



Manager Self Service – Position Distribution Requests Manage Approvers

OVERVIEW

Position Distribution Requests require additional routing criteria for Department Funding Approvers and College/Division Approvers. High level Account Groupings have been established to further determine which transactions route to either approver. Please see account groupings below:

State/LCL/TF	Auxiliary	Designated	Sponsored/Other Restricted	Agency
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Colleges will need to update the criteria for department funding approvers after users have been provisioned the role. This criterion is located in a new Manage Approvers Grid within Manager Self Service.

Note: All College/Division criterions are maintained by Systems Control. Please see section "View College Criterion" for additional information

NAVIGATING TO MANAGE APPROVERS

The Manage Approvers Grid is located in UAccess Employee – www.uaccess.arizona.edu.

To access the grid:

1. Click on the Manager Self Service menu item
2. Click on Manage Approvers
3. Click on Position Distribution Approver

UPDATING CRITERIA FOR DEPARTMENT FUNDING APPROVERS

The Manage Position Distribution Approvers page provides two options:

- **Department Approvers** - allows updates to routing criteria for department funding approvers.
- **View Access for Approvers** – view only access for both department funding and college routing criteria.

To update the routing criteria for department funding approvers follow the steps below:

1. Select Department Approvers
2. Enter selection criterion to update users or simply select SEARCH to see all department funding users.



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3. Once the search results display users can update the account groupings per dept for each individual approver.
 - a. Select the individual groupings each user is authorized to approve.
 - b. Select SAVE when finished updating grouping criteria.

Manage Position Distribution Approvers

BSS Administrator

Search Criteria:
 Enter any information you have and click Search. Leave fields blank for a list of all values.
 College: []
 Dept: 0020 Steward Observatory
 Net ID: [] Clear Criteria
 Last Name: [] Search
 First Name: []

Search Results

Dept/College	Net ID	Name	State/CL/TI	Auxiliary	Designated	Sports/Club Res	Agency	Select All
0020	JOHN1	John Smith	<input type="checkbox"/>	Select All				
0020	ABBIE	Abbie Marshall	<input type="checkbox"/>	Select All				
0020	JIMMOR	Jim Morrison	<input type="checkbox"/>	Select All				

Save Return to Search

OPTIONAL ACCOUNT AUTHORIZATION FOR DEPT FUNDING APPROVERS

An additional layer of routing criteria is available for department funding approvers. The Account Authorization Tab incorporates an additional validation against the authorized account user list in the accounting system.

Selecting the checkbox indicates that the selected department will validate department funding approvers against the authorized account user list.

To update the Account Authorization for department funding approvers follow the steps below:

1. Select the Acct Authorization Tab
2. To activate the additional validation select the checkbox for the individual dept.
3. Select SAVE when changes are complete.

Please see example below of a department that has activated the validation.

Manage Position Distribution - Dept Acct Integration

The Acct Authorization Tab incorporates an additional validation against the authorized account user list in the accounting system. Selecting the checkbox indicates that the selected department will validate department funding approvers against the authorized account user list.

Integrate with Acct Routing Customize | Find | View All | First 1-3 of 2 Last

Financials Dept	Incorporate Acct Routing?
0020	<input checked="" type="checkbox"/>
0060	<input type="checkbox"/>

Save



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VIEW COLLEGE/DIVISION CRITERION

College/Division approvers also require the account grouping criterion. The same High level Account Groupings have been established to further determine which transactions route to College/Division Approvers. Please see account groupings below:

State/LCL/TF	Auxiliary	Designated	Sponsored/Other Restricted	Agency
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The criterion for College/Division Approvers is maintained by Systems Control. College/Divisions must submit changes in writing to Systems Control. This criterion can be viewed in the Manage Approvers Grid within Manager Self Service.

To VIEW the Account Groupings for College/Division approvers follow the steps below:

1. Navigate to the Manage Approvers Grid within Manager Self Service.
2. Select View Access for Approvers
3. Search by the College Node (example HNRS = Honors College) or simply select SEARCH to see all users for which you have access to view.

Acct Groupings Acct Authorization Student Indicator

Manage Position Distribution Approvers

View Access for Approvers

Selection Criteria

i Enter any information you have and click Search. Leave fields blank for a list of all values.

College: Science

Dept:

Net ID:

Last Name:

First Name:

▶ Security Acct Group Descriptions

Search Results							
Dept/College	Net ID	Name	State/LCL/TF	Auxiliary	Designated	Spons/Oth Res	Agency
SCNC	ROSEG	Rose Garden	☑	☑	☑	☐	☑



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OPTIONAL STUDENT INDICATOR FOR COLLEGE/DIVISION APPROVERS

An additional layer of routing criteria is available for College/Division as a whole. The Student Indicator Tab allows College/Division to include students as criteria.

i Note: Student positions are included for State / LCL / TF regardless of the checkbox indicator if the account grouping is selected.

The student indicator criterion for College/Division is maintained by Systems Control. College/Divisions must submit changes in writing to Systems Control. This criterion can be viewed in the Manage Approvers Grid within Manager Self Service.

To VIEW the Student Indicator for the College/Division follow the steps below:

1. Navigate to the Manage Approvers Grid within Manager Self Service.
2. Select View Access for Approvers
3. Select the Student Indicator Tab.
4. A selected checkbox indicates the student criteria are turned on for all account type groupings for the College.

Acct Groupings
Acct Authorization
Student Indicator

Manage Position Distribution - College Student Approval

i The Student Indicator Tab allows College/Division approvers to include students as criteria. A selected checkbox indicates the student criteria are turned on for all account type groupings selected. Note: Students positions are included for State / LCL / TF regardless of the checkbox indicator if the account grouping is selected.

College - Student Position Approvals		
College ID	College name	Approval Required for All Student Positions?
SCNC	Science	<input type="checkbox"/>