New Hire

MSS QUICK
REFERENCE GUIDE

HR Workforce Systems

Table of Contents

1. NEW HIRE INITIATOR

1.1 WHO CAN ACCESS THE NEW HIRE REQUEST DOCUMENT

Each workflow document requires a minimum of two participants: an Initiator and an Approver.
Workforce Systems will be included as a final approver on all transactions prior to the data entering the system.
Initiating or creating a document requires the Position Cross-Reference role in UAccess.
The college/department indicated on a document will determine the number of required approval steps for each requested transaction.

ROLES AND APPROVAL STEPS

"Job Data Change" approval roles will be used for New Hire/Rehire transactions – individuals who have a HR Department Approver role for Job Data Changes will also have approval authority for New Hire/Rehire transactions.

- Business Approvers
    - HR Department
    - College Reviewer
    - College Flex (Classified Staff/Appointed)
    - College Flex 2 (Graduate Assistant/Associates)
    - College/Division
- Administrative Approvers
    - Export Control
    - Central HR
    - Workforce Systems
- Executive Approver
    - Provost

2. NAVIGATING THE MANAGER SELF SERVICE MENU

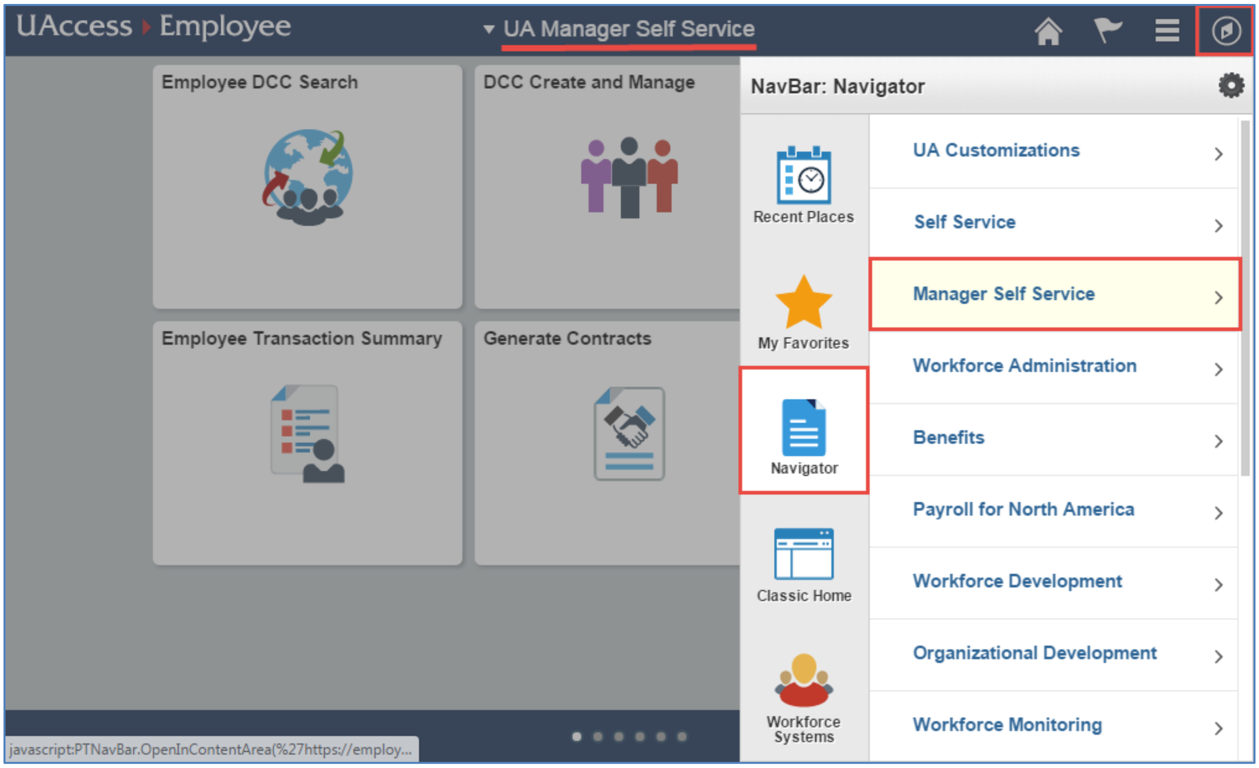
2.1 HOW TO NAVIGATE TO THE NEW HIRE/REHIRE REQUEST DOCUMENT

The New Hire/Rehire request document is located in UAccess Employee/Manager Self Service:

https://uaccess.arizona.edu/

To access the document from your UA Manager Self Service Dashboard:

- Click the 'Nav Bar' icon in the top-right corner of your screen
- Select the 'Navigator' option
- Use the uncovered menu to navigate the following path:
    - Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire



3. INITIATING REQUESTS

The "Request New Hire" page allows the user to do the following:

3.1 HIRING REQUEST TYPES

NEW HIRES

- No person/employee ID records exist, and
- No future, current or past job records exist

REHIRES

- Person/employee ID records exist, or
- Terminated job records exist

ADDITIONAL JOBS (CURRENTLY ONLY AVAILABLE FOR STUDENTS)

- Person/employee ID records exist, or
- Current active job records exist

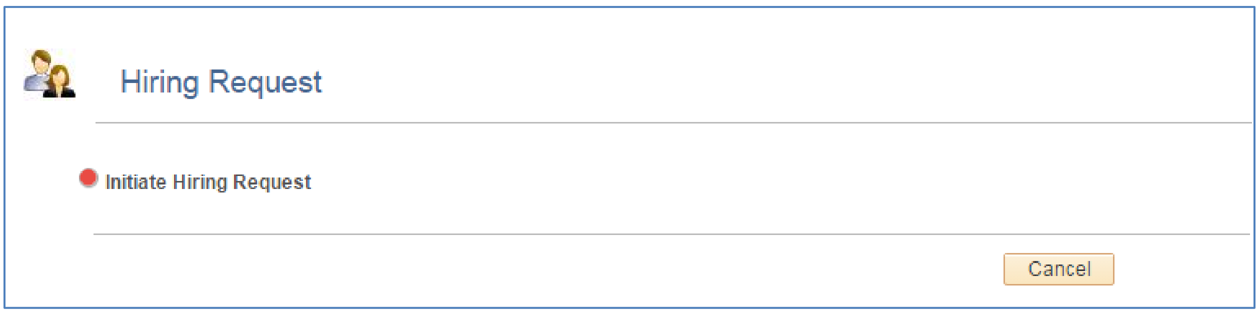
Return to Work In Progress

- Return to Work in Progress is located in the Employment and Job – New Hire Request option
- This is only available if a user previously saved a request from using the “Save for Later” feature
- Users can return to a transaction previously saved to complete the hiring process
- Saved requests are stored for 30 calendar days

4. HOW TO CREATE A NEW HIRE REQUEST

Initiating A New Hire

Select “Initiate Hiring Request” on the “Hiring Request” page

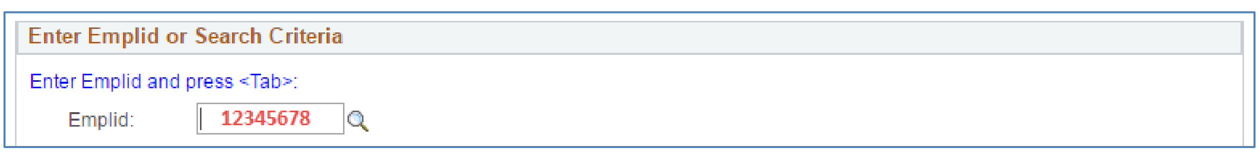


Search Match

Enter the search criteria to determine if an existing person/job record exists. All fields with an asterisk (*) are required.

Rehire (Existing Person Record)

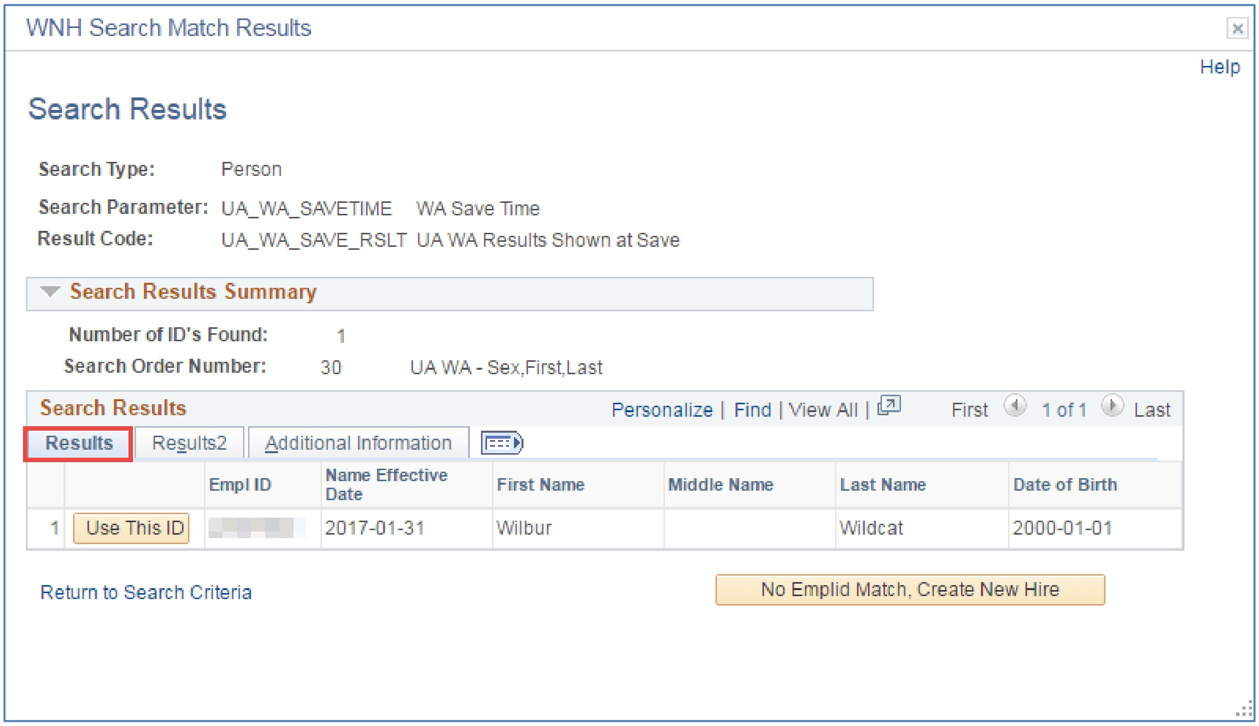
- Enter Employee ID



OR

New Hire

Complete ALL fields with an asterisk (*)

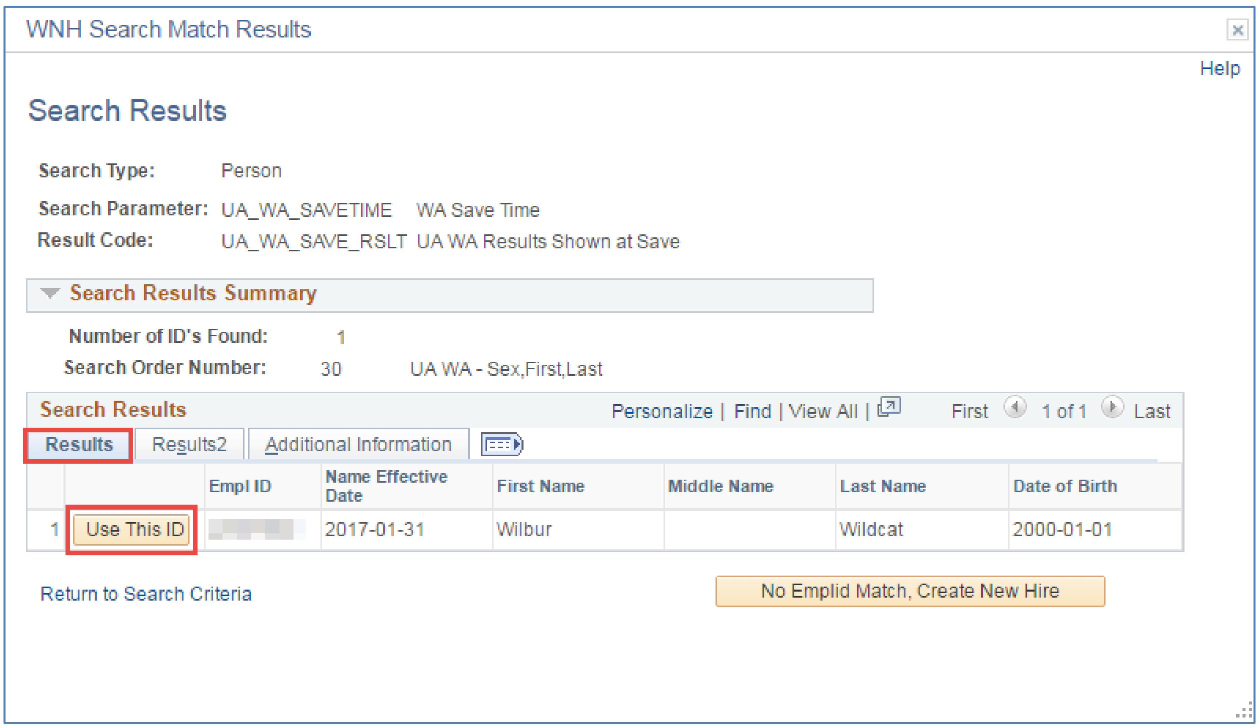


No Results

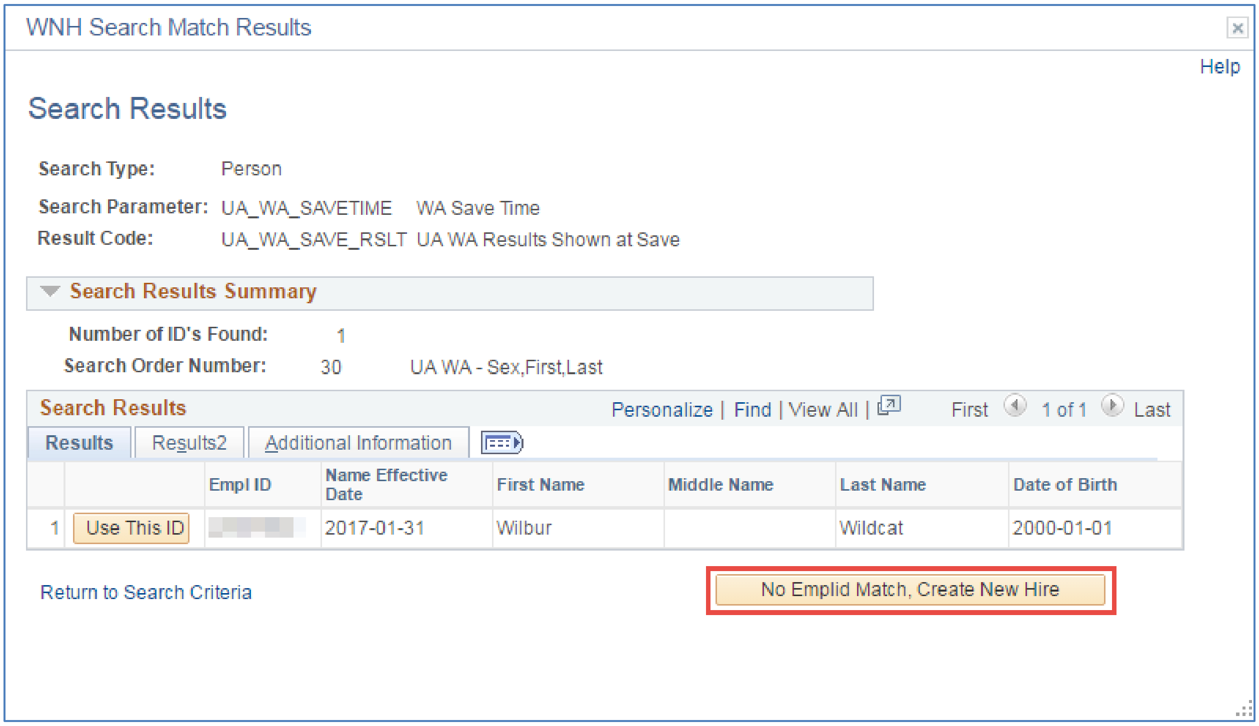
If the criterion entered does not match an existing employee record, the New Hire Request page will display the “No Employee ID Match, Create New Hire” button.

Person Match Exists

If a "person" match exists, click the "Use This ID" button to initiate a new hiring request.

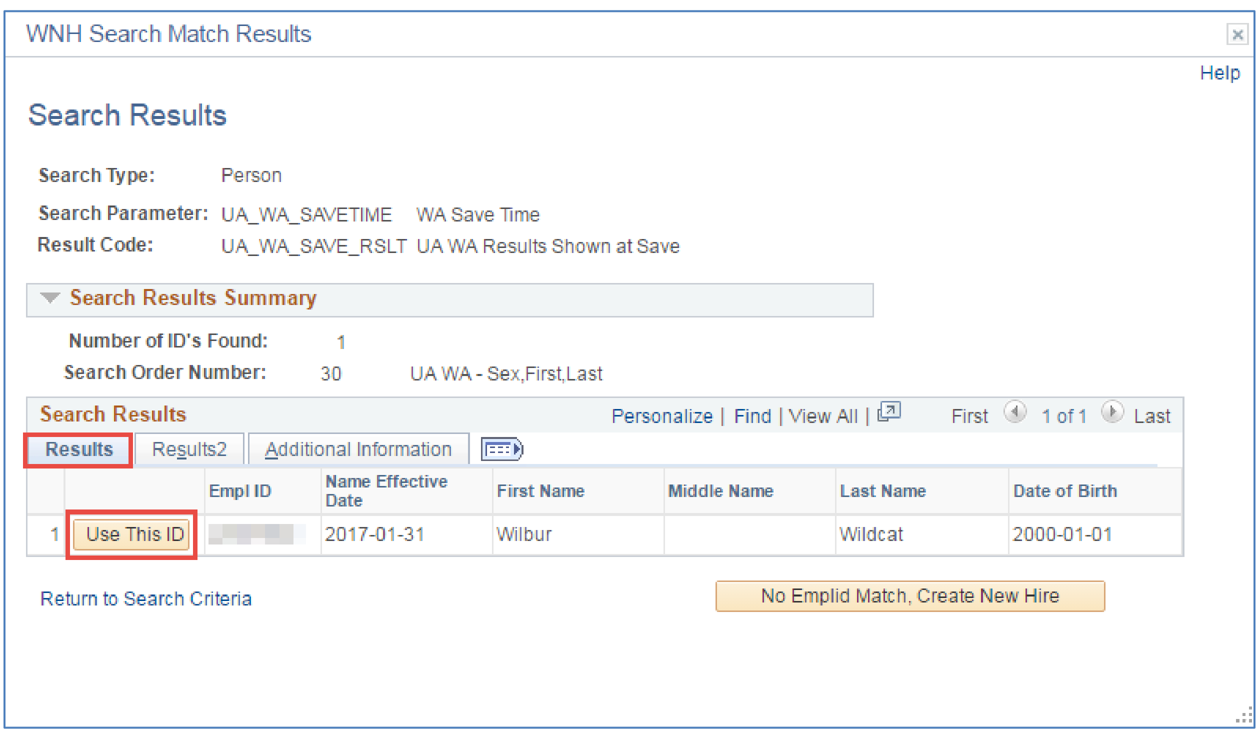


Otherwise, click the "No Employee ID Match, Create New Hire" button to perform a new search.



4.1 HIRING REQUEST

- Click on "Use This ID" to select the matching person record



New Hire Type

Select the appropriate new hire type

- Classified Staff
- Faculty/Appointed
- Graduate Assistant/Associate

Note: Business rules are encoded to assist with specific new hire types

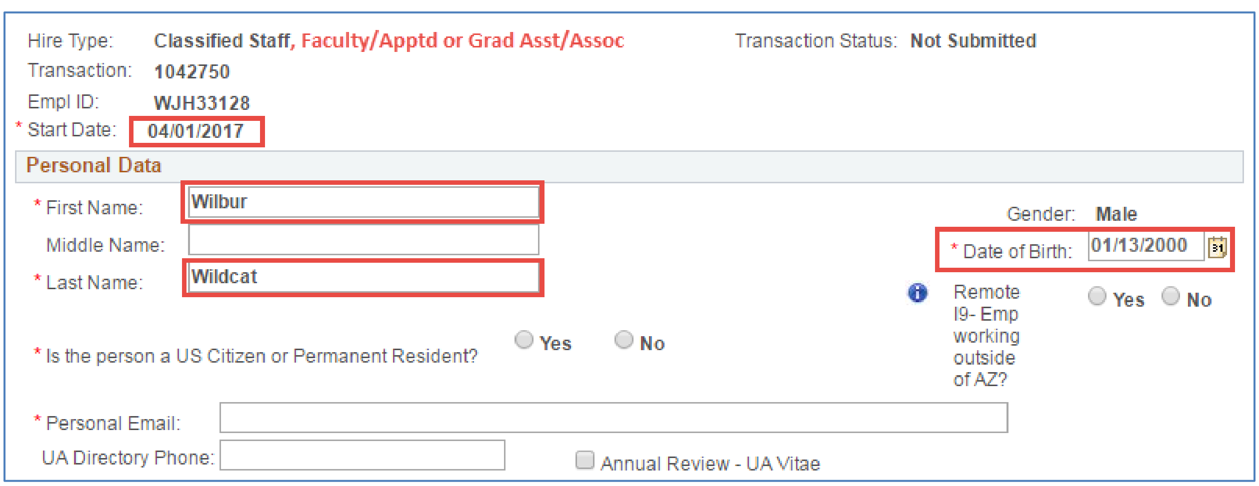
Start Date

New Hire Start Date

- This is the date the person begins *work for pay*
- Must be greater than or equal to the date the employee signed their Form I-9

Personal Data

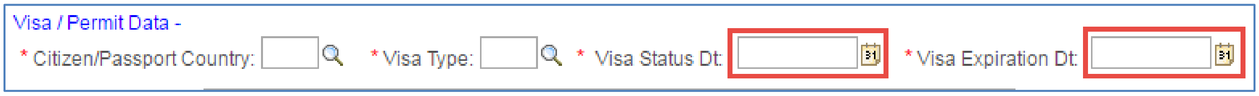
- Name, SSN, Personal Email, Gender, DOB, and Citizenship values will pre-fill from search page and/or from "person data" if a record exists
- Asterisks (*) mark fields that require completion



Note: Start date can go back a maximum of 30 days

VISA/PERMIT DATA

- The Visa Permit Data fields will appear if a "No" response to the US Citizen or Permanent Resident Question is selected
- The Expected End Data cannot exceed the Visa Expiration Date
- The Employee Start Date cannot be prior to the Visa Status Date



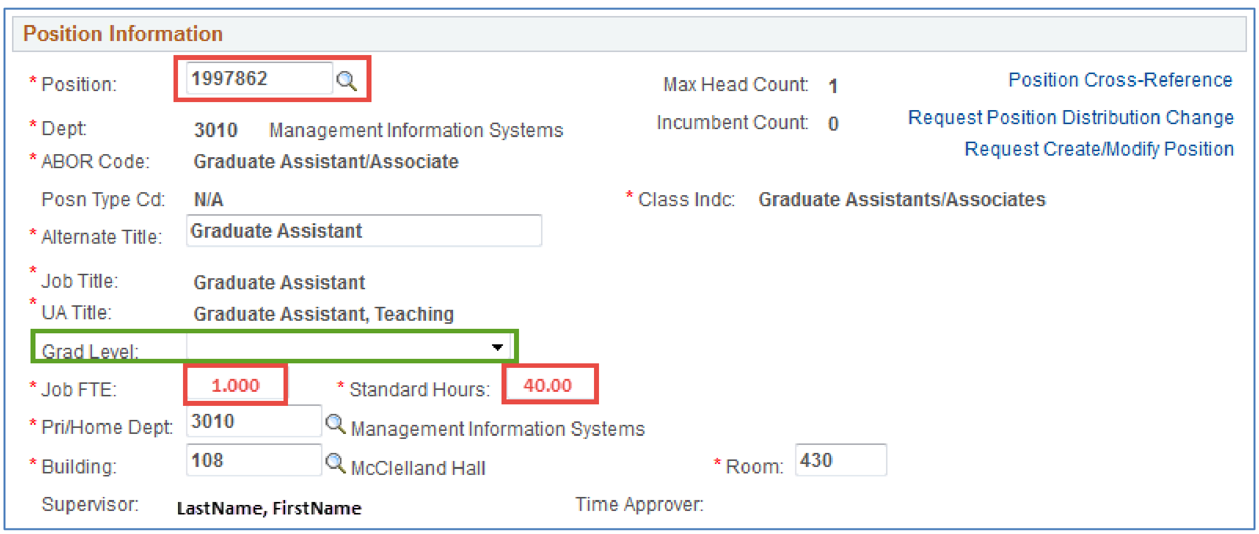
POSITION INFORMATION

The Position Information section will pre-fill with information from the Position Data component once the "Position" number is entered.

JOB FTE OR STANDARD HOURS

The Job FTE or Standard Hours must be provided by the initiator

- Permanent Part Time positions cannot exceed .49 FTE
- Field values within boxes can be overwritten



Note: Grad Level drop down selection appears for Graduate Assistants/Associates only – this is an optional field

POSITION MANAGEMENT

Export Controlled, Security Sensitive and Risk Management sections of Position Management are summarized and displayed on the bottom of the "Position Information" section.

- Export Controlled Positions Marked "Y"
    - Prompts Workflow Routing of New Hire Request to Export Control if not US Citizen/Perm Resident
- Security Sensitive Position Marked "Y:
    - Triggers Fingerprint Notice to New Employee

- Risk Management Position Marked "Y"
    - Initiates Risk Management Training

Note: The "Acct for Background Check" will always be displayed for Classified Staff and Faculty Appointed requests. It will only appear for security sensitive positions for Grads.

BENEFITS INFORMATION

BENEFITS ELIGIBILITY

The benefits information section appears on the Classified Staff and Faculty/Appointed Personal Requests

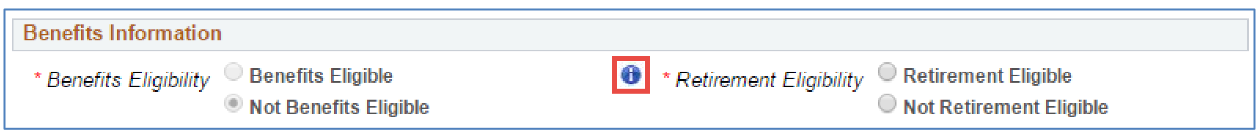
- Benefits Eligibility Flag
    - Benefits Eligibility defaults to "Benefits Eligible" based on Class Indicator

Note: User should manually select "Not Benefits Eligible" radio button for individuals not meeting Benefits Eligibility criteria.

RETIREMENT ELIGIBILITY

The hiring request requires the selection of either the "Retirement Eligible" or "Not Retirement Eligible" option

- The "i" button provides information to assist with the appropriate option selection



4.2 CLASSIFIED STAFF

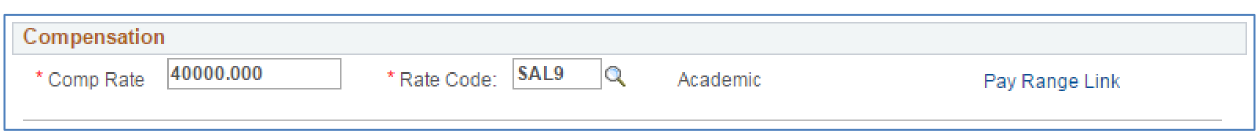
COMP RATE AMOUNT

The Annualized Salary or Hourly Rate is based on "Rate Code" selected

RATE CODE

Options limited by Class Indicator in Position Information Section

- SAL – Fiscal
- SAL9 – Academic
- HRLY – Hourly



CAREER TRACK POSTING SECTION

- Enter posting number (#)
- Select appropriate Competitive/Non-Competitive Hire response(s)

Position Distribution

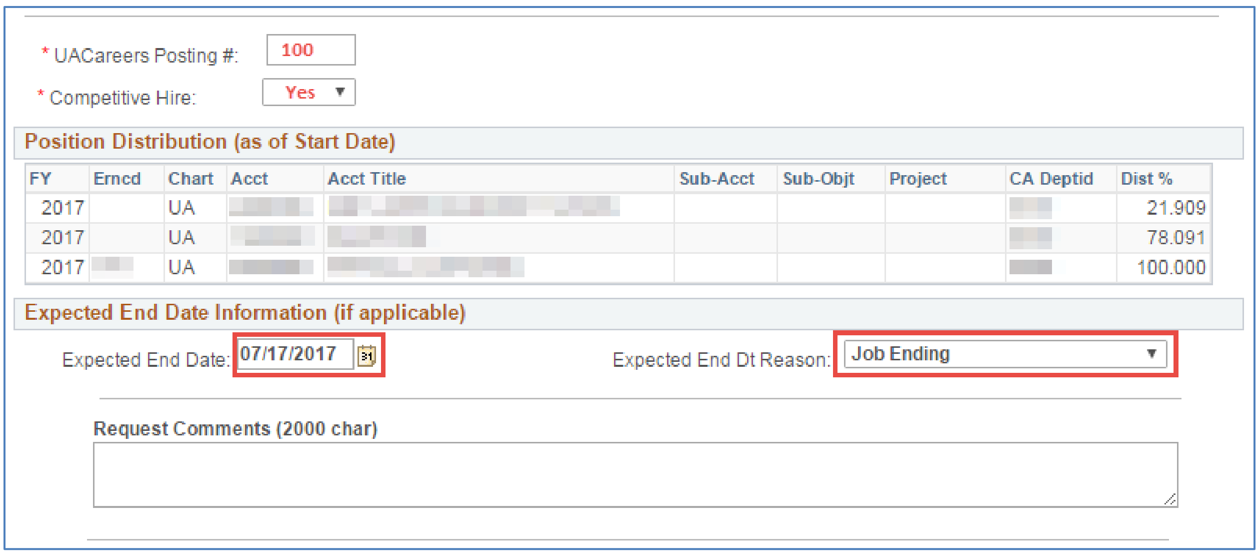
The Position Distribution information is displayed for reference only

- Submit changes via MSS Position Distribution

Expected End Date Information

- Enter Expected End Date (if applicable)
    - Select corresponding Expected End Date Reason
    - Comments are optional

Note: An Expected End Date is required for Extended Temporary positions and expiring visa statuses



Required Attachment

- Attach a copy of the “accepted” letter of offer
    - Confirm document attached by clicking on the box
    - Click on the “Add Attachment” link and attach document
- Submit the request

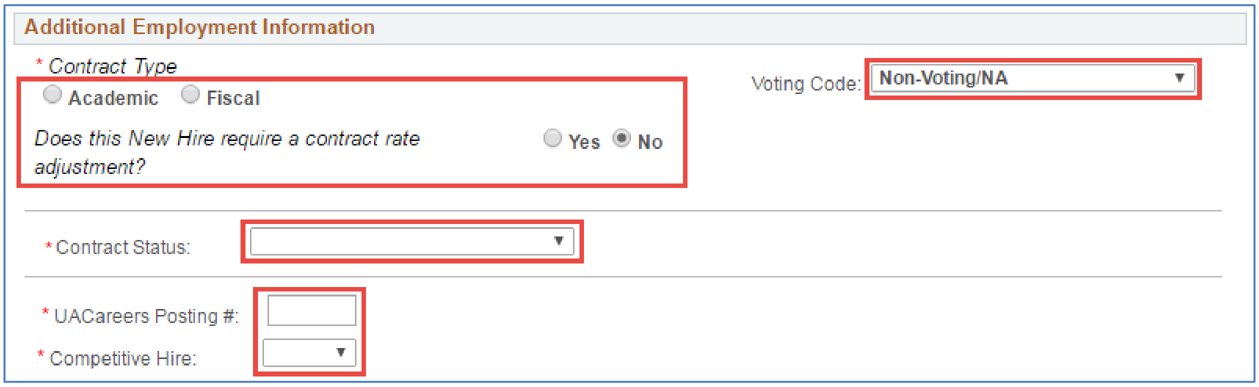
4.3 FACULTY/APPOINTED PERSONNEL

Additional Employment Information

The following sections must be completed for Faculty/Appointed Personnel hires

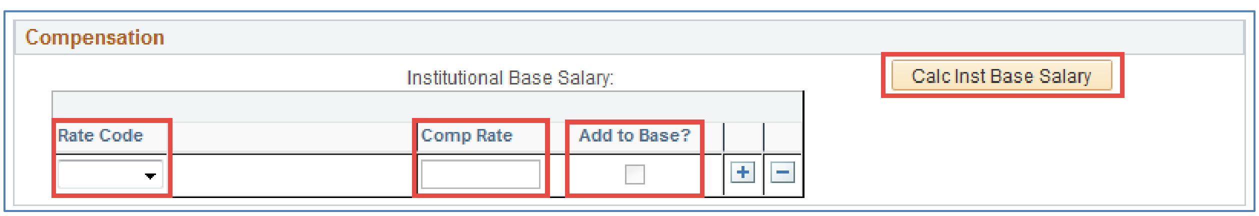
- Contract Type (also known as contract length)
    - Fiscal or Academic
- Contract Rate Adjustment
    - Option for compensating late “New Hire” academic Faculty
- Voting Code
    - Select appropriate College if the new employee is a voting faculty member
- Contract Status

  - Dropdown list limited by ABOR Code associated with Job Title
- Career Track Posting
  - Enter posting #
  - Select appropriate Competitive/Non-Competitive Hire response(s)



Compensation

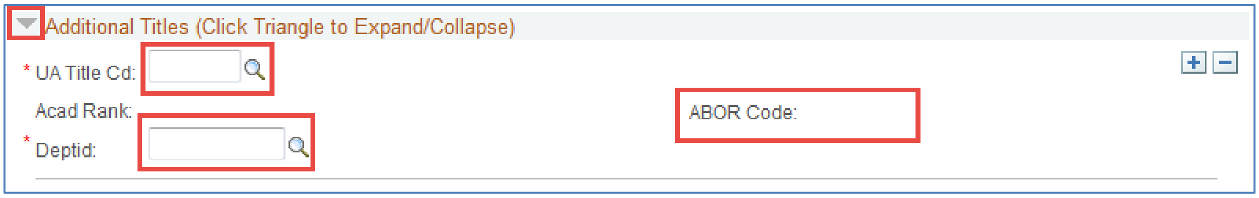
- Rate Code
  - Select the Rate CD that coincides with the Comp Rate provided
  - Use the "+" to add multiple rates; i.e. SAL (base pay) "+" Admin Stipend
- Comp Rate
  - Enter the amount that corresponds with the Rate Code selected
- Add to Base
  - This box is checked when a component of pay is included in the Institutional Base Salary (view only)
- Calc Inst Base Salary
  - Click on button is a base rate and component of pay are entered



Additional Titles

The Additional Title window may be expanded by clicking on the down arrow/triangle on the left side of the Additional Title header within the blue banner.

- UA Title Code
  - Additional UA title(s) not associated with an employee's position(s)
  - Magnifying class provides various search options to select the UA Title
- Dept. ID
  - The department number responsible for the additional UA title
  - Used for electronic approvals, routing and notifications for MSS UA title functionality



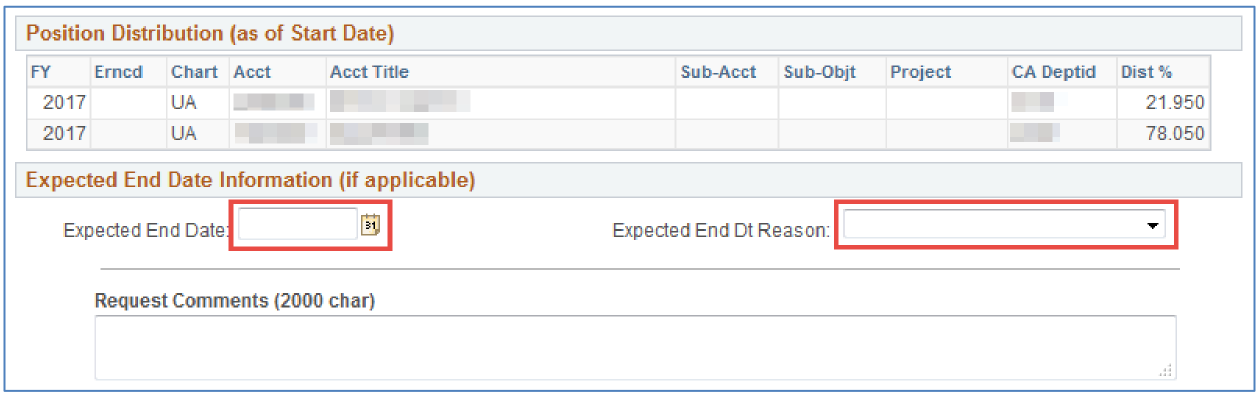
Position Distribution Information

The Position Distribution information is displayed for reference only

- Submit changes via MSS Position Distribution

Expected End Date Information

- Enter Expected End Date (if applicable)
- Select corresponding Expected End Date Reason



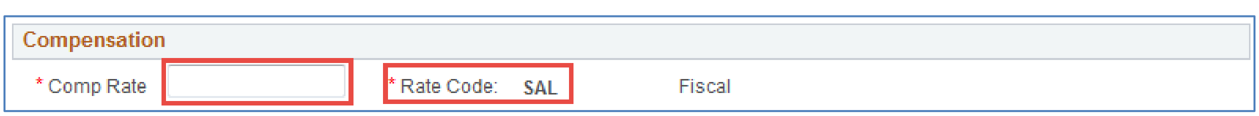
Required Attachment

- Attach a copy of the “accepted” letter of offer
  - Confirm document attached by clicking on the box
  - Click on the “Add Attachment” link and attach document
- Submit the request

4.4 Graduate Assistant/Associate

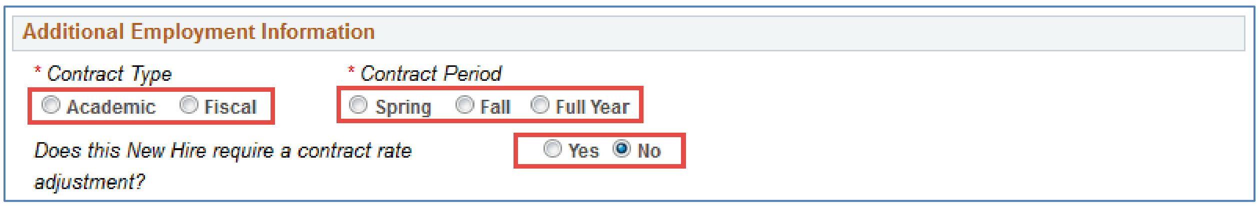
Compensation

- Comp Rate
  - Enter the Annualized Fiscal or Academic rate
- Rate Code (view only)
  - Pre-fills automatically based on “Contract Type” selected
    - SAL – Fiscal
    - SAL9 – Academic



Additional Employment Information

- Contract Type
  - Fiscal or Academic
- Contract Period
  - Spring Semester
  - Fall Semester
  - Full Year
- Contract Rate Adjustment
  - Option for compensating late “new hire” academic Grads



Position Distribution

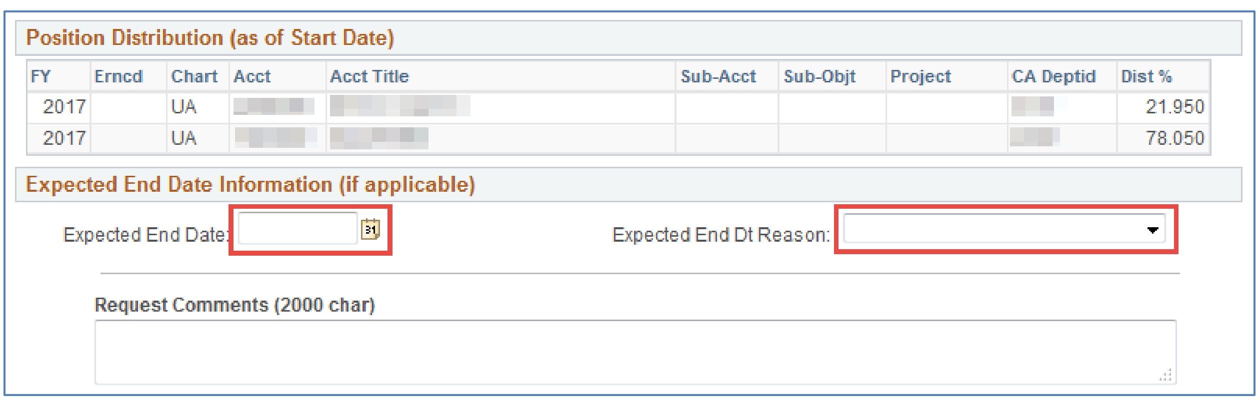
The Position Distribution information is displayed for reference only

- Submit changes via MSS Position Distribution

Expected End Date Information

The Expected End Dates are limited to and determined by Contact type and Contract period selected

- Select corresponding Expected End Date Reason


Position Distribution (as of Start Date)

FY	Erncd	Chart	Acct	Acct Title	Sub-Acct	Sub-Objt	Project	CA Deptid	Dist %
2017		UA	[illegible]	[illegible]				[illegible]	21.950
2017		UA	[illegible]	[illegible]				[illegible]	78.050

Expected End Date Information (if applicable)

Expected End Date:

Expected End Dt Reason:

Request Comments (2000 char)

Required Attachment

- Attach a copy of the “accepted” letter of offer
  - Confirm document attached by clicking on the box
  - Click on the “Add Attachment” link and attach document
- Submit the request

5. APPROVING / DENYING REQUESTS

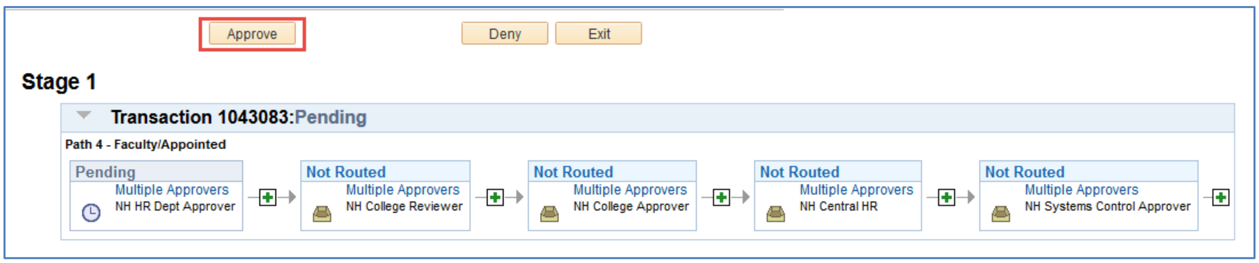
5.1 HOW TO APPROVE NEW HIRE REQUESTS

New Hire requests pending approval can either be accessed through the “pagelet” or the “Manage New Hire” page. The option to approve a request will only appear if the user has both the appropriate approval role and is the next step in the approval chain.

APPROVING NEW HIRE REQUESTS

To approve a New Hire request

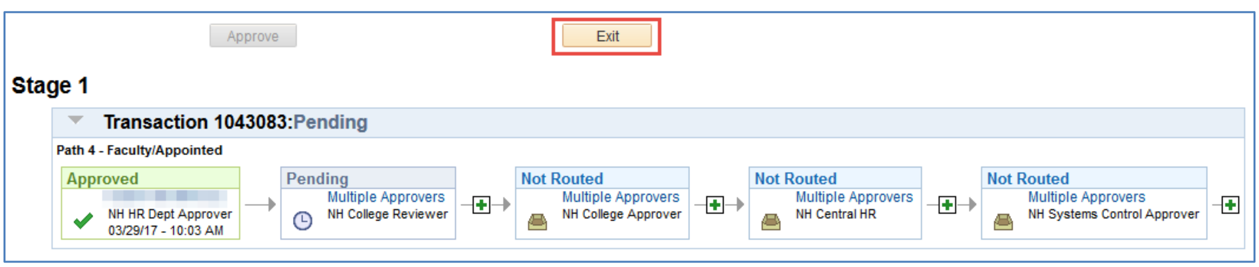
- Click on the “Approve” button



CONFIRMING APPROVED REQUEST

Once the New Hire request is approved, a confirmation page displays the information from the previous page in view only mode. The “green box” in the status monitor (the rectangular boxes on the bottom of the page) shows that the first approval step has been satisfied.

- Click on the “Exit” button to return to the search menu



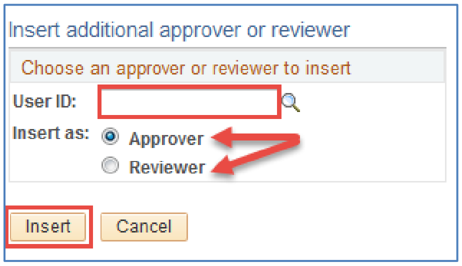
ADDING AD HOC APPROVERS AND REVIEWERS

Ad hoc approvers and reviewers can be added by HR Department, College Reviewers, College Flex Approvers and College Approvers at any step following an approval step in the chain. For example, the HR Department can add an ad hoc approver or reviewer after the College Reviewer, College Flex Approver or College Approver steps. Note: the Ad Hoc “Approver” will stop the routing flow until the user takes action—the Ad Hoc “Reviewer” notifies the user of the transaction and does not require approval.

INSERT ADDITIONAL APPROVER OR REVIEWER

- Click on the + sign to the right of the approval step the ad hoc step will follow.

- This will activate the "Insert additional approver or reviewer" window.
    - Enter the User ID for the ad hoc approver or reviewer
      Note: User ID must be typed in CAPS
    - Click on either the "Approver" or the "Reviewer" radio button
    - Click on the "Insert" button



Note: *Do NOT add an AD HOC APPROVER after the Systems Control Step. Systems Control is the final step in the workflow and will deny requests that include an Ad Hoc APPROVER after its step. **Users may, however, add Ad Hoc REVIEWERs after Systems Control step if needed.*

Approver/Reviewer Search

The magnifying glass in the "Insert additional approver or review" window will activate the "Approver/Reviewer Search" option (see previous section)

- Enter the user's name or User ID
    - Click on the "Search" button
        - A list of users meeting the search criteria will appear
- Select the ad hoc approver or reviewer by clicking on the individual's name or User ID.

The "Insert additional approver or reviewer" window will reappear

- Click on either the "Approver" or the "Reviewer" radio button
- Click on the "Insert" button

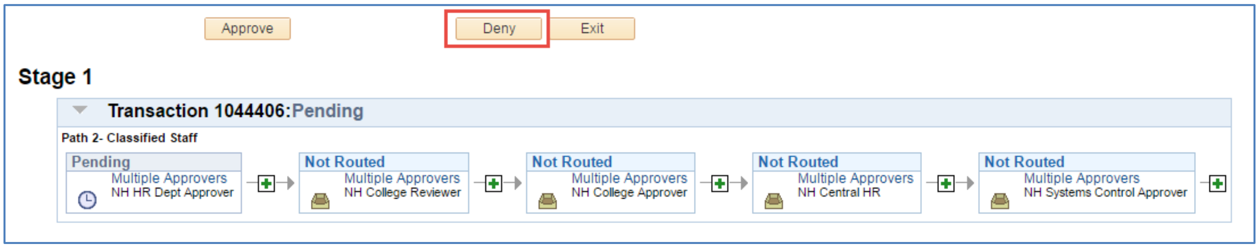
How To Deny New Hire Requests

The option to deny a request appears if the user has both the appropriate approval role and is the next step in the approval chain.

To deny a request

- Type the reason for denial in the comments section

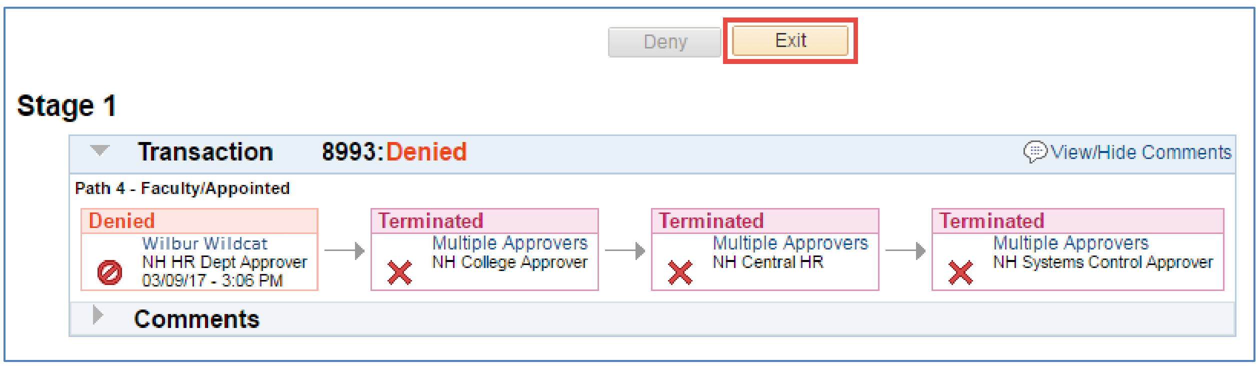
- Click on the “Deny” button



New Hire Deny Confirmation

Once the New Hire request is denied, a confirmation page displays the information from the previous page in view only mode. The process monitor shows that the New Hire Request has been denied. Additionally, an email is sent to the initiator notifying him/her of the denied request.

Click on the “Exit” button to return to the search menu

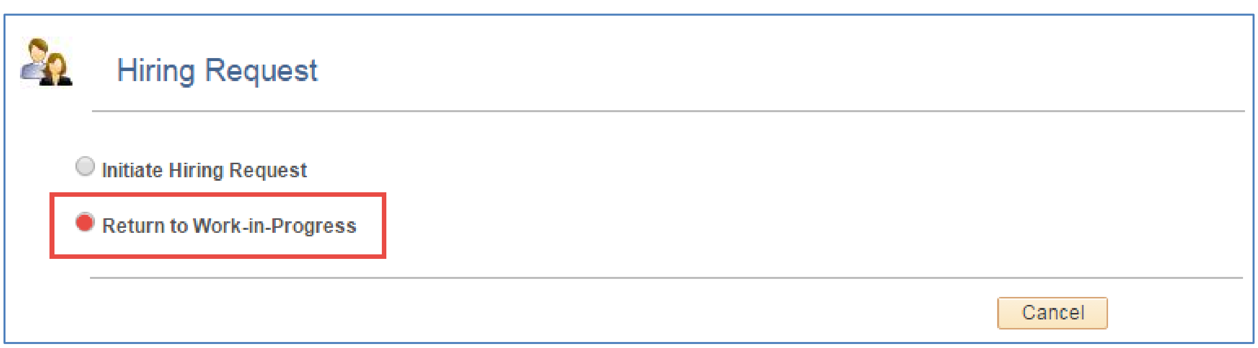


5.2 HOW TO RETURN TO SAVED – NEW HIRE REQUESTS

Initiators have the ability to return to saved New Hire requests by accessing the specific employee in the “New Hire” page. A new radio button will appear with description “Return to Work in Progress”. The user has the option to select a saved request for cloning up to 30 days after it was initially saved.

To return to a saved New Hire request:

- Select the “Return to Work in Progress”



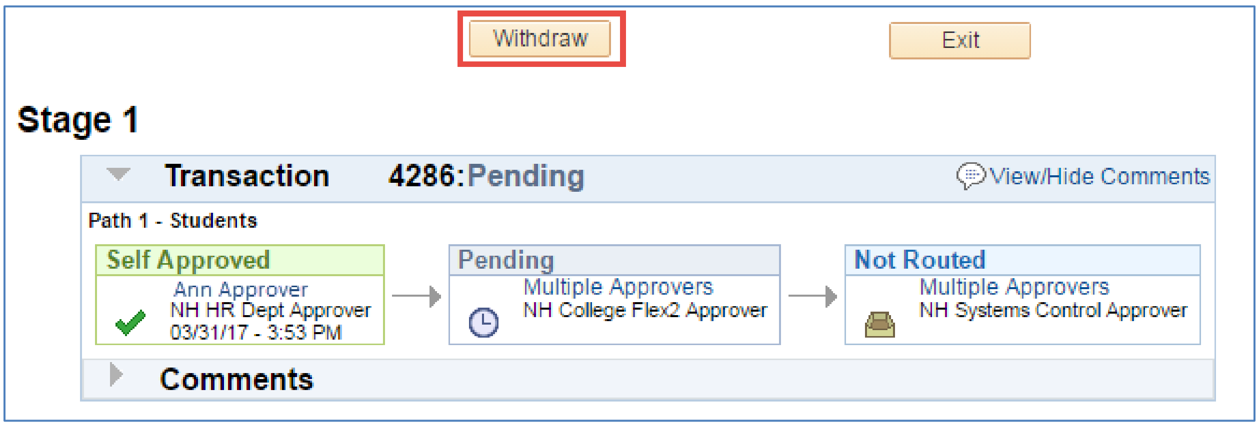
Note: This action moves the transaction to the next page – to complete the form.

5.3 HOW TO WITHDRAW – NEW HIRE REQUESTS

Initiators have the ability to withdraw New Hire requests by accessing the specific transaction in the "Manage New Hire" page. Withdrawing the request essentially cancels the request from all pending approvers. Initiators may withdraw a request up until final approval. These requests are stored for 30 days.

How to withdraw a request:

- Search for the request in the "Manage New Hire" page.
- Once transaction is selected and opened click the "Withdraw" button.



6. VIEW PENDING REQUESTS

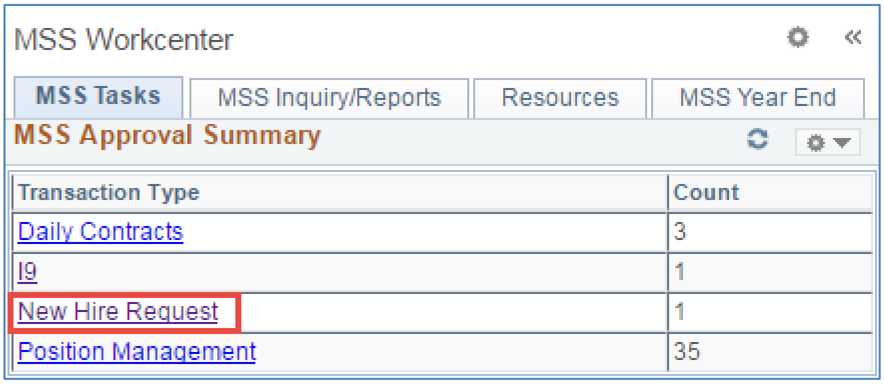
Pending approval requests are available for viewing in two formats:

- Pagelets
- Manage New Hire Requests

HOW APPROVERS KNOW DOCUMENTS ARE PENDING THEIR APPROVAL

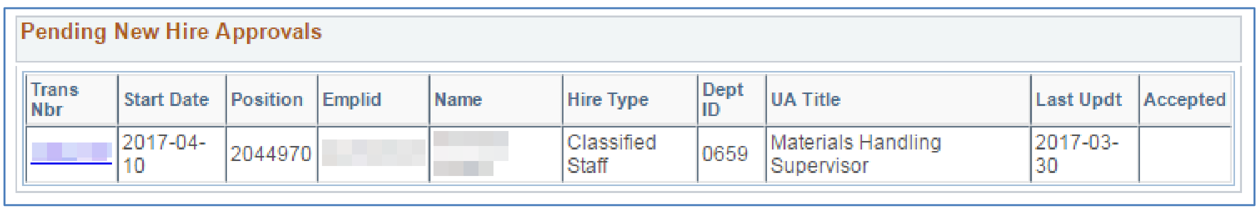
The UAccess Employee main page automatically displays a "pagelet" summary listing the transactions pending the individual approver's action.

- The "pagelet" provides a "transaction" link directly to the transactions requiring the user's approval.
- Each transaction type displays a total count of transactions available for approval.
- Selecting the "home" key on the first tab on the upper right side of any page will return the user to the MSS Approval Summary Pagelet.



Note: If a transaction type link is not available, this means no requests are available for approval at this time

- Once a user selects a transaction type from the MSS Approval Summary they are directed to the individual transaction pagelet.
- Additional details are displayed to facilitate the order with which the transactions are selected.

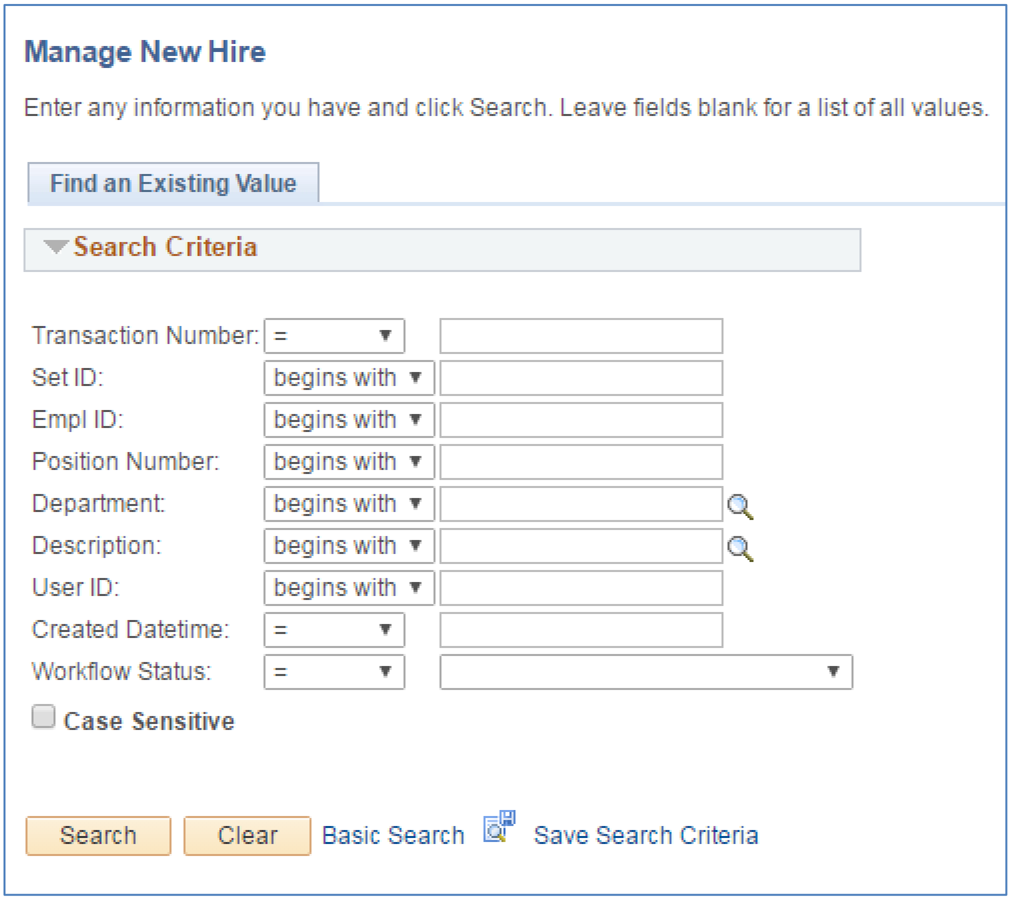


How Initiators Know When Documents Are Approved, Denied, or Pending

The "New Hire" page allows users with the UAccess Employee Position Cross-Reference role to view New Hire requests that are approved, denied, pending or withdrawn.

The Search dialog box provides multiple options for accessing New Hire transactions.

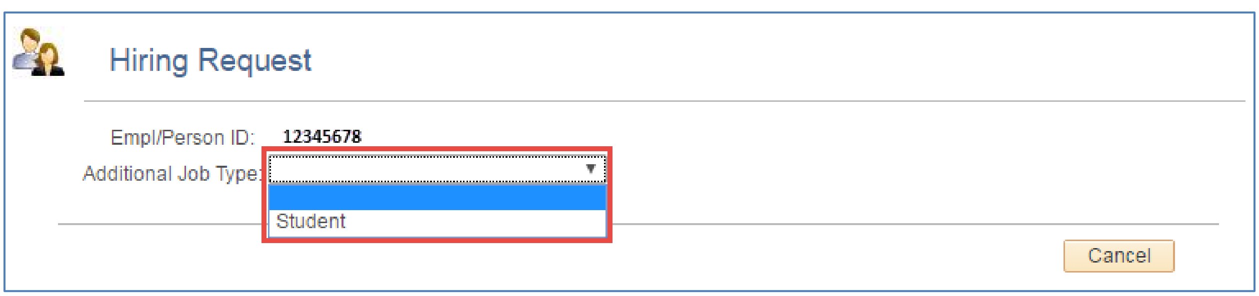
- Enter the Initiator NetID or other criteria listed in the Search dialog box
- Click on the "Search" button
  - A list of values that meet the search criteria will be displayed
  - Click on any of the values listed to access specific transactions
- The user's role and current approval step will determine whether the record is view only or available for change or approval.



6.1 ADDITIONAL JOBS

ADDING JOBS FOR EMPLOYEES WITH OTHER ACTIVE JOB RECORD(S)

The “Additional Job Type” dropdown option will appear as a Blank



Submit hard copy hiring forms for:

- Faculty/Appointed Personnel
- Classified Staff
- Graduate Assistants/Associates

7. ELECTRONIC FORM I-9: PROCESS AND WORKFLOW

The Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. Employers and employees are both responsible for completing different sections of this form for each employee.

The electronic I-9 is triggered by submitting the New Hire Request form and is included in the New Employee Work Center. Hiring departments/colleges should instruct the new hire to complete their hiring forms as soon as possible to avoid compliance issues with the I-9.

All electronic hiring activities pending with the employee can be accessed through their New Employee Work Center.

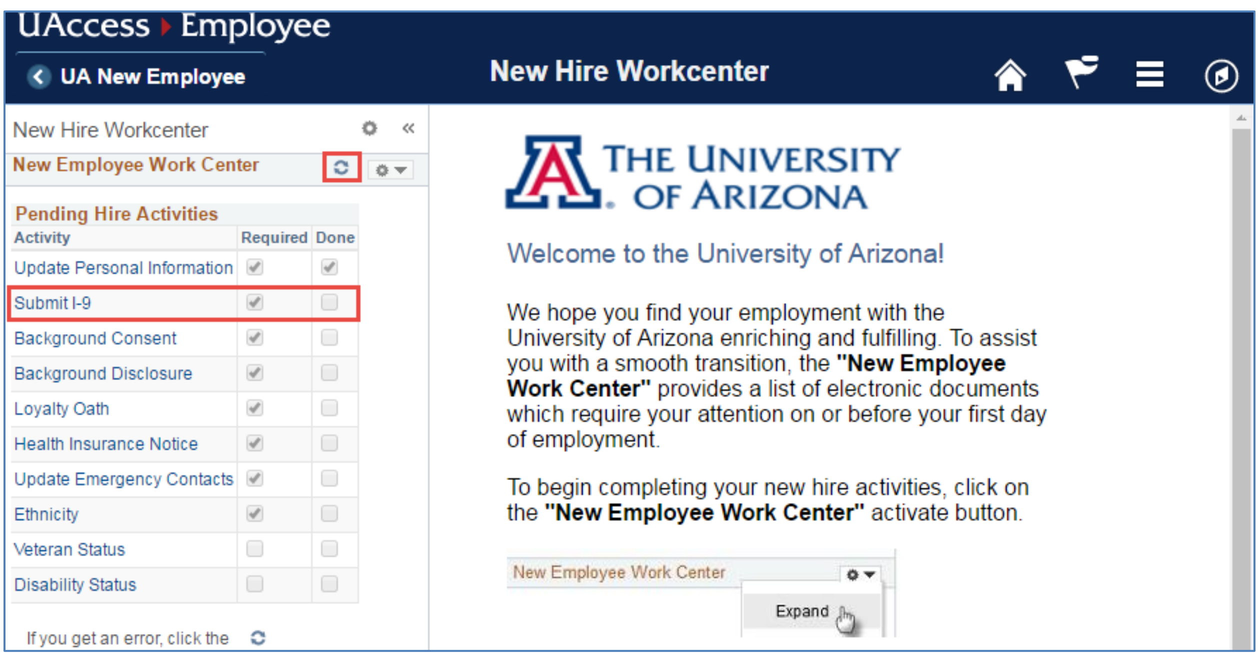
Once the new hire has completed and submitted their portion of the I-9, the document routes separately from the hiring request to department or college I-9 approvers. It will have its own transaction number and unique I-9 Approvers.

The I-9 approver(s) must be provisioned separately from all other roles. Beyond this process, provisioning for these roles must be requested using the standard UAccess provisioning website.

Unlike the new hire request, the I-9 has a pushback feature for error corrections.

7.1 EMPLOYEE EXPERIENCE: COMPLETING SECTION 1

The employee can access their Form I-9 through their New Hire Workcenter by clicking on the 'Submit I-9' link in the Pending Hire Activities menu



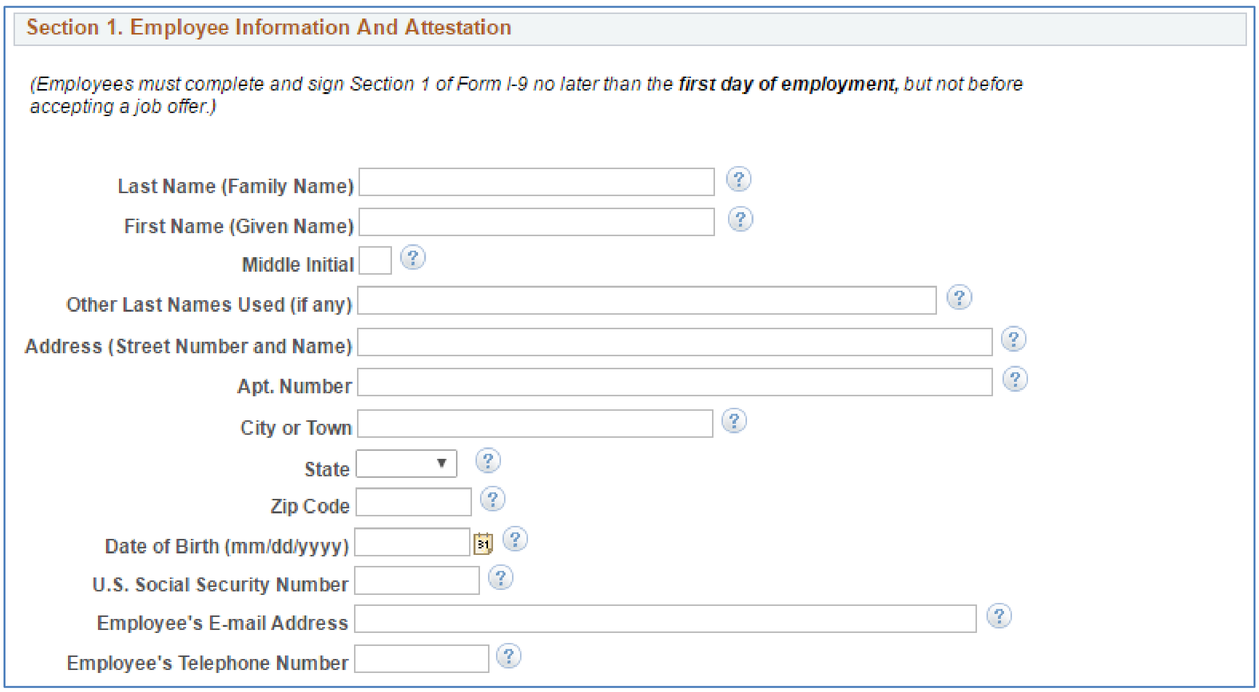
ENTERING EMPLOYEE INFORMATION

Employees must provide the following information, if applicable:

1. **Last Name**
2. **First Name**
3. **Middle Initial**
4. **Other Last Names Used**
5. **Address**
6. **Apt. Number**
7. **City or Town**
8. **State**
9. **Zip Code**
10. **Date of Birth**
11. **U.S. Social Security Number**

Additionally, employees may choose to provide the following information, however these are optional:

12. **Employee's Email Address**
13. **Employee's Phone Number**


Section 1. Employee Information And Attestation

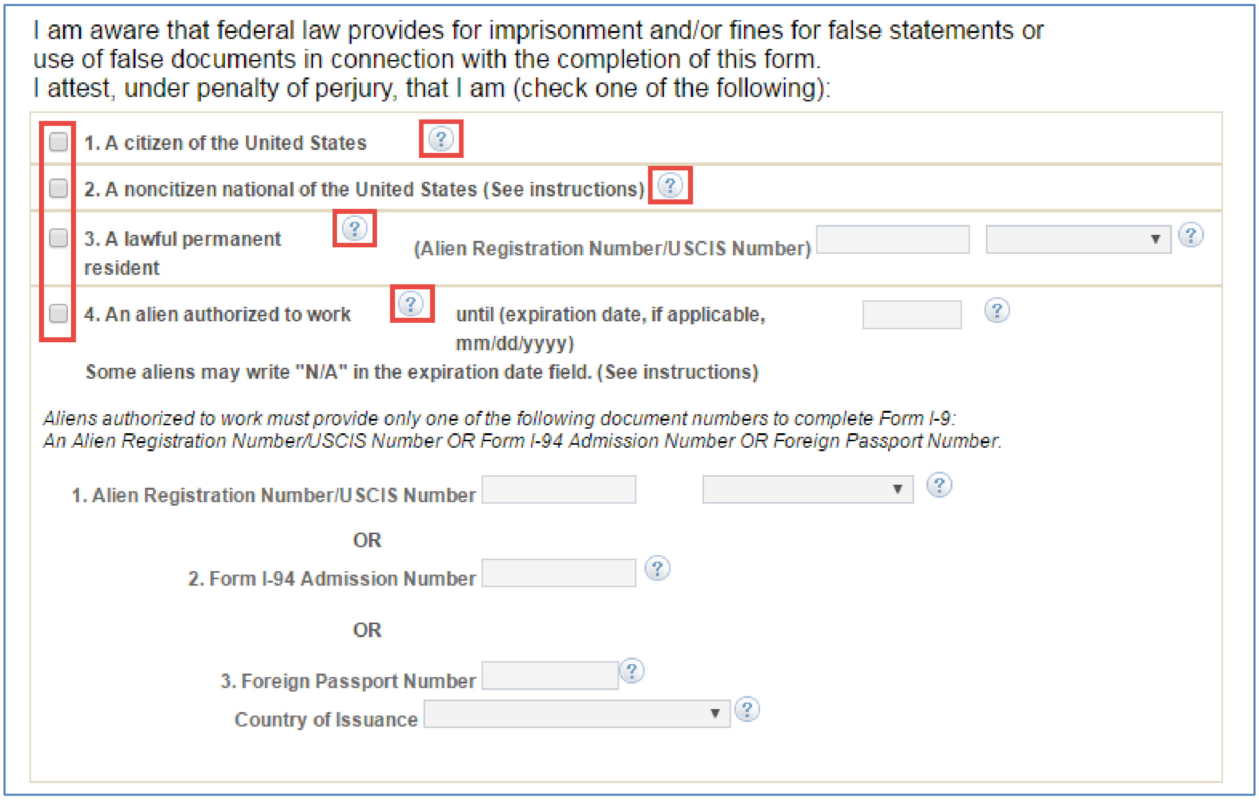
*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name)
First Name (Given Name)
Middle Initial
Other Last Names Used (if any)
Address (Street Number and Name)
Apt. Number
City or Town
State
Zip Code
Date of Birth (mm/dd/yyyy)
U.S. Social Security Number
Employee's E-mail Address
Employee's Telephone Number

Attesting to Citizenship or Immigration Status

All employees must attest, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form.

Note: Icons will provide additional information to help clarify available selections



Electronic Signature of Employee

After completing Section 1, select the appropriate drop-down menu item to represent your electronic signature.

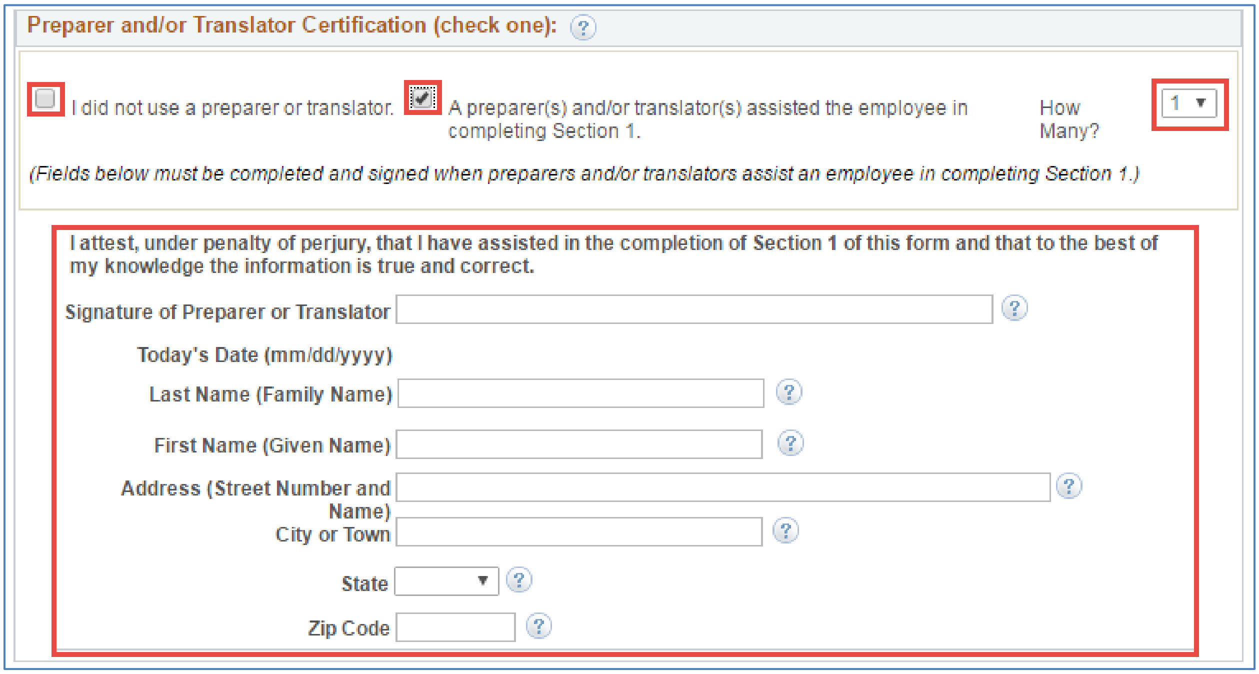
- **Minor Under Age 18** – If the employee is a minor (individual under 18) who cannot present an identity document, the employee's parent or legal guardian can complete Section 1 for the employee and select this option in the signature field.
- **Special Placement** – If the employee is a person with a disability (who is placed in employment by a nonprofit organization, association or as part of a rehabilitation program) who cannot present an identity document, the employee's parent, legal guardian or a representative of the nonprofit organization, association or rehabilitation program can complete Section 1 for the employee and select this option in the signature field.

Note: By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided; the citizenship or immigration status you selected; and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

Preparer and/or Translator Certification

If one or more preparer and/or translators assist the employee in completing the form, the preparer and/or translator must check the box marked "A preparer(s) and/or translator(s) assisted the employee in completing

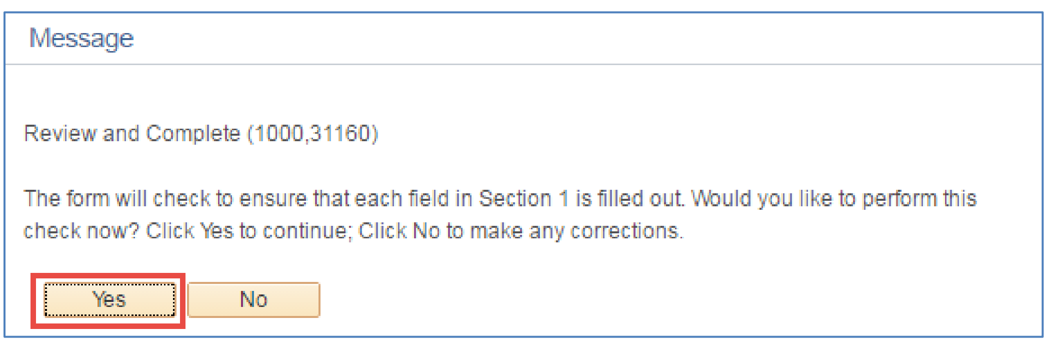
Section 1", then select the number of applicable preparers and/or translators from the drop-down list. Each preparer and/or translator must then complete all seven fields in the Certification area.



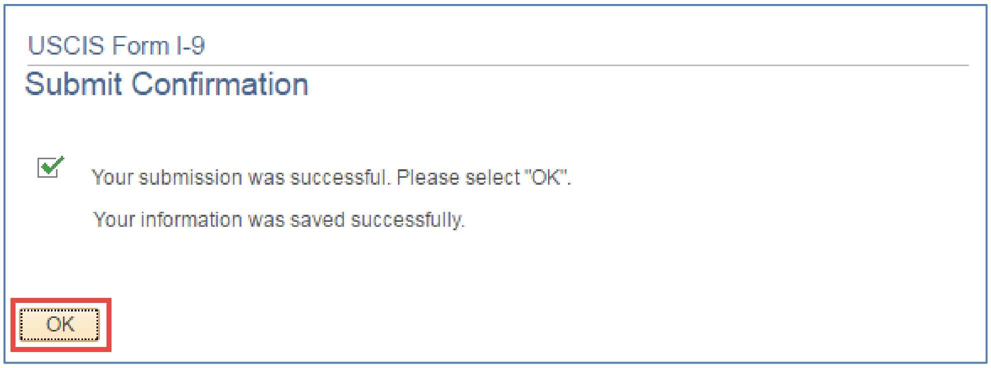
Submission and Confirmation

Once all applicable data has been entered, the employee can submit their completed Form I-9 by selecting the 'Submit' button at the bottom of the page.

Upon submission they will receive the following message, informing them of our automated review process. To validate responses and submit their I-9 Form, they should select 'Yes'.



Once entries have been validated, they will receive the following message which confirms that their Form I-9 was successfully submitted to the University.

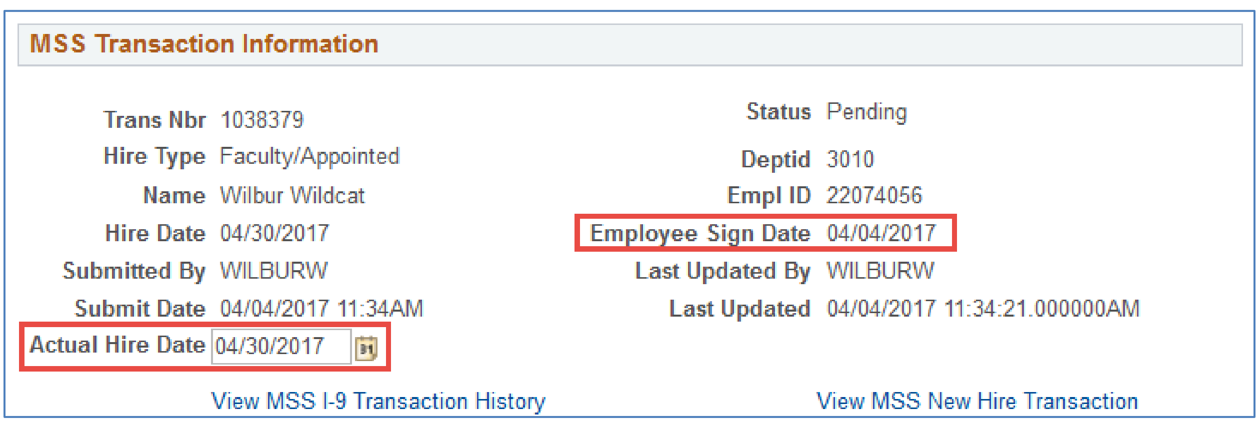


7.2 EMPLOYER EXPERIANCE: COMPLETING SECTION 2

Employer process for completing Section 2:

- Notified by pagelet upon the new hire's acceptance
- Meets with new employee to view original identification documents
- Copies documents presented by the employee and writes I-9 transaction number on upper right-hand corner
- Completes employer portion of I-9 and approves
- Sends copies of identification documents to E-Verify representative and Workforce systems if applicable

The bottom portion of the I-9 displays the I-9 transaction number as well as the Employee Sign Date and the Hire Date. If the Hire Date has changed since the New Hire transaction was submitted, department or college approvers can update the Actual Hire Date field to reflect the first day of employment for pay. A comment is required to update this field.



REVIEW INFORMATION ENTERED BY THE NEW HIRE

Click the arrow next to "Section 1" to expand the information entered by the New Hire. Review all applicable fields for accuracy and correctness. If you find that information has been entered incorrectly, the form can be sent back to the employee for revision.

Section 1. Employee Information And Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment,** but not before accepting a job offer.)*

Last Name (Family Name)	Wildcat
First Name (Given Name)	Wilbur
M.I	
Other Names Used (if any)	
Address (Street Number and Name)	123 S University
Apt. Number	
City or Town	Tucson
State	AZ
Zip Code	85711
Date of Birth (mm/dd/yyyy)	01/01/1990
U.S. Social Security Number	888-88-8888
Employee's E-mail Address	
Telephone Number	

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number) N/A Alien
- [x] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 12/31/2025

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number Alien

OR

2. Form I-94 Admission Number 11111222222

OR

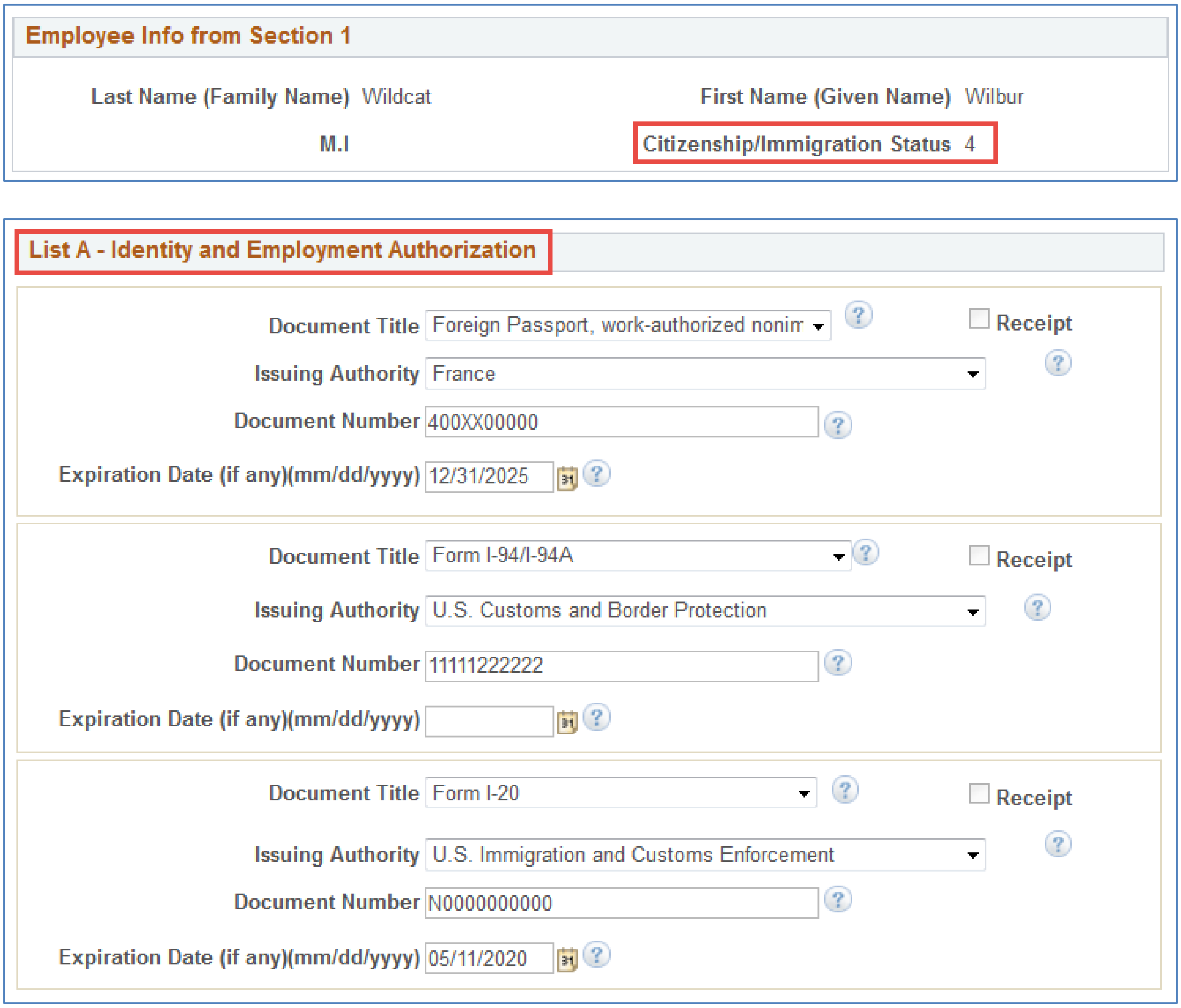
3. Foreign Passport Number

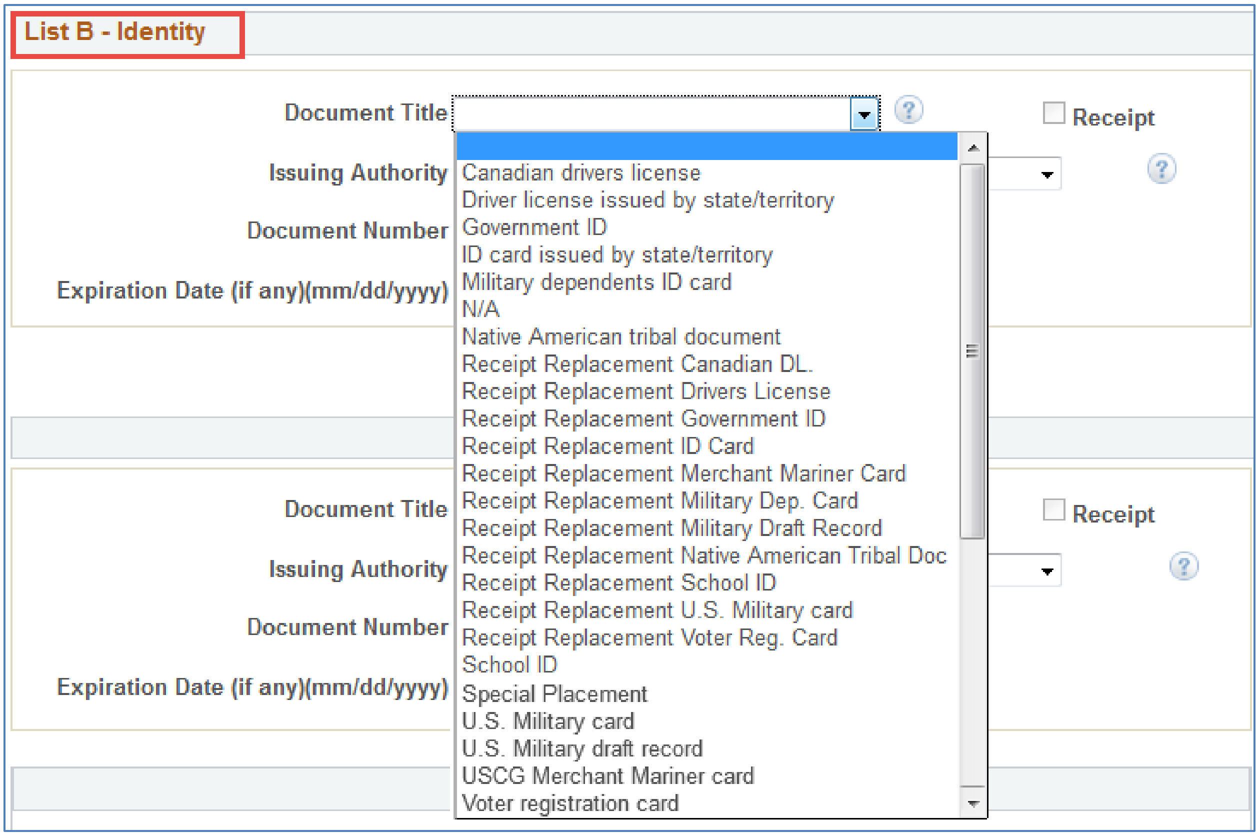
Country of Issuance

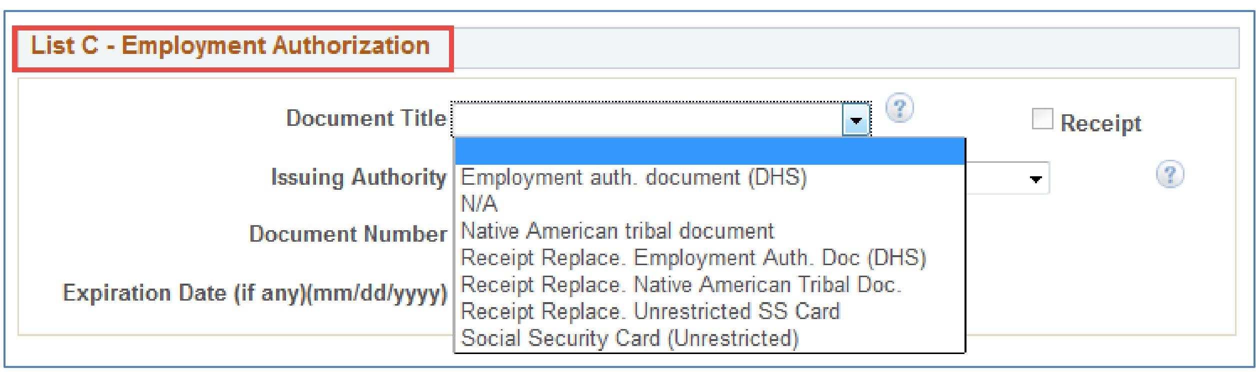
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Complete Document Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents".
Note: The combination of acceptable documents will be dependent upon the employee's Citizen/Immigration Status.

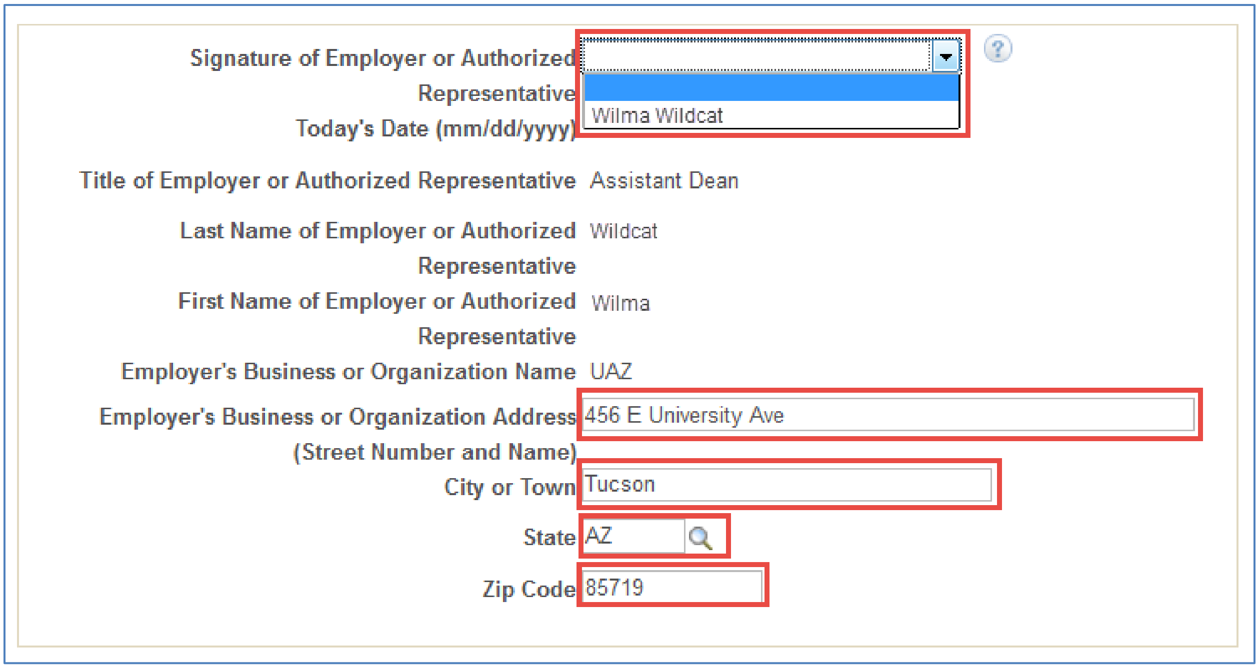

Employee Info from Section 1
Last Name (Family Name) Wildcat
First Name (Given Name) Wilbur
M.I
Citizenship/Immigration Status 4
List A - Identity and Employment Authorization
Document Title Foreign Passport, work-authorized nonim
Receipt
Issuing Authority France
Document Number 400XX00000
Expiration Date (if any)(mm/dd/yyyy) 12/31/2025
Document Title Form I-94/I-94A
Receipt
Issuing Authority U.S. Customs and Border Protection
Document Number 11111222222
Expiration Date (if any)(mm/dd/yyyy)
Document Title Form I-20
Receipt
Issuing Authority U.S. Immigration and Customs Enforcement
Document Number N0000000000
Expiration Date (if any)(mm/dd/yyyy) 05/11/2020





ELECTRONICALLY SIGN SECTION 2

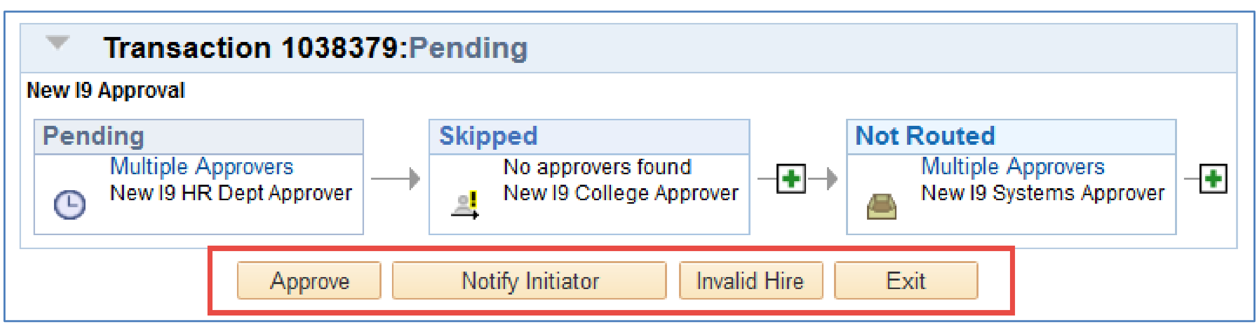
Once the appropriate identification documents have been validated, Section 2 of the Form I-9 needs to be signed electronically by the approver. Your electronic signature can be provided by selecting your name from the drop-down list, and entering the physical address where validations were completed (street, city, state, and zip code). P.O Boxes are not accepted in Section 2.



Approving The Form I-9 Transaction

After providing an electronic signature, the approver can take action on the I-9 transaction by selecting one of the options shown below:

- Approve – Moves the transaction to the next stage of the workflow
- Notify Initiator/Notify Last Approver – Returns the transaction to the previous workflow stage for revision
- Invalid Hire – Used if a paper Form I-9 has been completed and terminates the transaction

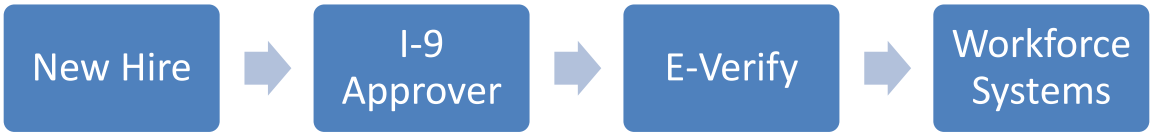


7.3 E-Verify

The E-Verify representative completes and submits the E-verify case using copies provided or retained (if same person) by the Employer Representative. The E-Verify representative forwards the E-Verify case results with copies of the I-9 identification documents to Workforce Systems.

7.4 Workforce Systems

Workforce Systems attaches Identification documents and then reviews and approves the completed I-9. Workforce Systems will use the pushback feature to route the I-9 to the Employer Representative for corrections. See flowcharts for additional workflow routing details.



8. SCENARIOS – WORKFLOW PATHS

The following examples describe the workflow paths a user may encounter when initiating or approving a document.

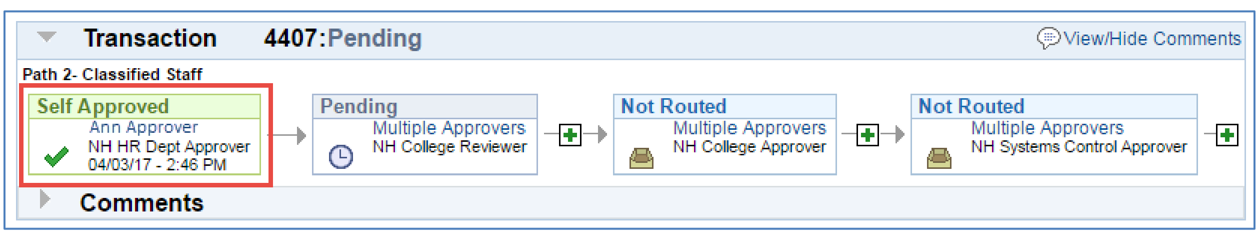
8.1 SELF APPROVAL

Initiator with HR Dept., College Reviewer or College approval role(s)

- The step for the specific approval role automatically self approves when the request is submitted.

Please see the example below:

- HR Department Approver initiating a request



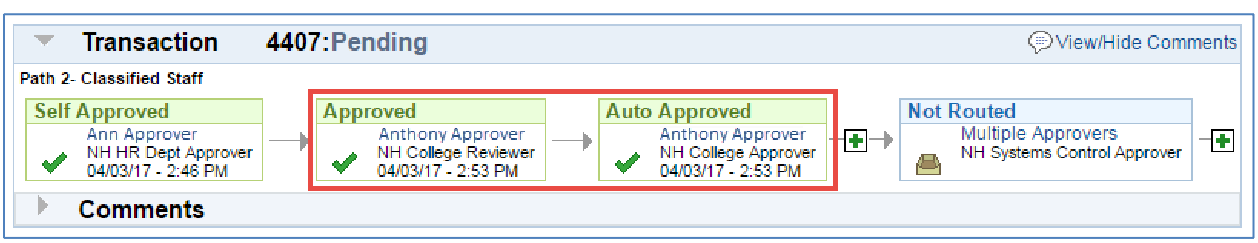
8.2 AUTO APPROVAL

Approver listed on multiple steps in path(s)

- Multiple paths for the same approver are automatically approved on all steps

Please see example below:

- College/Division approving a request where they are listed in multiple steps based on their approval roles

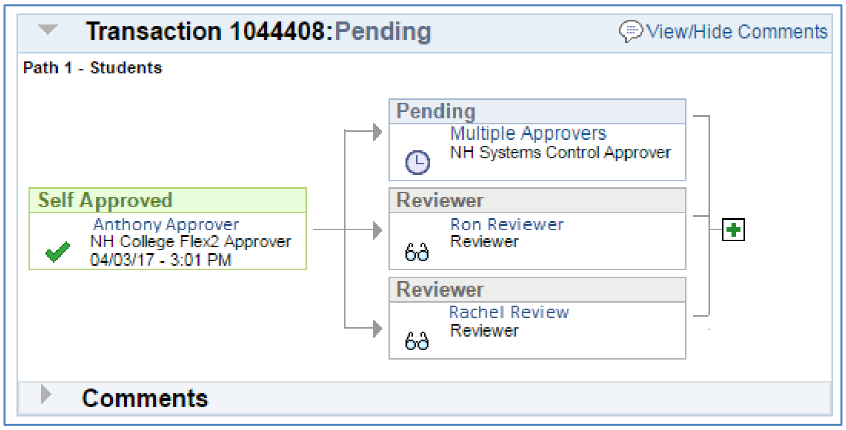


8.3 COLLEGE INITIATES REQUEST

College initiates a request

- The HR Department Approvers are notified of the change via email.
- The request will automatically route to Workforce Systems upon submission.

Please see the example below:

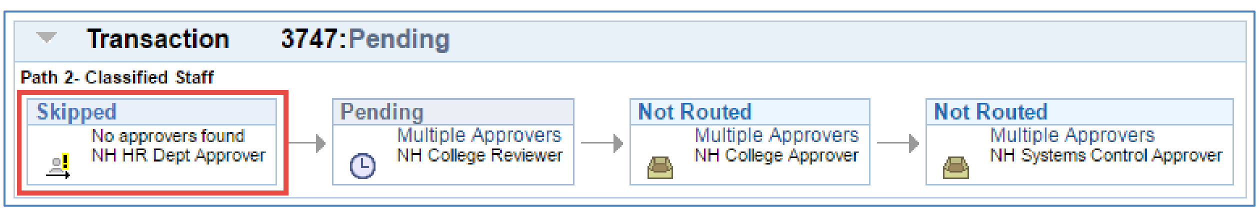


8.4 SKIPPED STEPS

The system skips steps if it does not find approvers

- Steps are skipped if no one is assigned to an approval role
- At least one "HR Dept/College" approver is required for the path

Please see the example below:

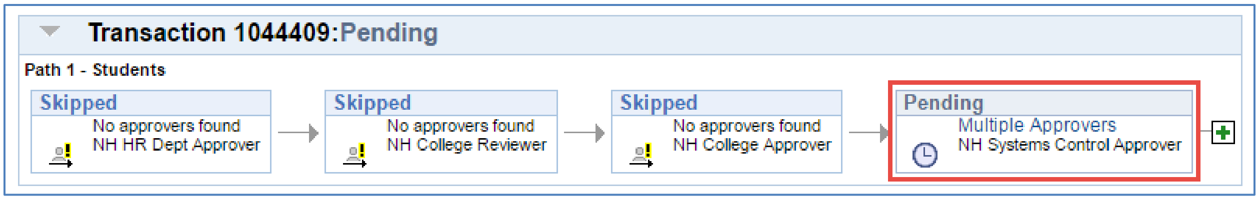


8.5 NO APPROVERS FOUND

Transactions routed to an Error Step if no approvers assigned

- All steps are skipped if no approvers are assigned
- A Workforce Systems Approver will troubleshoot the transaction

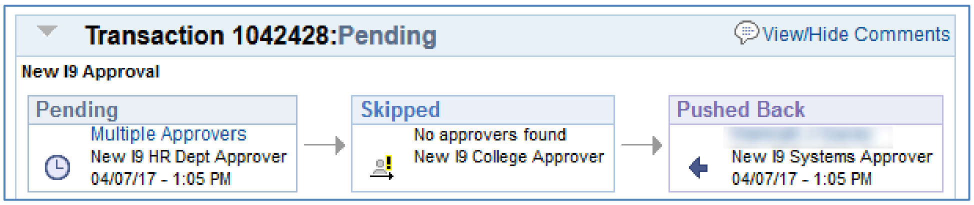
Please see the example below:



8.6 PUSHEDBACK

Transactions pushed back for correction

Please see the example below:



9. ERROR/WARNING MESSAGES

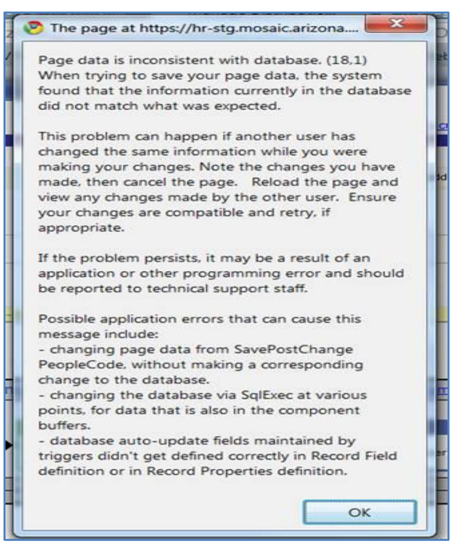
The following examples describes the error or warning messages a user may encounter when initiating or approving documents.

9.1 ANOTHER APPROVER HAS TAKEN ACTION

A single step may have multiple approvers

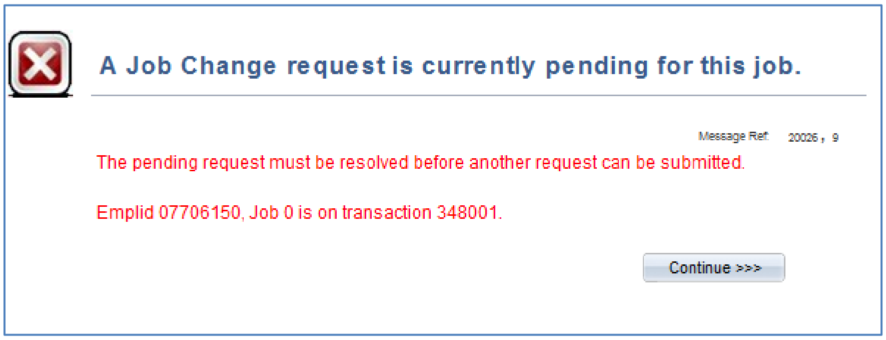
- More than one approver can simultaneously review a transaction; however, only ONE can take action

The following error message indicates another approver has already completed the step:



9.2 PENDING REQUEST

Only one request to change Job Data can be submitted at a time. The following error message indicates another request is pending approval. The transaction # is listed so users can look up the transaction in "Manage Job Change" and find who initiated the action. The initiator can withdraw the previous transaction if needed.



9.3 ATTACHMENTS

Attachments may be required based on specific field value changes and associated business rules.

Initiators and Approvers may upload and remove attachments to and from request while the transaction is pending. Attachments for New Hire requests can only be viewed by anyone who has access as an initiator or approver for the transaction.

Add An Attachment

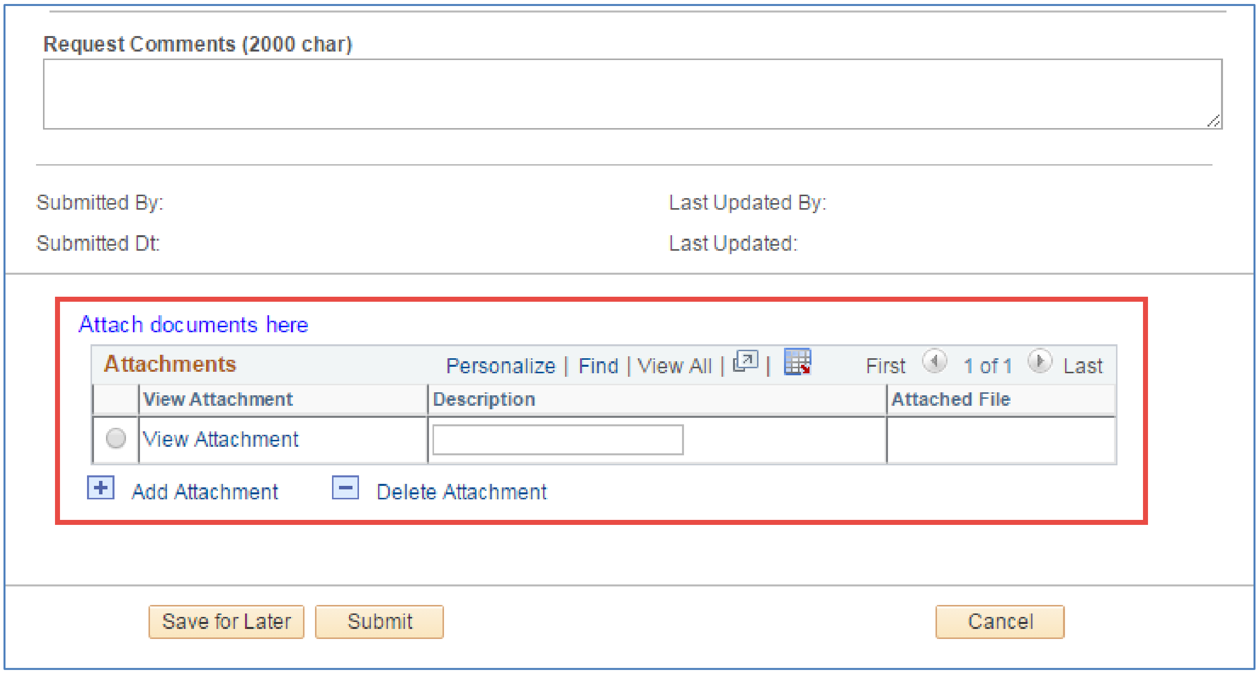
- Click the "Add Attachment" link
- To upload a document, click the "Browse" button to locate the saved file
- Select the document.
- Once the document path has loaded, click "Upload"
- The document will display with the description and document extension type

View An Attachment

- Click the link in the "View Attachment" column for the document you wish to view.
- The document will open up in a separate window.

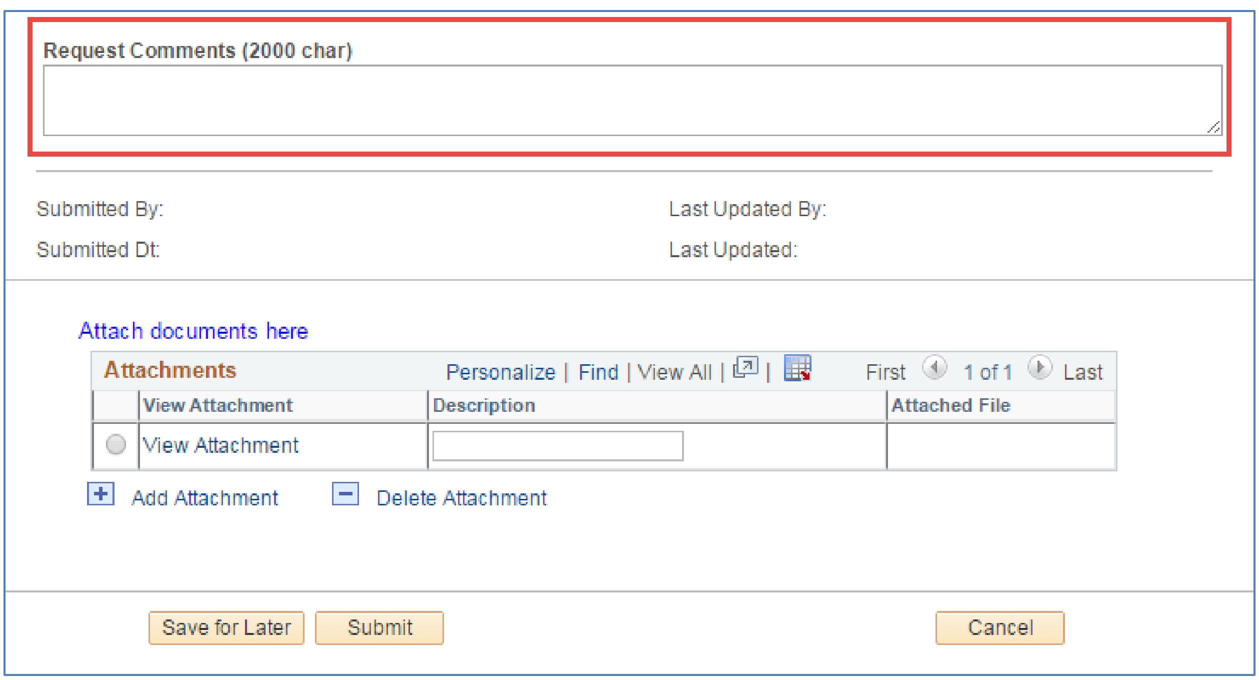
Delete An Attachment

- Select the radio button next to the attachment you want to remove
- Click the "Delete Attachment" link
- A confirmation message will say "Attachment Deleted Successfully"



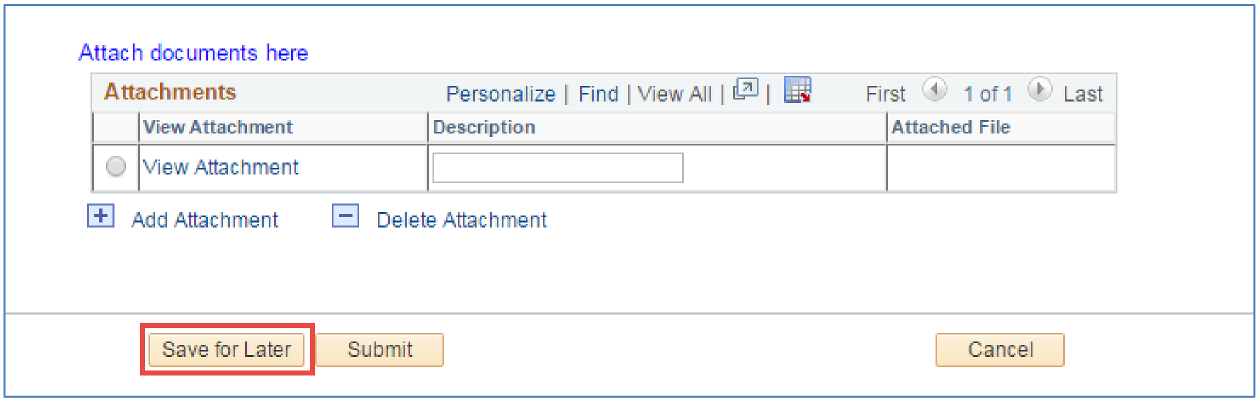
COMMENTS

Comments and attachments are available in all MSS requests. Business rules will determine if the comment field is required for specific transactions.



SAVE FOR LATER

Allows the user to save the transaction and retrieve it later by selecting the “Return to Work In Progress” radio button in the initial “Hiring Request” page.



10. CONTACT INFORMATION

If you are experiencing problems, or just have questions about the Manager Self Service please contact Workforce Systems (520) 621-3664.

11. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Workforce Systems
Hannah Gacey	Workforce Systems

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	10/01/2014	Initial Draft	PRis Cantu
2.0.0	04/12/2016	Updated Systems Control logo	Hannah Gacey
3.0.0	07/20/2016	Updated Workforce Systems logo	Hannah Gacey
4.00	04/07/2017	Updated Screenshots, Form I-9 Section	Spalding Rembert