Student Short Work Break Summer 2015

MSS QUICK REFERENCE GUIDE
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1. GUIDE OVERVIEW

The Short Work Break (SWB) is used in combination with an Expected End Date to inactivate timesheets for students who have not graduated and are not working during the summer. Students on a SWB status are not able to report hours during the summer non-work periods.

This guide outlines the Manager Self Service (MSS) - Short Work Break (SWB) process. It incorporates the use of the Student Rollover Reference Sheet as a tool for completing (MSS) Job Data Change Requests in UAccess Employee.

Instructions are also provided to remove Expected End Dates for student workers who have not graduated and will continue to work in the summer.

2. IMPORTANT DATES AND DEADLINES

- May 04, 2015 – Rollover Reference Sheets available in Analytics
- May 15, 2015 - Approved MSS Job Data Change Requests for Student SWBs for Summer 2015 due to Systems Control

3. ROLLOVER REFERENCE SHEET INFORMATION

The Student SWB Rollover Reference Sheet may be used as a tool for completing MSS Employment/Job Data Change requests in UAccess Employee. The Rollover Reference sheets:

- include employees in an active status as of May 03, 2015
- are not sent to Systems Control as a paper source document for initiating changes

3.1 REFERENCE SHEET LOCATION

The Student SWB Rollover Reference Sheet is located in UAccess Analytics as follows:

- UAccess Analytics > Employee > Rollover > Home Tab > Student SWB/Rollover Reference Sheet
3.2 ROLLOVER REFERENCE SHEET DESCRIPTION

1. STUDENTS/JOBS WITH NO EXPECTED END DATE

- The student jobs appearing in this section will continue indefinitely through FY16 unless an action is taken to end/terminate their job/employment or to place them on a SWB status. An example of this worksheet reference sheet is shown below.

![Student Short Work Break and Rollover Reference Sheet](image1)

2. STUDENTS/JOBS WITH EXPECTED END DATE

- The student jobs appearing in this section will terminate unless they are placed on a short work break status for the upcoming summer months. An example of this worksheet reference sheet is shown below.

- Students may be placed on SWB through MSS Request Employment/Job Changes. See the Short Work Break Descriptions for additional details.

![Student Short Work Break and Rollover Reference Sheet](image2)
4. MSS JOB CHANGE REQUEST - STUDENT WORKER SWB

This section outlines the process to initiate and submit the Job Data Change Request to change student workers status to a SWB during the summer months.

4.1 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**

![UAccess Employee Request Employment/Job Changes](image)

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.

![Request Employment/Job Changes](image)
4.2 ACTION TYPE

Select **Modify Job Attributes**

![Online Job Data Change](image)

4.3 JOB RECORD(S)

Select the employee job record(s)

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

![Job's Selected for Change](image)
### 4.4 EFFECTIVE DATE

When adding **short work break** for student workers, the effective date should correlate with the last pay period of the academic year which starts 5/11/2015. If the student worker job is **ending** the date may coincide with the beginning of another pay period.

Enter the appropriate **Effective Date**

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

```
Requested Action: Modify Job Attributes
Effective Date: 05/11/2015
Transaction Number:
Status: Not Submitted
```

### 4.5 SHORT WORK BREAK DESCRIPTIONS

- **Short Wk Break – Summ Unknown Rtn**
  - This SWB status ends 120-days from Expected End Date, and job/employment is terminated if no action is taken.
  - Expected End Date (EED) provided by Dept/College determines start of SWB period.
  - Utilize this action reason if the student should be placed on SWB for the summer and should **NOT** automatically return to an active status at the beginning of the Fall Semester.
  - The student will not be paid in a job that is in SWB status.
  - A MSS Job Data Request is required to return the employees to an active status.

- **Short Wk Break – Summer Off**
  - Expected End Date provided by Department/College determines start of SWB period.
  - Utilize this action reason if the student should be placed on SWB for the summer and should automatically return to an active status at the beginning of the Fall Semester.
  - The student will not be paid in a job that is in SWB status.
  - Employee jobs automatically return to an active status on August 17, 2015.
4.6 ADDING AN EXPECTED END DATE

1. Enter the Expected End Date
   - The Date range available for Summer SWB: May 14-17, 2015
     - Short Wk Break – Summ Unkwn Rtrn
     - Short Wk Break – Summer Off

2. Select the SWB Action Reason
   - See the Short Work Break Descriptions section to determine appropriate SWB (EED Action Reason).
   - The SWB action reasons are available for selection if the date entered is within the date range listed in #1 above

4.7 REMOVING AN EXPECTED END DATE

- To continue the student job(s) scheduled to end during Summer 2015, follow the instructions through section 3.5 above.
- Remove the EED by deleting the existing value from the Expected End Date field as shown below

4.8 SUBMIT FOR APPROVAL

Click 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.
5. REVISION HISTORY

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Change Control Log

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