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1. MSS EMPLOYMENT /JOB DATA REQUEST

This guide outlines the process to initiate and approve Salary Increases utilizing Manager Self Service (MSS) within UAccess Employee.

1.1 HOW TO PROCESS SALARY INCREASES

Manager Self Service Employment/Job Data requests may be submitted for individuals receiving pay increases.

1.2 NAVIGATION – MSS EMPLOYMENT/JOB DATA REQUEST

Manager Self Service > MSS Online Forms > Employment and Job > Request Employment/Job Changes

1) Select Job Data Change – New Request

2) Enter Empl ID or Last Name and First Name

3) Click on the Search button
   a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.
1.3 SELECTING THE ACTION TYPE

Select ** Modify Job Attributes**, to create a request for a Salary Increase.

![Online Job Data Change](image1)

1.4 SELECTING JOB(S)

Select the employee job record(s) that is/are targeted to receive the salary increase.

1) Click the box(es) to select the job record(s)
2) Click on the **Continue** button
   a. This will open the request page and allow the user to make changes to the selected job(s).

![Job/s Selected for Change](image2)
1.5 EFFECTIVE DATE

- Enter the **Effective Date** of the pay increase.

Note: Pay increases are effective on the beginning of a pay period.

![Job's Selected for Change](image)

1.6 COMPLETING THE COMPENSATION SECTION

Specific instructions for completing the Compensation section for both Salary and Hourly (wage) jobs are provided below.

**COMPENSATION RATE – SAL or SAL9**

The compensation **Rate Code** descriptions are as follows:

- **SAL** – fiscal annualized salary
- **SAL9** – academic 9-month annualized salary
- **Annualized** – rate at 1.00 FTE

Steps

1) Select the pay change reason

2) Enter one of the following:
   a) the new **annualized** rate in the **Comp Rate** field, or
   b) the **annualized** change amount in the **Chng Amt** field
   c) Verify rate, amount and percent change

3) Click on **Confirm Compensation** button
COMPENSATION RATE – HOURLY (HRLY)

The compensation Rate Code descriptions are as follows:

HRLY – hourly rate

Steps

1) Select the pay change reason

2) Enter the new hourly rate in the Comp Rate field
   a) The change amount (Chng Amt) and percent change (Chg%) fields will populate automatically
   b) Verify rate, amount and percentage

3) Click on Confirm Compensation button

1.7 MULTIPLE JOB ACTIONS WITH THE SAME EFFECTIVE DATE

Multiple Job Data change actions with the same effective date may occur for an individual at the beginning of the Fall/Spring semesters, fiscal year and other times throughout the year. If this is the case, submit all actions on one Job Data request.

Note: This example includes a change in FTE, expected end date and pay increase.

- Enter the Effective Date of the pay increase.
Modify the following fields (if applicable):
- Job FTE
- Expected End Date

Select from the drop down list
- EED Expected End Date Action Reason

Follow the instructions in the Completing the Compensation Section (pages 5 & 6)

![Diagram](Image)

**Note:** Click the Allow Multiple Salary Lines checkbox to display the SAL and SAL9 Rate codes in the drop down list if you would like to capture more than one increase type for the same effective period, i.e. a Merit increase of $1,000 and Market increase of $629.00 as shown above.

### 1.8 SUBMITTING THE REQUEST

- Click on the Submit button to complete the transaction.

**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.
2. POSITION DISTRIBUTION CHANGES

Position distribution changes may be initiated through the UAccess Employee – MSS Position Distribution Request.

2.1 NAVIGATION – REQUEST POSITION DIST (NEW)

Manager Self Service > MSS Online Forms > Employment and Job > Request Employment/Job Changes

1) Enter Position Number, Empl ID or Last Name and First Name
2) Click on the Search button
   a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.

2.2 HOW TO PROCESS POSITION DISTRIBUTION CHANGES

1) Select Create New Distribution
   One of two options is available: Create Distribution from Scratch or Clone from Existing Distribution. Select the option that best fits your needs.
2) Enter the **Effective Date**
3) Click on the **Set Acctg** link
   a) Enter the Account, Sub-Acct, etc. information on the Chartstring Detail page
   b) Click on the **Accept and Continue** button
4) Enter the **Dist%**

![Image of Distribution Header and Chartstring Detail]

### 2.3 SUBMITTING THE REQUEST

- Click on the **Submit** button to complete the transaction.

*Note: The document will not be saved or submitted if the Cancel button is selected prior to clicking on the Submit or Save for Later options.*
3. REQUEST FOR BUDGET CHANGES

Submit Request for Budget Changes (RBCs) to transfer permanent and temporary budget from the College/VP Salary Adjustment Pool budget line to the individuals’ budget lines affected by pay increases.

http://www.budgetoffice.arizona.edu/index.html

3.1 BUDGET LINES

A budget line (964.0) will be established for each college/VP unit January 5, 2015 salary adjustment allocation. A list of the college/VP salary adjustment pool lines will be available on the Budget Office website.

3.2 TEMPORARY/SPECIAL ASSIGNMENTS

Submit Request for Budget Changes to increase permanent lines for employees who are funded from state and locally allocated accounts and will receive pay increases while on temporary assignment.

3.3 UNPAID LEAVES

Submit Request for Budget Changes to increase permanent lines for employees who are funded from state and locally allocated accounts and will receive pay increases when they return to their permanently funded positions.
4. REVISION HISTORY

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Change Control Log

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