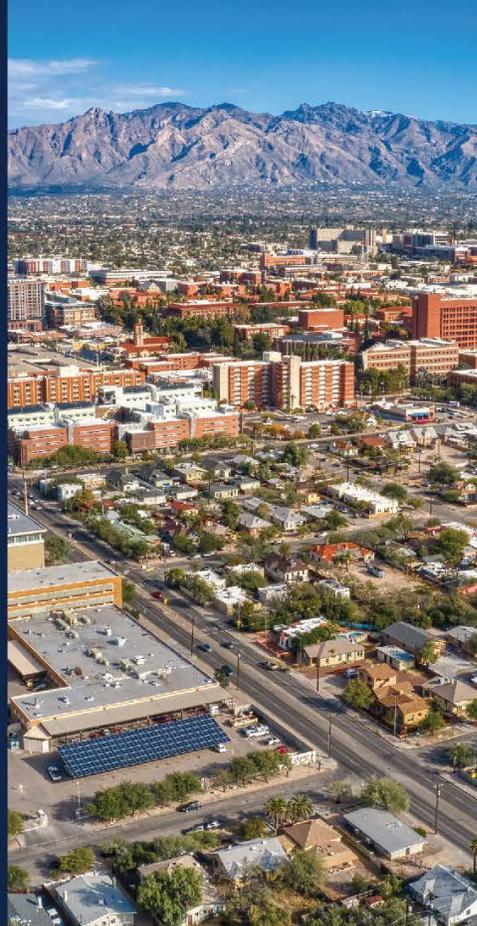




THE UNIVERSITY OF ARIZONA
HR Workforce Systems

MSS Summer/Winter Additional Job Request

MANAGER SELF SERVICE
QUICK REFERENCE GUIDE



QUESTIONS?

WORKFORCE SYSTEMS

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Table of Contents

| | |
|--|---|
| 1. MANAGER SELF SERVICE (MSS) – SUMMER/WINTER ADDITIONAL JOB REQUESTS | 3 |
| 2. ROLES AND APPROVAL STEPS | 3 |
| 3. INITIATE GROUP REQUESTS..... | 3 |
| 3.1 Navigate to the MSS Summer/Winter Additional Job Request | 3 |
| 3.2 Select Term/Session and Search for Employee(s) | 4 |
| 3.3 Enter Group and Position Information | 5 |
| 3.4 Submit or Save Progress..... | 5 |
| 3.5 Return to Work in Progress (Saved Group)..... | 5 |
| 4. MANAGE REQUESTS | 6 |
| 4.2 Navigate to the Manage Summer/Winter Additional Job Request | 6 |
| 4.3 Enter Group Information..... | 7 |
| 5. APPROVE REQUESTS..... | 7 |
| 5.2 Navigate to the MSS Summer/Winter Additional Job Requests Pending Approval | 7 |
| 6. FREQUENTLY 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.

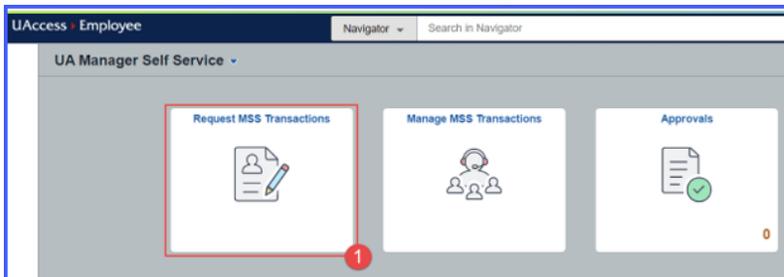
2. ROLES AND APPROVAL STEPS

- 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.

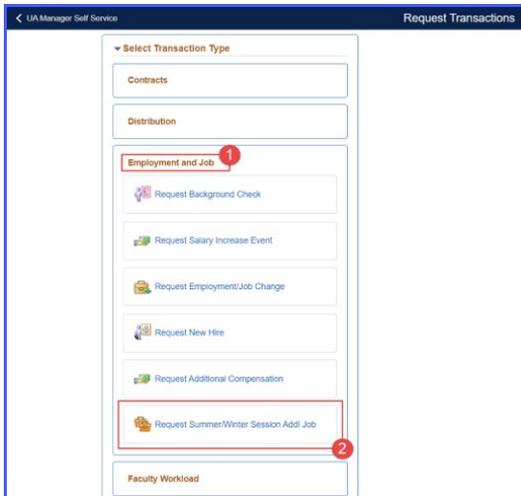
3. INITIATE GROUP REQUESTS

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'.

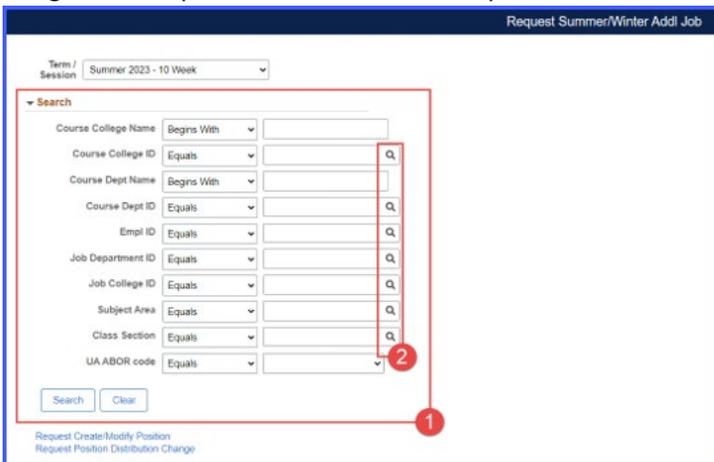


3.2 Select Term/Session and Search for Employee(s)

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

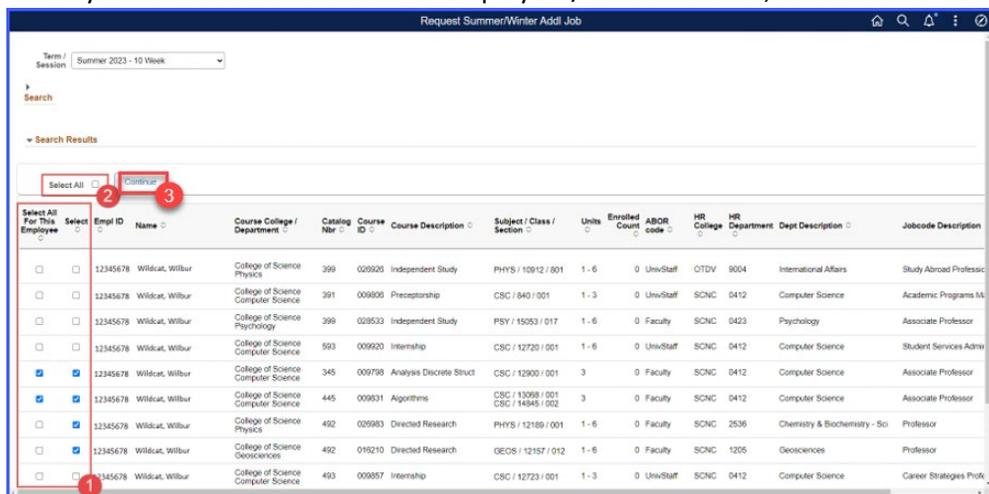


2. Search for the employee(s) who you wish to include in this group request using any of the available fields. Selecting the lookup icons in some fields will provide increased search capability.



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'.



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.

Request Summer/Winter Addl Job

Term / Session: Summer 2023 - 10 Week
 Start Date: 06/05/2023 End Date: 08/09/2023

Group ID: New
 Group Description:

Employees

Empl ID: 12345678 Wildcat, Wilbur Position: 1906958 Associate Professor
 FTE: 1.000000 Job Code: 152021 Associate Professor
 Department: 0412 Computer Science

| Course College / Department | Catalog Nbr | Course ID | Course Description | Subject / Class / Section | Units | Enrolled Count | Funding Type | Position Number | Proposed Payment | Comment |
|--|-------------|-----------|--------------------------|--|-------|----------------|----------------------|----------------------|----------------------|----------------------|
| College of Science Computer Science | 345 | 009798 | Analysis Discrete Struct | CSC / 12900 / 001 | 3 | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| College of Science Computer Science | 445 | 009831 | Algorithms | CSC / 13098 / 001 CSC / 14845 / 002 | 3 | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.

| Course College / Department | Catalog Nbr | Course ID | Course Description | Subject / Class / Section | Units | Enrolled Count | Funding Type | Position Number | Proposed Payment | Comment |
|-----------------------------------|-------------|-----------|--------------------|---------------------------|-------|----------------|----------------------|----------------------|----------------------|----------------------|
| College of Science Geosciences | 492 | 016210 | Directed Research | GEOS / 12157 / 012 | 1 - 6 | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Request Create/Modify Position
 Request Position Distribution Change

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.

Process submitted to generate requests.

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:

1. 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.

| Work in Progress | | | | |
|------------------|-----------------------|-------------------|-----------------|-------------|
| Group ID | Term/Session | Group Description | Created | Instructors |
| 3 | Summer 2023 - 10 Week | test test | 04/26/23 6:17PM | 1 |

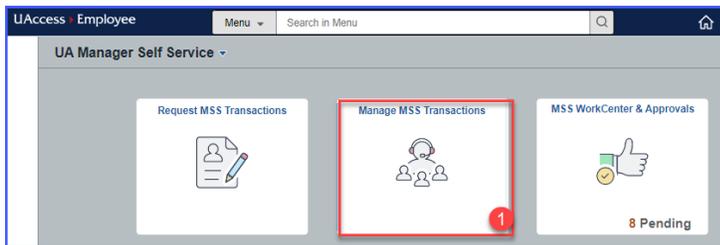
4. MANAGE REQUESTS

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:

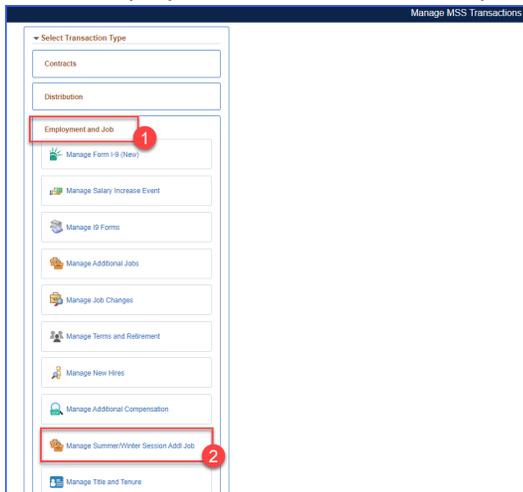
- Review an Approved transaction (initiator and approvers)
- Review a Pending transaction, such as workflow routing/approver(s) in the workflow (initiator and approvers)
- Withdraw a Pending transaction (initiator)
- Approve or Deny a Pending transaction (approvers)

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.

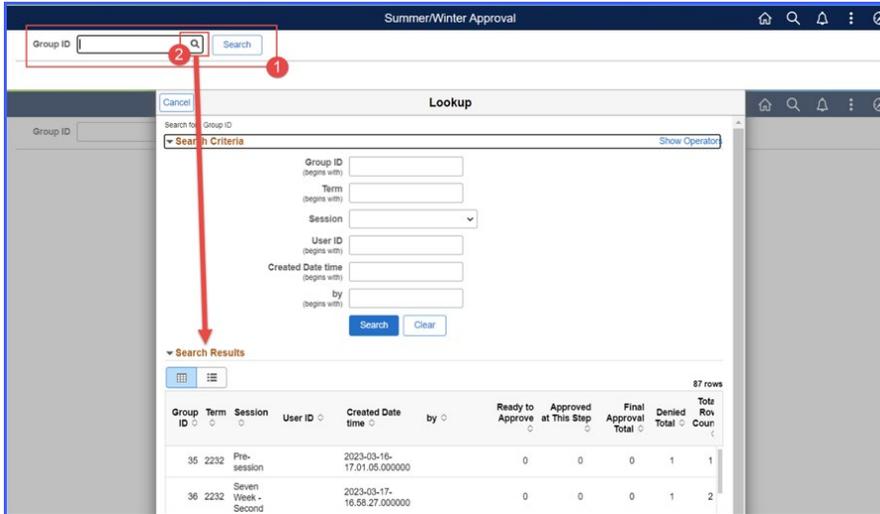


3. Select 'Employment and Job' followed by 'Manage Summer/Winter Session Addl Job'.



4.3 Enter Group Information

- If you know the Group ID, enter it into the 'Group ID' field and 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.



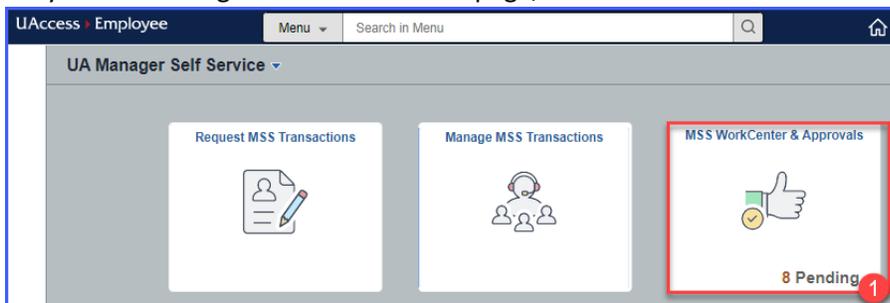
5. APPROVE REQUESTS

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

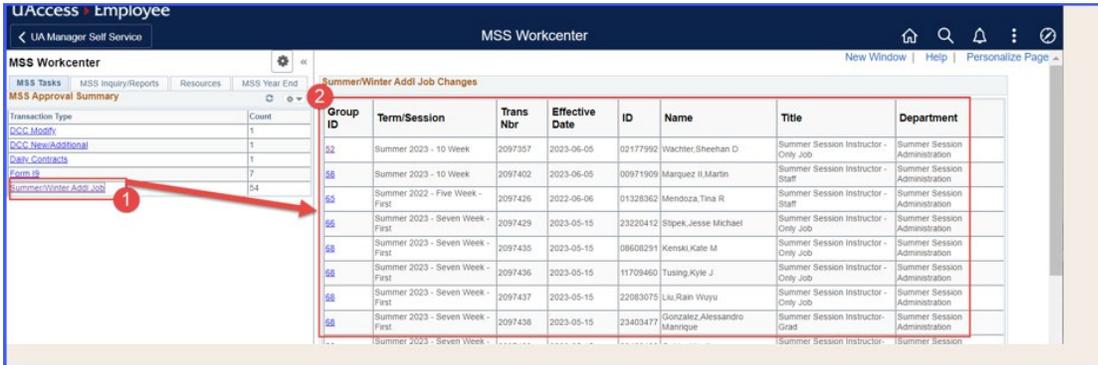
- These requests will appear on the MSS WorkCenter & Approvals tile
- Transactions pending with you will appear on the pagelet as 'Summer/Winter Addl Job'
- The 'Count' will be based on the number of employees pending with you
- The Summer/Winter Additional Job request will be categorized by Group ID

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.



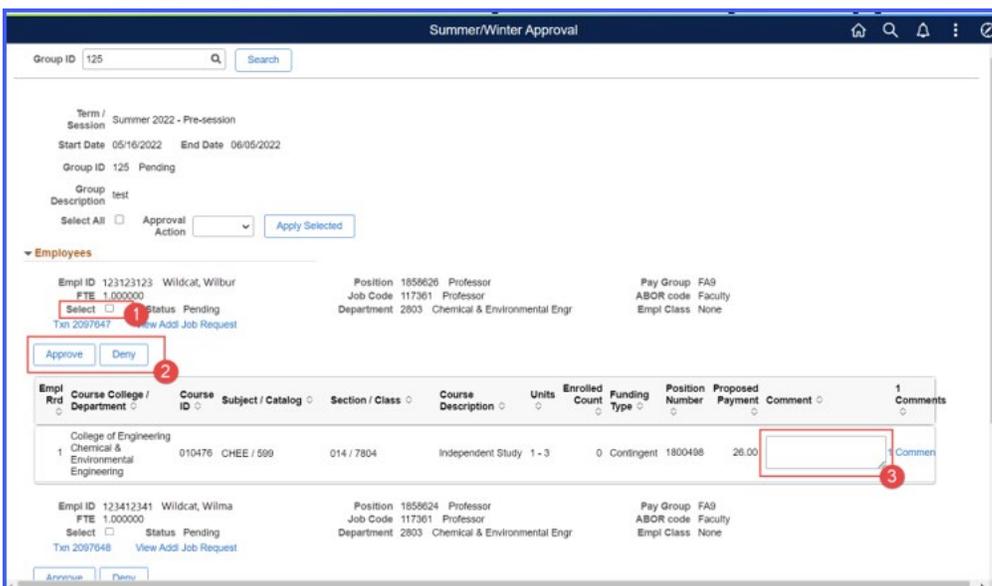
3. Select the 'Summer/Winter Addl Job' transaction type, then click on the Group ID that you would like to approve or deny.



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'



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



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

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

1. **Would we enter contingent or guaranteed?**

Yes, the tool has both options of contingent and guarantee.

2. **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 [Resource Guide: Instructor Status & Approved Courses from the Office of the Registrar](#)).

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.

9. 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.

17. 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.