MSS Exception

MSS QUICK REFERENCE GUIDE
# TABLE OF CONTENTS

1. Guide Overview ................................................................. 3  
2. Requesting an MSS Exception ............................................. 3  
3. Email Instructions ................................................................. 3  
   3.1 Navigation – MSS Exception Request .............................. 3  
   3.2 Creating the Request ...................................................... 3  
   3.3 Authorization Number .................................................. 3  
   3.4 Transaction Type .......................................................... 3  
   3.5 Employee Information .................................................. 4  
   3.6 Dept Information .......................................................... 5  
   3.7 Description of the Change ............................................ 5  
   3.8 Justification (Reason) .................................................... 5  
   3.9 Attachments ................................................................. 6  
   3.10 Submit for Approval .................................................... 6  
4. Revision History ................................................................. 7
1. GUIDE OVERVIEW

This guide outlines the process to initiate a Manager Self Service (MSS) Exception request in UAccess Employee. The MSS Exception request may be used in limited situations to process transactions that may not be supported by regular MSS forms. Systems Control manages and assigns the transaction numbers required to access the MSS Exception page.

2. REQUESTING AN MSS EXCEPTION

Contact Systems Control at 621-3664 to request an MSS exception. The request will be activated and an activation number assigned at the time the contact is initiated.

3. EMAIL INSTRUCTIONS

Systems Control will email instructions for accessing and creating the MSS Exception request.

3.1 NAVIGATION – MSS EXCEPTION REQUEST

Manager Self Service>MSS Online Forms>MSS Exception > Request MSS Exception

3.2 CREATING THE REQUEST

- Click the radio button to Create New Exception Request.

3.3 AUTHORIZATION NUMBER

The authorization number is created when Systems Control activates the request and is immediately available.

- Click on the Authorization Nbr link.

3.4 TRANSACTION TYPE
• Select the appropriate Transaction Type from Drop down menu
  o Campus Colleague
  o Contracts
  o Job Change
  o Position Distribution
  o Position Management
  o Termination
  o Title

3.5 EMPLOYEE INFORMATION

Exception requests are assigned to the individual’s UAccess Employee record for all transaction types excluding Position Management and Position Distribution (they are associated with positions).

• To assign the exception to the employee’s MSS record
  o Enter the individual’s Emplid
  OR
  o Click on the magnifying glass

  o Look up the employee by Last Name/First Name
    ▪ Enter the employee’s Last Name/First Name
    ▪ Click on the Look Up button
The last name/first name search will return names that meet the criteria
Click on the EmplID link that corresponds with the employee’s name

3.6 DEPT INFORMATION
Routing rules from the regular MSS transactions such as job data and the Deptid for routing entered determine the workflow for the exception request.

- Enter the Dept ID # for Routing

3.7 DESCRIPTION OF THE CHANGE
- Enter the description that identifies the change requested

3.8 JUSTIFICATION (REASON)
- Enter the detailed reason for the exception.

Note: Exceptions are not limited to error corrections; therefore, the justification may be that the process is not available in MSS.
3.9 ATTACHMENTS

Attach the required documentation for the transaction. This may be a PAF (Personnel Action Form), Emeritus Award Letter, etc.

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload
3. Select the appropriate file
4. Click **Upload**

3.10 SUBMIT FOR APPROVAL

Click the **Submit** button to complete the transaction for routing and approvals.

*Note: The document will not be saved or submitted if the Exit or Return to Search buttons are selected prior to clicking on the Submit or Save for Later options.*
4. REVISION HISTORY

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Change Control Log

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