MSS Credentials

Manager Self Service
Quick Reference Guide

Questions? Contact WORKFORCE SYSTEMS
# TABLE OF CONTENTS

1. Manager Self Service (MSS) Credentials Feature Overview ......................................................... 3
2. Manager Self Service (MSS) Credentials Tool Overview............................................................... 3
3. MSS New Hire & Personal Information Credentials ........................................................................ 3
   3.1 Navigation ................................................................................................................................. 3
   3.2 Add Credentials Section ......................................................................................................... 4
4. Manager Self Service (MSS) Credentials Tool .............................................................................. 5
   4.1 Navigation ................................................................................................................................. 5
   4.2 Add Credentials By Department List ..................................................................................... 5
   4.3 Add Individual Employee Credentials .................................................................................. 8
5. Questions? ...................................................................................................................................... 10
6. Revision History ............................................................................................................................. 11
1. MANAGER SELF SERVICE (MSS) CREDENTIALS FEATURE OVERVIEW

The MSS New Hire & MSS Personal Information forms now allow you to add or update Credentials. Similar to other MSS requests, the Position Cross Reference role gives you the ability to initiate transactions to add or update degree, expertise or test information. Transactions submitted to add or update Credentials will follow the same workflow routing approvals as MSS New Hires and Personal Information requests.

2. MANAGER SELF SERVICE (MSS) CREDENTIALS TOOL OVERVIEW

You may use the Manage Employee Credentials tile as a quick and easy tool to add degree, expertise or test information for current faculty or individuals teaching courses.

- This option makes it possible to generate a list of faculty or appointed personnel using the tool’s search criteria to add Credentials for individuals within your department.

3. MSS NEW HIRE & PERSONAL INFORMATION CREDENTIALS

You may generate Credentials using either MSS New Hire or MSS Personal Information Request transactions.

3.1 NAVIGATION

1. Click on the Home icon on the upper right corner of your screen to navigate to the UA Manager Self Service (MSS) homepage

2. Click on the MSS Workcenter & Approvals tile

3. Select the appropriate action
   - Request New Hire
   - Personal Information Change Request
### 3.2 ADD CREDENTIALS SECTION

A new Credentials sub-header will appear on your New Hire and Personal Info Requests.

1. You will notice that the Credentials option defaults to a compressed mode. Expand the section by clicking on the triangle to the left of the Credentials sub-header.

2. There are six sub-sections within the Credentials section

   a. Degrees
   b. Licenses and Certifications
   c. Tests and Examinations
   d. Educational Expertise
   e. Professional Expertise
   f. College of Medicine

3. Click on the plus sign to add Credential information in the relevant sub-section
4. Click on the minus sign to delete information

5. If a drop down field does not have the value you are looking for, select “Other” and manually enter the information.

4. **MANAGER SELF SERVICE (MSS) CREDENTIALS TOOL**

You may generate a list of employees within your department to assist with updating credentials for a series of individuals. This tool will be available through December 31, 2017.

4.1 **NAVIGATION**

1. Click on the Home icon on the upper right corner of your screen to navigate to the Manager Self Service (MSS) menu
2. Click on the Manage Employee Credentials tile

4.2 **ADD CREDENTIALS BY DEPARTMENT LIST**

1. Enter the department number that will be used to produce the list
2. Click on the search button
3. Click on the name or Empl ID to begin updating Credential information for the first individual that serves as the starting point on the list.

4. Update information in the tabbed sections for each individual as applicable.
5. Don’t forget to save the request before accessing the next person’s record. If you forget, you will be prompted to respond to a question asking if you would like to save the request. A No response will move on to the next record without saving the information you entered.

6. To navigate to the next person’s record, click on the Previous or Next in List buttons.

7. You may also click on the Return to Search button to select the next person directly from the list.
8. Click on the next Empl ID, the Last or First Name of the person and complete the Credential information in the applicable tabbed sections

4.3 ADD INDIVIDUAL EMPLOYEE CREDENTIALS

You may add Credentials for an individual employee. If a record already exists for this employee, the system will prompt you to enter a different effective date. To use this option:

1. Click on the Add a New Value tab
2. Enter the person’s Empl ID
3. Enter the Effective Date of the change
4. Click on the Search button

5. Click on the Add button

6. Update information in the tabbed sections for each individual as applicable
7. Don’t forget to save the request before exiting. If you forget, you will be prompted to respond to a question asking if you would like to save the request.

Reminder: The MSS Managing Credentials tool will be available through December 31, 2017. The New Hire and Personal Information requests may continue to be used to update the credentials information after the tool is turned off.

5. QUESTIONS?

For questions about the process or potential new policies, please contact Pam Coonan, Executive Director of Curricular Affairs (Coonan@email.arizona.edu) or Gail Burd, Senior Vice Provost for Academic Affairs (gburd@email.arizona.edu).

You can contact Workforce Systems at 621-3664 or workforcesystems@email.arizona.edu for technical issues.
## 6. REVISION HISTORY

### Document Contributors

<table>
<thead>
<tr>
<th>Contributors</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRis Cantu</td>
<td>Workforce Systems</td>
</tr>
<tr>
<td>Hannah Gacey</td>
<td>Workforce Systems</td>
</tr>
</tbody>
</table>

### Change Control Log

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
<th>Contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0.0</td>
<td>09/05/2017</td>
<td>First draft</td>
<td>PRis Cantu</td>
</tr>
<tr>
<td>1.0.1</td>
<td>09/08/2017</td>
<td>Updated Individual section</td>
<td>PRis Cantu</td>
</tr>
</tbody>
</table>