

MSS Faculty Workload Guide

Faculty Workload





Log in to UAccess. On the Manager Self Service page, select the Request MSS Transactions tile.

UAc	UAccess Femployee			Search in Navigator			Q		ŵ	۵	:	\oslash
	UA Manager Self S	ervice 👻									1 of 4	>
												-
		Approvals		Employee DCC Search		Position Cross Reference		Team Time				
			L	22		[:=] 223						
			2									
							4					
0		Injury & Claim Reporting	Injury & Claim Reporting		Generate Contracts	MSS WorkCenter & Approvals		4	Request MSS Transactions			
\heartsuit	⊘ 2											
						41 Pending						
		Employee Transaction Summa	ary	Anno	uncem	ients		Company Directory				
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				No Annound	cement	ts available						
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STEP 2

On the Request MSS Transactions tile, select Faculty Workload > Faculty Workload Request.

✓ UA Manager Self Service	Request Transactions	ଜ
✓ Select Transaction Type		
Contracts		
Distribution		
Employment and Job		
Faculty Workload		
Faculty Workload Request	2	
MSS Exceptions		
Payment Request		
People		
Position		
Recruitment		

STEP 3

On this page, the user can search by a variety of fields. Selecting the lookup icon for each field may assist the user in narrowing down their search results.

Selecting "**Include History**" will display historical Faculty Workload records for an employee's position. Historical records cannot be edited, this function is for informational purposes only.

		Request Faculty V	Vorkload	
Request Faculty Workload				
➡ Faculty Workload Search Criteria				
Additional Information coming soon!			1	
	Empl ID	Q		
	First Name			
	Last Name			
	Position Number	٩		
	Supervisor Position	٩		
	Department	٩		
	College	٩		
	ABOR Code	٩		
	Include History	No	3	
Search Clear All				



Once the user has filtered their search using the lookup fields, select "Search."

	Request Faculty Workload	ŵ	Q	\$:	\oslash
Request Faculty Workload					
Additional Information coming soon!					
Empl ID	٩				
First Name					
Last Name					
Position Number	٩				
Supervisor Position	٩				
Department	Q				
College	Q				
ABOR Code	Q				
Include History	No				
Search Clear All					

STEP 5

The page will populate with available results based on the search criteria. If no results are found, an error message will display (see second image below).

Search	Clear All					2 rows
None)		Duty	✓ 0.00 Apply	у	Submit Q 11
Update?	Emplid/Empl Rcd/Effdt	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties	Workload Duties	Comments
No				Teaching 0.00% Service/Outreach 0.00% Administrative 0.00%	Rsrch/Scholarships / 0.00% Clinical Service 0.00% Cooperative Extension 0.00% Other Professional 0.00% Activities	Loaded from file.
No	Γ.	12.		Teaching % Service/Outreach % Administrative Services	Rsrich/Scholarships / % Creative Clinical Service % Cooperative Extension % Other Professional %	
			Request	Faculty Workload		ଜ ୧ ଦ : ଡ
Request Fa	rkload Search Criteria					
		Empl ID	٩			
		First Name				
		Last Name				
		Position Number	Q			
		Supervisor Position	Q			
		Department	۹			
Search	Clear All	CollegeABOR Code Include History	At least on se Please	earch key must be entered. enter a search key.		
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Users can edit the entire population by selecting the switch icon in the top left of the results, selecting a **Workload Duty** type from the drop down menu, inputting a value, and then applying values by clicking the "**Apply**" button. Clicking the "**Apply**" button with an input of 0 will clear desired selections.

	Request Faculty	Workload		Q	:	\oslash
Request Faculty Workload Faculty Workload Search Criteria	Duty	 ✓ 0.00 Apply 		Submit	٩	5 rows
No		Teaching 10.00% Service/Ou 0.00% Administrat Services 0.00%	Rsrch/ Scholarships / 0.00% Creative Clinical Service 0.00% Cooperative Extension 40.00% Other 50.00% Professional Activities			1
No		Teaching 40.00% Service/Ou 5.00% Administrat Services 5.00%	Rarch/ Scholarships / 0.00% Creative Clinical Service 0.00% Cooperative Extension Other 0.00% Professional Activities			4

STEP 7

Individual results may also be edited by selecting the switch icon on a particular job, directly inputting **Workload Duty** values into the corresponding boxes, and clicking "**Submit**."

Paculty Workload Search Criteria None Duty 0.00 Apply Update? Emplid/Empl Red/Effait Report Name/Title/Postion Nbr College/Dept/FTE Workload Duties Vorkload Duties rese Generative 0.00 % Cinical Service 0.00 % rese Teaching 0.00 % Cinical Service 0.00 % reservice/Outr Teaching 0.00 % Cinical Service 0.00 % reservice/Outr 0.00 % Cinical Service 0.00 % Cinical Service 0.00 % reservice/Outr 0.00 % Cinical Service Cinical Service 0.00 % Cinical Service 0.00 % Cinical Service Cinical Service Cinical Service Cinical Service Cinical Service Cinical Service <				Request Faculty	Workload		Q	۵	:	Ø
None Duty 0.00 Submit Q Update? Emplid/Empl Red/Effdt Report Namer/Title/Postion Nbr College/Dept/FTE Workload Duties Workload Duties Comments Yes Galarships 0.00 % Clinical Service 0.00 % Cooperative 0.00 % Cooperative 0.00 % Clinical Service 0.00 % Cooperative 0.00 % Cooperati	Request	Faculty Wor	kload ch Criteria							5 rows
Update? EmplidEmpl RedEffat Report Name/Title/Postion Nbr College/Dept/FTE Workload Duties Workload Duties Comments Yes	None		Duty		✓ 0.00Apply		Sub	mit	Q	
Yes Rsrch/ Scholarships/ 0.00 % Creative Yes Clinical Service 0.00 % Cooperative Administrative Service/Outr 0.00 % Cooperative Cooperative Extension 0.00 % Cooperative Yes Service/Outr 0.00 % Cooperative Other Professional 0.00 % Creative Yes Service/Outr Scholarships/ 0.00 % Cooperative Cher Professional Yes Service/Outr 0.00 % Cooperative Clinical Service 0.00 % Cooperative	Update?	Emplid/Empl Rcd/Effdt	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties	Workload Duties		Commen	ts	
Yes Service/Outr 0.00 % Cooperative 0.00 % Service/Outr 0.00 % Cooperative 0.00 %	Yes				Teaching 0.00 % Service/Outr 0.00 % Administrative Services 0.00 %	Rstch/ Scholarships/ Creative Clinical Service 0.00 % Cooperative 0.00 % Extension 0.00 % Other Professional 0.00 %				*
Administrative Extension Cool & Cool	Yes				Teaching 0.00 % Service/Outr 0.00 % Administrative 0.00 %	Rstch/ Scholarships/ Creative Clinical Service Cooperative Extension Professional Activities				Â

STEP 8

The total of all Workload Duties must equal 100% or the user will be unable to submit. Additionally, some Workload Duty fields may require a comment upon submission. If these conditions are not met, the following errors will appear.

Reques	t Faculty Wor	kload :h Criteria				
None		۵	Duty	✓ 0.00Apply		Submit Q 1
Update?	Emplid/Empl Rcd/Effdt	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties	Workload Duties	Comments
Error		8	Total must equal 100%. he sum of all faculty workload perc	Currently : 80% entages must equal 100%.	Rarch/ 0.00 Scholarships / 0.00 Creative 0.00 Cooperative 0.00 Cooperative 0.00 Coperative 0.00 Cooperative 0.00 Cooperative 0.00 Cooperative 0.00 Cooperative 0.00 Activities 0.00	% % %
Yes		Com	Comment rec ment is required when 'Other Pro OK	uired. fessional Activities' is select	ed. Clinical Service 0.0 Coperative 0.0 Cooperative 0.0 Cooperative 0.0 Cooperative 0.0 Cooperative 0.0 Cooperative 0.0 Cooperative 0.0 Cooperative 0.0	20 % 20 % 20 %

STEP 9

Once the desired values have been entered into the Workload Duty fields, click "**Submit**" to create Faculty Workload data for the employee to view in UAccess.

			Request Faculty	Workload		ŵ	Q	Δ	:	\oslash
Request F Faculty W None	aculty Work	kload h Criteria Duty		 ✓ 0.00 Apply 		9	Subr	nit	q	i rows
Update?	Emplid/Empl Rcd/Effdt	Report Name/Title/Postion Nbr	College/Dept/FTE	Workload Duties Teaching 80.00 % Service/Outr 0.00 % Administrative 0.00 %	Workload Duties Rsrch/ Scholarships / Creative Clinical Service Cooperative Extension Other Professional Activities	0.00 % 0.00 % 20.00 %	c	comments	5	

If you have technical difficulties with Faculty Workload, please reach out to WorkforceSystems@email.arizona.edu.