## Manager Self Service (MSS) Workflow and Routing Rules Matrix

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>HR Department Approver</th>
<th>Dept Funding Approver</th>
<th>College Reviewer</th>
<th>College Approver</th>
<th>College Funding Approver</th>
<th>College Flex Approver</th>
<th>New Hire College Flex Approver</th>
<th>Export Control</th>
<th>Sponsored Projects</th>
<th>Provost</th>
<th>Executive Approver</th>
<th>Workforce Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Job - Students</td>
<td>All Requests</td>
<td>NA</td>
<td>State Funded</td>
<td>Provisioned with Job Data Change role</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Export Controlled Position</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
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</tr>
<tr>
<td>DCC - Create New</td>
<td>All Requests</td>
<td>NA</td>
<td>Requests with affiliate, associate, health care partner or pre-hire relationships</td>
<td>Requests with affiliate, associate, health care partner or pre-hire relationships</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>Yes to question “the person will be collaborating on research activities with a UA Faculty member or research scientist.”</td>
<td>NA</td>
<td>NA</td>
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<td>All Requests</td>
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<tr>
<td>New or Additional DCC Relationships</td>
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<tr>
<td>DCC - End/Extend</td>
<td>All Requests</td>
<td>NA</td>
<td>Requests with affiliate, associate, health care partner or pre-hire relationships</td>
<td>Requests with affiliate, associate, health care partner or pre-hire relationships</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>• Yes to question “the person will be collaborating on research activities with a UA Faculty member or research scientist.” • No to the question &quot;the person is not a US Citizen or Permanent Resident” • The DCC type selected is one of the following: Affiliate (excluding OLLI and SR Academy), Associate, Inter Institutional Faculty, Staff and Students and Dept Volunteer</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
<td>Type of Request</td>
<td>HR Department Approver</td>
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<td>College Funding Approver</td>
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<tr>
<td>DCC- Rollover</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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</tr>
<tr>
<td>Exception</td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Ad hoc approver for T, TE, C, CE, and MY</td>
<td>Ad hoc approver for T, TE, C, CE, and MY</td>
<td>All Requests</td>
<td></td>
</tr>
<tr>
<td>Grad NOA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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</tr>
<tr>
<td>Job Data Changes</td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>All requests except Students and Grads (STU and GRA ABOR Code)</td>
<td>NA</td>
<td>All requests except Students and Grads</td>
<td>NA</td>
<td>Job changes for the emplids listed on Provost criteria table</td>
<td>Job changes for the emplids, job codes or UA Titles listed in Executive Criteria table</td>
<td>All Requests</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Benefits Flag changes on any action**
- **New Assignment/Position request**
- **where the new position prompts ABOR Code change for the employee**
- **All pay rate changes**
- **All class Indicator changes**
- **All position life cycle requests**
- **All requests except Students and Grads**

Exception: ABOR Code - STU and GRA not routed to this approver
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Personal Information Changes</strong></td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>All Requests</td>
<td>NA</td>
<td>Request with any identifying Information change (DOB, Name and SSN)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<td>All Requests</td>
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<tr>
<td><strong>Position Management</strong></td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
<td><strong>Position Funding</strong></td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
<td><strong>New Hire - Students</strong></td>
<td>All Requests Provisioned</td>
<td>NA</td>
<td>State Funded Provisioned with Job Data Change role</td>
<td>NA</td>
<td>NA</td>
<td>All Requests Self-approved</td>
<td>Not a US Citizen AND Export Controlled Position</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
<td>Type of Request</td>
<td>HR Department Approver</td>
<td>Dept Funding Approver</td>
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<td>College Approver</td>
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<tr>
<td>With Job Data Change role</td>
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<td>Provisioned with Job Data Change role</td>
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<tr>
<td><strong>New Hire - Grad</strong></td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>NA</td>
<td>State Funded Provisioned with Job Data Change role</td>
<td>• State Funded • Export Controlled Position Provisioned with Job Data Change role</td>
<td>NA</td>
<td>NA</td>
<td>All Requests Self approved if state funded and provisioned for Job Data Change College Approver role</td>
<td>Not a US Citizen AND Export Control Position</td>
<td>NA</td>
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</tr>
<tr>
<td><strong>New Hire - Classified Staff</strong></td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>NA</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>NA</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>Not a US Citizen AND Export Control Position</td>
<td>NA</td>
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<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
<td><strong>New Hire - Faculty/ Appointed</strong></td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>NA</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>NA</td>
<td>All Requests Provisioned with Job Data Change role</td>
<td>Not a US Citizen AND Export Control Position</td>
<td>NA</td>
<td>NA</td>
<td>T/TE C/CE MY Contract Status</td>
<td>All Requests</td>
</tr>
<tr>
<td><strong>Notice of Appointments Faculty/ Appointed</strong></td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<td>NA</td>
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<tr>
<td><strong>Supplemental Compensation – Classified Staff</strong></td>
<td>All Requests Hiring Department then Home</td>
<td>NA</td>
<td>All Requests Hiring College then Home</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes to question “Teaching credit course?”</td>
<td>NA</td>
<td>NA</td>
<td>All Requests</td>
</tr>
<tr>
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<td>HR Department Approver</td>
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<td></td>
<td>Department Approver</td>
<td>College Approver</td>
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<tr>
<td>Supplemental Compensation – Faculty/Appointed</td>
<td>All Requests Hiring Department then Home Department Approves</td>
<td>NA</td>
<td>NA</td>
<td>All Requests Hiring College then Home College Approves</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes to question &quot;Is any of the funding from a sponsored account?&quot;</td>
<td>Yes to question &quot;Teaching credit course?&quot;</td>
<td>Yes to question &quot;Is any of the funding from a non-sponsored account?&quot;</td>
</tr>
<tr>
<td>Supplemental Compensation - Grad</td>
<td>All Requests Hiring Department then Home Department Approves</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes to question &quot;Is any of the funding from a non-sponsored account?&quot;</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Terminations</td>
<td>All Requests</td>
<td>NA</td>
<td>All Requests</td>
<td>• All Grad, Staff, Faculty and Appointed termination requests • Student Employment End requests with &quot;Discharge&quot; reasons • Student Job End requests with &quot;Discharge?&quot; flag checked</td>
<td>NA</td>
<td>• Employment End requests with &quot;Discharge&quot; reasons • Job End requests with &quot;Discharge?&quot; flag checked</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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</tr>
<tr>
<td>Type of Request</td>
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<tr>
<td>Title Management (Effective Current Pay Period)</td>
<td>All Requests</td>
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<td>All Requests</td>
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<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Adding or removing the contract status (Continuing, Continuing Eligible, Tenured, Tenure Eligible, OR Terminal Year) OR Changing the Granted Date or Track Start Date</td>
<td>NA</td>
</tr>
<tr>
<td>Title Management (Retroactive Change)</td>
<td>All Requests</td>
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<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Retroactive Title Management requests will not route to the Provost’s Office; however, hardcopy Title Forms require Provost Office signature upon initiation for adding or removing the contract status (Continuing, Continuing Eligible, Tenured, Tenure Eligible, OR Terminal Year) OR Changing the Granted Date or Track Start Date</td>
<td>NA</td>
</tr>
</tbody>
</table>

Note: Requests initiated by College Approvers will skip the HR Dept Approver step; however, individuals in the role will receive an email notification.

*Action Reason Code descriptions are available on the Workforce Systems website at: [https://hr.arizona.edu/workforce-systems/uaccess-resources/action-reason-details](https://hr.arizona.edu/workforce-systems/uaccess-resources/action-reason-details)