Manager Self Service – Position Management

MSS QUICK REFERENCE GUIDE

THE UNIVERSITY OF ARIZONA

SYSTEMS CONTROL| University Services Building, Rm. 401

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1. GUIDE OVERVIEW

This guide outlines the process to create a new position or modify an existing position utilizing the online Manager Self Service (MSS) Create/Modify Position request form within UAccess Employee. Throughout the guide this is also referred to as Position Management Requests.

When to Create a New Position?

- No vacant positions are available
- Create a new position for budget lines
- New title needed

What can I modify on an existing position?

- Effective Status
- Alternate Title
- Works with Animals
- Work Study Split
- Supervisor Position
- Time Approver Position
- Encumbrance Information
- Risk Management/Export Control Questions

1.1 WHO CAN ACCESS THE REQUEST CREATE/MODIFY POSITION DOCUMENT?

- Each workflow document requires a minimum of two participants: an Initiator and an Approver.
  - Systems Control is included as the final approver for all Create/Modify Position transaction requests. Systems Control reviews all Create/Modify Position requests prior to the data entering the UAccess Employee system.
- Initiating/Creating a DCC document request requires one of the following security roles:
  - MSS Position Cross Reference (UA_HR_WA POSNXREF MSS)
  - CC Create DCC Requests (UA_HR_WA_MSS_WCC_CREATE
- DCC Documents require between one and four approvers:
  - Business Approvers:
    - HR Department
    - College Reviewer
    - College/Division Approver
  - Executive/Administrative Approvers
    - Systems Control

College/Divisions determine the number of approval steps required.

2. CREATE/MODIFY POSITION REQUESTS

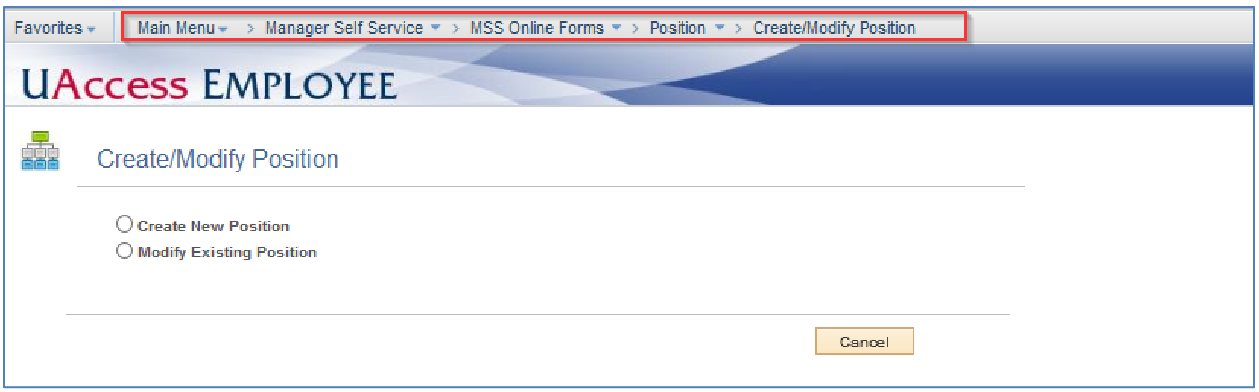
This section outlines the process to initiate and submit a Create/Modify Position request to create a new position or modify attributes on an existing position.

2.1 NAVIGATION – CREATE/MODIFY POSITION

The Create/Modify Document is located in UAccess Employee – www.uaccess.arizona.edu

To access the document:

1. Click on the Main Menu tab
2. Click on the Manager Self Service menu item
3. Click on MSS Online Forms
4. Click on Position
5. Click on Create/Modify Position



The **Create/Modify Position Request** page displays multiple options and allows a user to:

- **Create New Position**
  - **Create from Scratch** - All fields are left blank and the user must enter all required fields.
  - **Clone from Existing Position** – copy an existing position's information to use as a template for creating a new position number.
  - **Clone from Denied Request** – copy a position's information from a request that has been denied.
  - **Clone from Withdrawn Request** - – copy a position's information from a request that has been withdrawn.

- **Modify Existing Position**
  - Modify an existing position's attributes.

- **Return to Work in Progress**
  - *Note*: This option is only available if a user has previously saved a request form. This option allows users to return back to a transaction previously saved and continue.

Note: Do not use the NEW position number on paperwork or for budget lines until Systems Control has approved your transaction.

2.2 CREATE A NEW POSITION – FROM SCRATCH

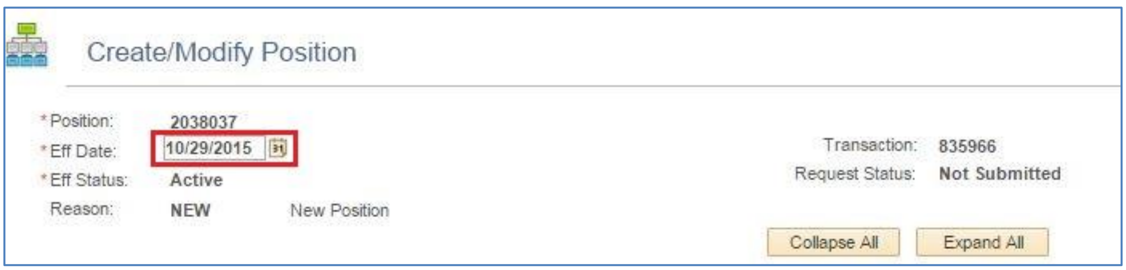
Click on the **Create from Scratch** radio button to open a request form where all fields are left blank for creating a new position number.

Note: This action moves the transaction to the next page—**Create/Modify Position**.

EFFECTIVE DATE

The effective date on the **Create/Modify Position** page automatically defaults to the current date. It can be changed to reflect a past date within the current fiscal year—however; it will not accept future dates.

Note: The position effective date must be on or before the employees hire date.



CLASS INDICATOR

The Class Indicator determines the conditions of employment for each position. Some examples of these conditions include: if the position is benefits eligible, ERE rate, how the position is paid and budgeted.

The **Class Indc**. field displays a drop down list of position classifications. The system defaults this field to **Unknown**. Users may leave the field with default value and Systems Control will update with appropriate category upon approval.

POSITION TYPE CODE

The **Position Type Code** field is only applicable to Classified Staff positions. This field indicates additional information as to the type of Classified Staff position. Some examples of this additional indicator include: Regular, Extended Temporary Employment, etc.

The system defaults this field to **N/A**. Users may leave the field with the default value with the exception of Classified Indicator field values for Classified Staff. An error message will display prompting the user to put a value in for Classified Staff.

ABOR CODE

The **ABOR Code** field determines the employment category for the position. Some examples of these categories include: Classified Staff, Professional, Faculty, etc. These categories are defined either by the Arizona Board of Regents or by UA policy.

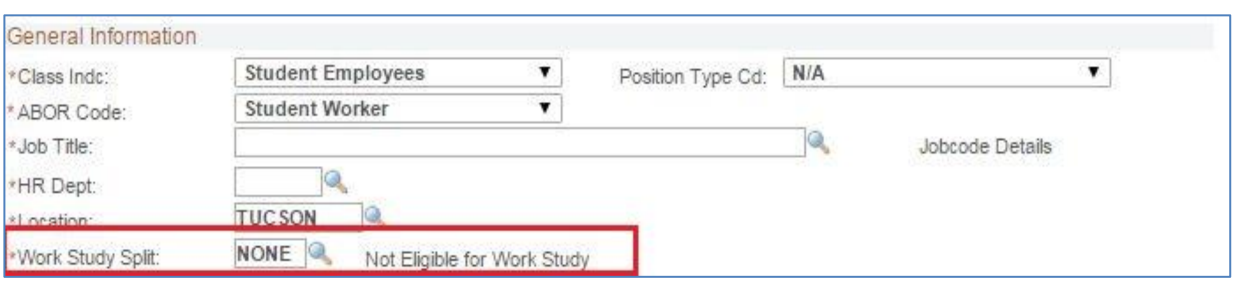
The system leaves this field blank by default. Users must enter a value, however Systems Control will update with appropriate value if needed upon approval.

WORK STUDY SPLIT

The **Work Study Split** field is only available when the Classified Indicator value is Student Employees or the ABOR code is Student Worker. The student work study split code defines the percent to be paid by the federal work study and department accounts.

The system leaves has the value of **NONE** by default. Users can click the spy glass to select one of the following values:

- AR100 – America Reads on Campus
- C7525 – FWS Community Service on Campus
- F7525 – Federal Work Study on Campus
- None – Not Eligible for Work Study



Note: If the position is pooled the work study split will be adjusted for all incumbents if modified. Please submit a position modify request if you need to change code for a specific employee when position is pooled.

JOB TITLE

The **Job Title** field is the generic job title associated with an existing job code in the system. Click the spy glass to search for a list of available job titles based on the ABOR Code previously selected.

If the user is unable to find an available job title that meets the position's needs, they may select the **New Job Title?** check box below the Job Title Field. This allows the user to enter free-form Job Title request.

*Note: This check box is **not** available for the following ABOR Codes: Classified Staff, Student Workers and Graduate Assistant/Associates. Please contact Systems Control if you need assistance with job title for these ABOR codes.*

HR DEPT

The **HR Dept** field is the department ID used to map the position to the home department. Click the spy glass to search for a list of available HR Dept ID's or search by Department Description.

LOCATION

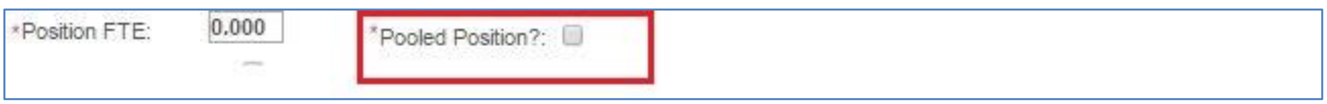
The **Location** field determines the location of the position. The locations associated with positions are limted to only three campuses. Click the spyglass to select one of the following for the Location: COM PHX, TUCSON, or UA SOUTH. The system default's this value to **Tucson** since majority of the positions are located at the main campus.

Position FTE

The **Position FTE** field determines the Full Time Equivalent (FTE) for the position. This is the percentage of time an employee works represented as a decimal. A full time person is 1.00, a half time person is .500 and a quarter time persion is .250. The system default's this value to **0.000**.

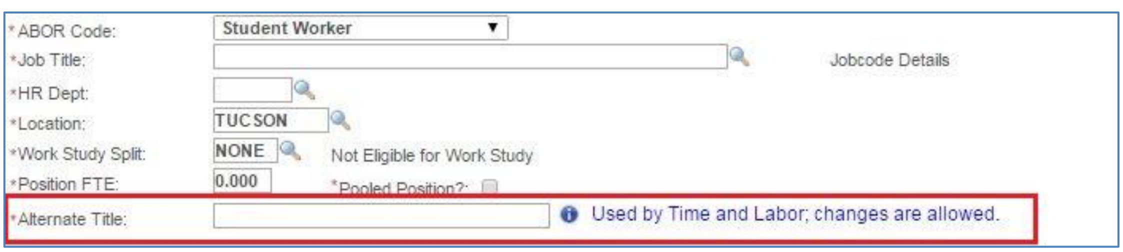
Pooled Position

The **Pooled Position** checkbox indicates whether or not the position is pooled (headcount greater than 1 in the same position). If this position is pooled the system defaults the Position FTE to 0.250 by default.



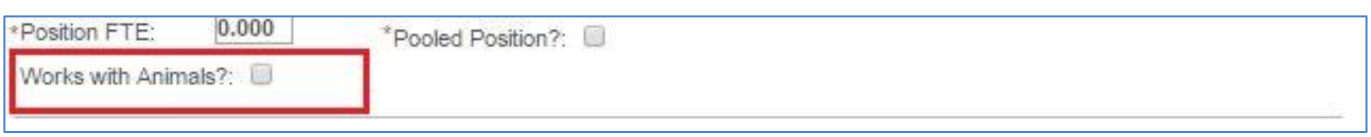
Alternate Title

The **Alternate Title** field is primarily used by Time and Labor to help differentiate the position. By default the Job Title is carried over into this field. However, it is available to update.



Works with Animals

The **Works with Animals** checkbox indicates whether the position requires incumbents to work with living or deceased animals or by-products.

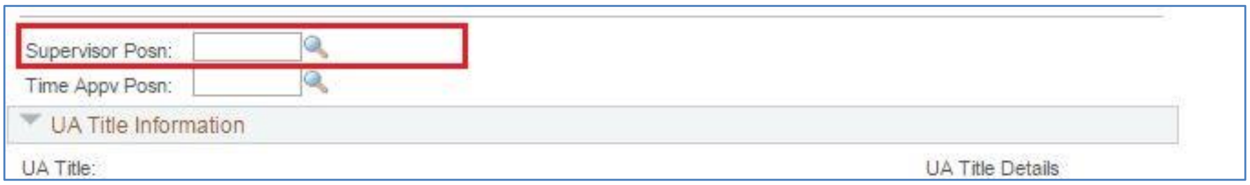


SUPERVISOR POSITION

The **Supervisor Posn** field identifies the direct reporting relationship for each position within the organization. The incumbent in the **Supervisor Posn** is generally responsible for directing the work, managing performance, approving time and managing UAccess Learning for at least one staff, appointed or faculty incumbent.

Click the magnifying glass to search for the supervisor's position number using additional criteria such as Position Number, Posn HR DeptID, UA Title, EMPLID, Last Name or First Name.

Once a position is selected the Title, Emplid and Employee Name will appear next to the spy glass.

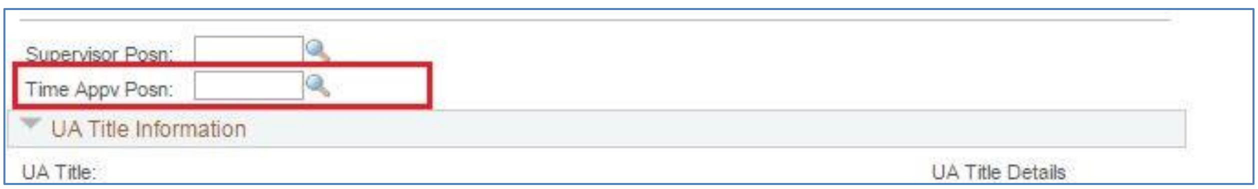


TIME APPROVER POSITION

The **Time Appv Posn** field identifies the position incumbent that is responsible for ensuring timesheets submitted by direct reports are accurate and approved on time.

Click the magnifying glass to search for the Time Approver's position number using additional criteria such as Position Number, Posn HR DeptID, UA Title, EMPLID, Last Name or First Name.

Once a position is selected the Title, Emplid and Employee Name will appear next to the spy glass.



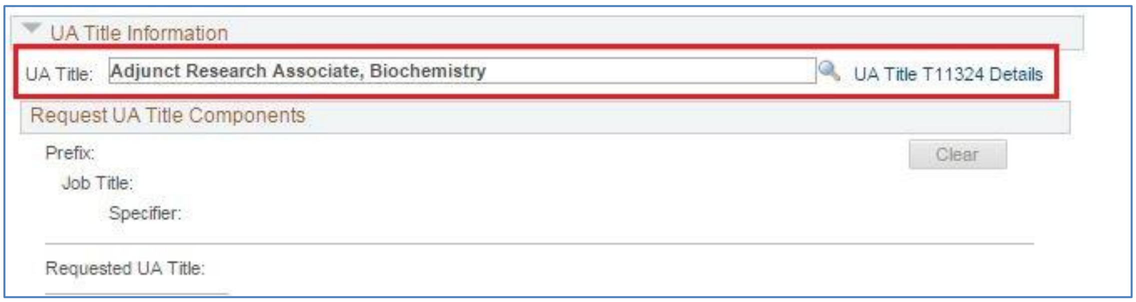
UA TITLE INFORMATION

The **UA Title** field is the description for the 3 components that tie the title together called the UA Title Code. The three components consist of: the prefix, job code and specifier. The prefix generally describes the temporary nature of the title and is followed by the generic title or job code description. The specifier further describes the generic title and is usually a department, unit, committee or special project name.

The user may click the spyglass to search for an existing title code.
Once a UA title is selected the **Request UA Title Components** section is no longer available.

Before selecting a UA Title:

After Selecting a UA Title:



If the user is unable to find an available UA title that meets the position's needs, they may request UA Title components. This section allows a user to select a prefix, enter a job title and Specifier. Once all fields are completed the system displays the Requested UA Title. Please see example below.

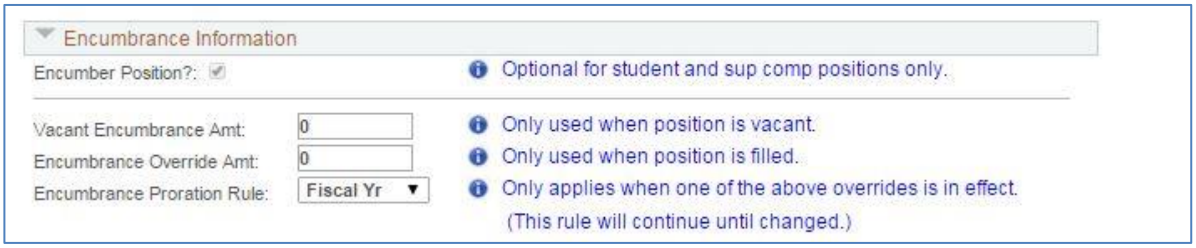
ENCUMBRANCE INFORMATION

The Enbumbrance Information Section is used for expected (predicted) expenses which will occur between **now** and the fiscal year end (June 30th). Encumbrances include prorated amounts for a pay period which crosses the fiscal year boundary. Encrumbrances are calculated on a position-by-position basis using the planned accounting distributions for that position and the amounts obtained from incumbent expected pay or override amounts a the position level.

- Encumber Position Indicator (checkbox)
    - Allows the option of excluding student and Supplemental Compensations positions from encumbering.

- Vacant Encumbrance Amt
    - Provides the ability to encumber a vacant position based on a specified amount.

- Encumbrance Override Amt
    - Allows the override of an encumbrance amount which would otherwise be calculated based on rate-of-pay, FTE and funding period.
- Encumbrance Proration Rule
    - Determines the length of time for the encumbrance override. Four options are available:
        - Academic Year
        - Date Range
        - Fiscal Year
        - Fixed



Additional information regarding setup of Vacant Positions and Encumbrance Overrides:

Academic Yr Rule:

- Enter the full academic year amount in Position Management request.
- The amount will be restated each pay period to reflect the prorated amount based on the daily rate calculation.
- Daily Rate Calculation = full academic year amount divided by number of days in academic year.
    - Current encumbrance = Daily Rate times number of days reamining from the current pay period through the end of the academic year.
- This encumbrance amount will continue from one academic year to another unless it is removed in Position Management.

Fiscal Yr Rule:

- Enter the full fiscal year amount in Position Management request.
- The amount will be restated each pay period to reflect the prorated amount based on the daily rate calculation.
- Daily Rate calculation = full fiscal year amount divided by number of days in the fiscal year
    - Current encumbrance = Daily Rate times number of days remaining from current pay period through the end of the fiscal year
- This encumbrance amount will continue from one fiscal year to another unless it is removed in Position Management

Fixed Rule:

1. Enter the fixed amount in Position Management request.

    - This is a set amount that will not change or recalculate over time. If $5,000 is entered with the fixed option selected, the $5,000 will remain encumbered until the department submits a transaction via Position Management to either change or remove it.
2. This encumbrance amount will continue from one year to the next unless it is removed in Position Management.

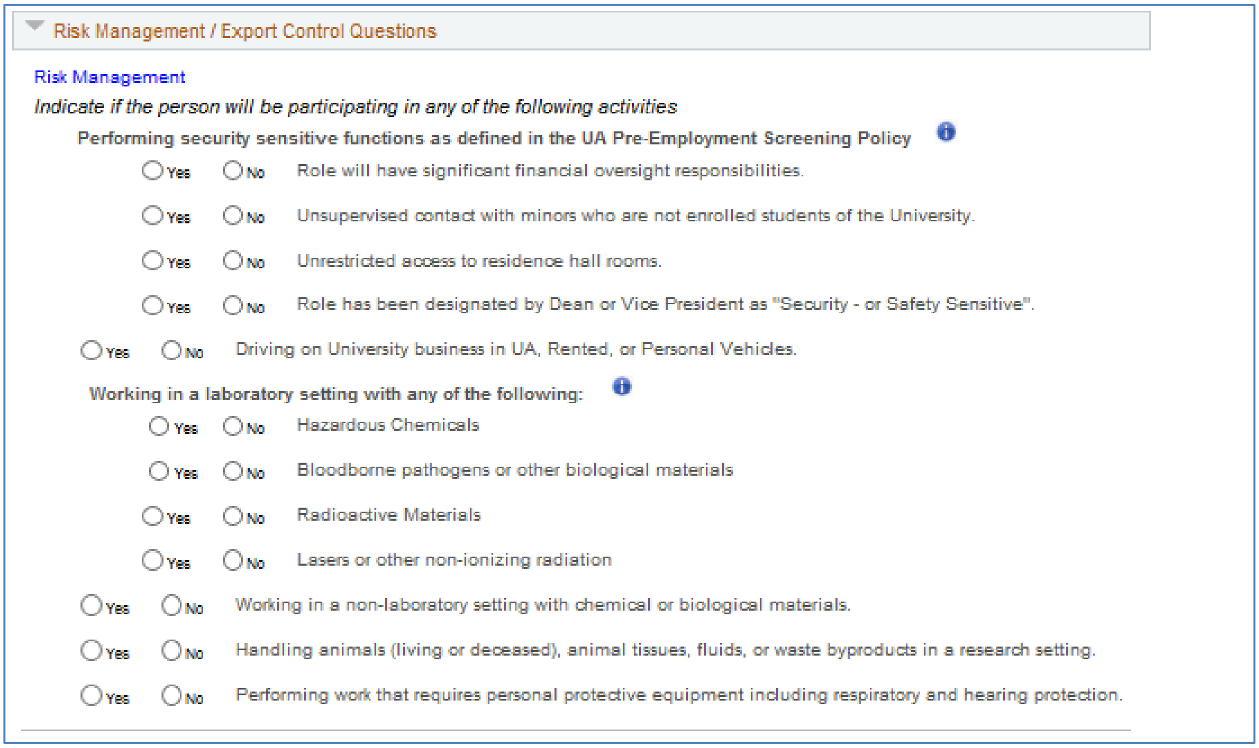
Date Range Rule:

- The amount provided in this field should coincide with the dates entered in the date range fields.
- The encumbrance will be restated every pay period based on a daily rate calculation.
- Daily Rate calculation = Amount entered divided by the total number of days within the date range.
    - Current encumbrance = Daily rate times the number of days remaining from start of current pay period to the end of the date range entered.
- This amount will be reset to zero at the beginning of the Fiscal Year.

Risk Management Questions

The questions displayed below appear for all position requests. Please see an example of all questions that may appear in the Risk Management section. If displayed, the questions require a response.

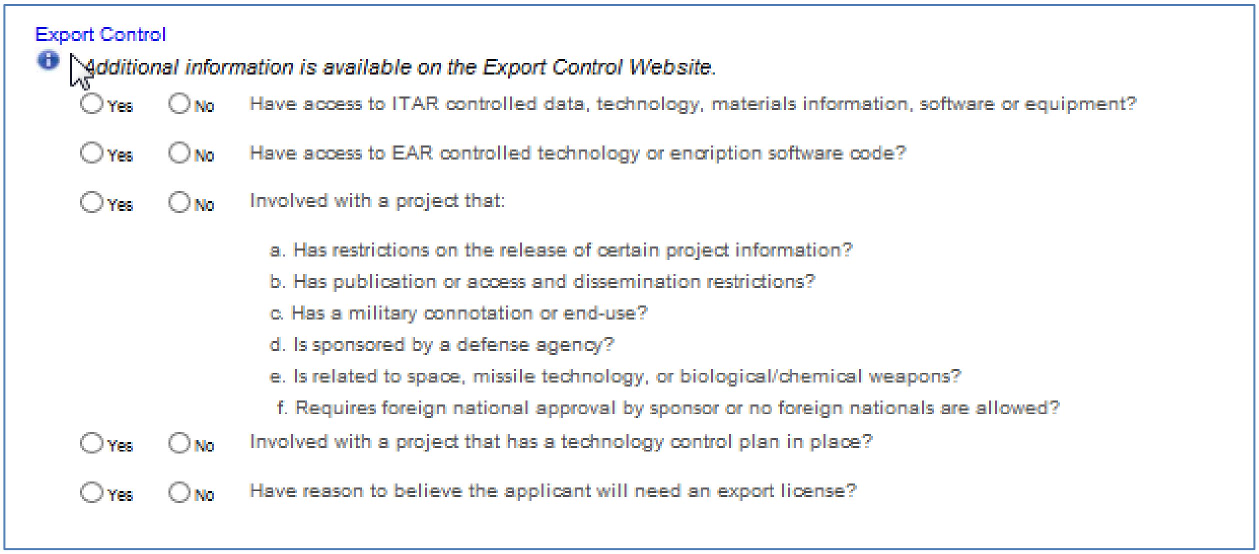
Users may click the icons to display additional information about that section of questions. A message box will appear that will include external links to websites for further review.



Export Control Questions

The questions displayed below appear for all new position requests.
Please see an example of all questions that may appear in the Export Control section. If displayed the questions require a response.

Users may click the icons to display additional information about that section of questions. A message box will appear that will include external links to websites for further review.



Attachments

Initiators and Approvers may upload and remove attachments to a request. Attachments for Position Management can be viewed by anyone who has access as an initator or approver.

To Add an Attachment:

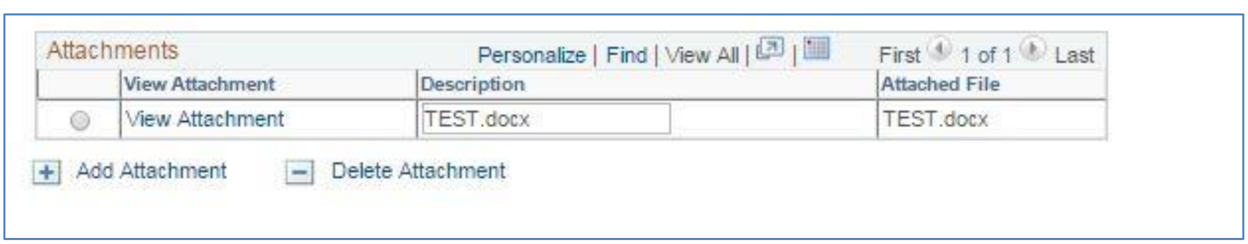
1. Click the **Add Attachment** link.
2. Click the **Browse** button an navigate to your saved document for uploading. Select the document.
3. Once the document path has loaded, click **Upload**.
4. The document will display with the description and document extension type.

To View an Attachment:

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

To Delete an Attachment:

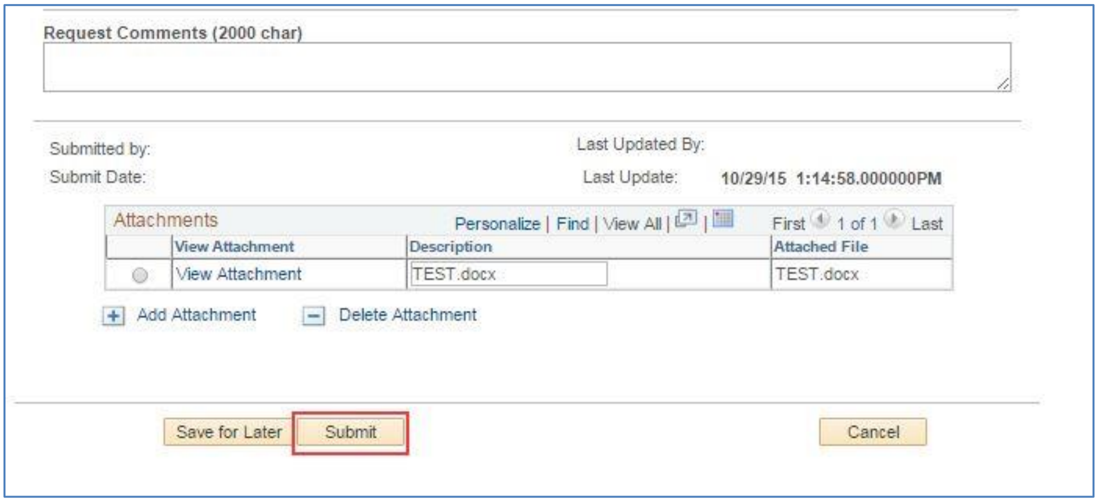
1. Select the radio button next to the attachment you want to remove.
2. Click the **Delete Attachment** link.
3. A confirmation message will say **Attachment Deleted Successfully**.



SUBMITTING REQUEST FOR APPROVAL

To submit the Position Create request for approval.

1. Click on the **Submit** button



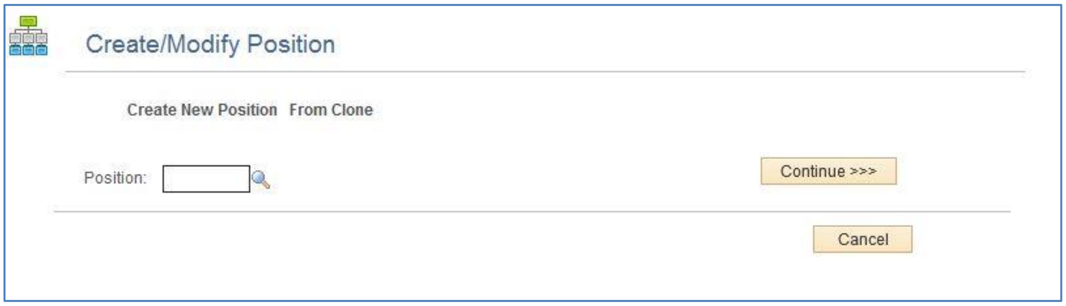
Note: The request can be cancelled by clicking on the **Cancel** button. Users may also save the request by clicking on the **Save for Later** button. Requests will be saved for 30 days.

****Do not use the NEW position number on paperwork or for budget lines until Systems Control has approved your transaction.***

2.3 CREATE A NEW POSITION – CLONE FROM EXISTING POSITION

Click on the **Clone from Existing Position** radio button to open a request form where all fields are populated from an existing position number. The user is able to make changes to any of the fields pre-populated.

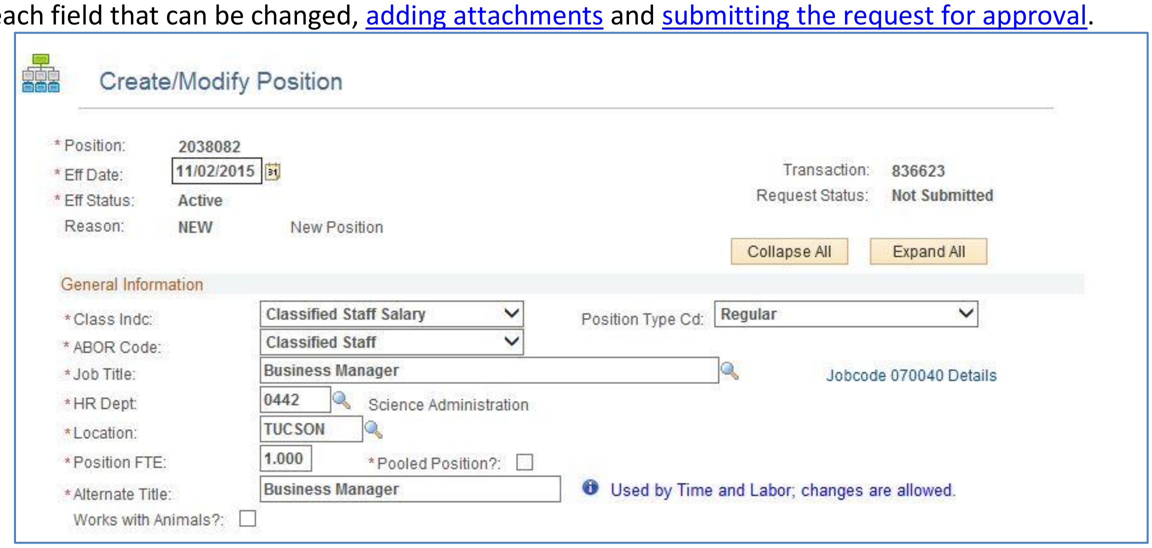
The user may enter a Position Number/Search for Position Number and select continue.



REVIEW PRE-POPULATED FIELDS & SUBMIT REQUEST

All fields are pre-populated from the existing position. The user has the option to update any of the existing fields with new values. Once they are satisfied with field values they may add attachments if necessary and submit the request for approval.

Please refer to the section **How to Create a Position – from Scratch** on page 5 for additional details on each field that can be changed, adding attachments and submitting the request for approval.



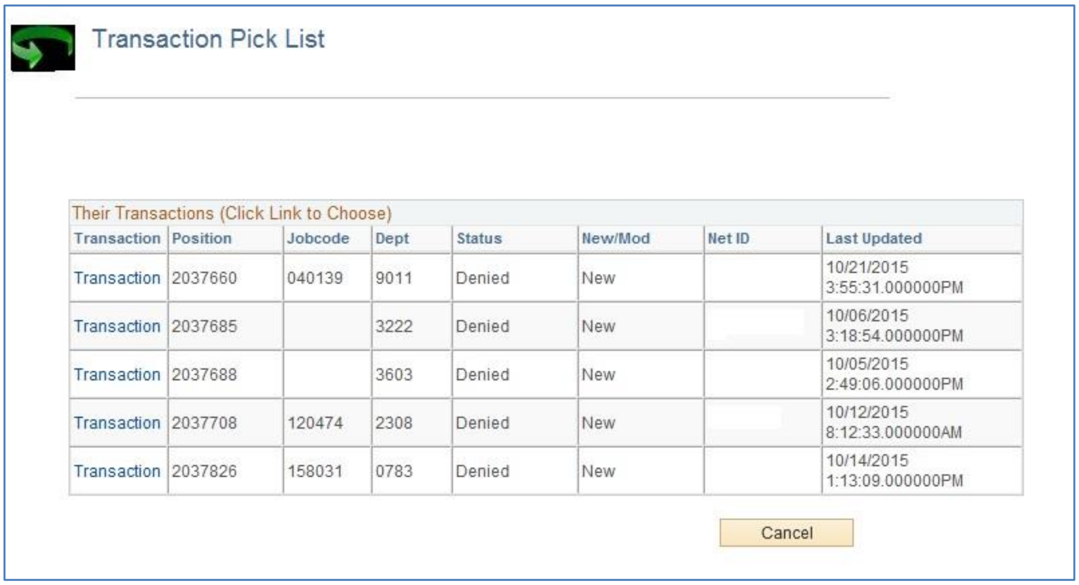
2.4 CREATE A NEW POSITION – CLONE FROM DENIED REQUEST

Initiators have the ability to clone previously denied New Position requests by accessing the specific transaction in the **Create/Modify Position** page. If available, a new radio button will appear with description **Clone from Denied Request**. The user has the option to select a denied request for cloning up to 30 days after it was initially denied.

To clone a previously denied New Position request:

1. Select the **Clone from Denied Request** radio button

   A list of transactions that have been denied within the past 30 days will appear.



Transaction Pick List

Their Transactions (Click Link to Choose)

Transaction	Position	Jobcode	Dept	Status	New/Mod	Net ID	Last Updated
Transaction	2037660	040139	9011	Denied	New		10/21/2015 3:55:31.000000PM
Transaction	2037685		3222	Denied	New		10/06/2015 3:18:54.000000PM
Transaction	2037688		3603	Denied	New		10/05/2015 2:49:06.000000PM
Transaction	2037708	120474	2308	Denied	New		10/12/2015 8:12:33.000000AM
Transaction	2037826	158031	0783	Denied	New		10/14/2015 1:13:09.000000PM

Cancel

2. **Click on the link in the transaction** column to select for cloning.

   This action moves the transaction to the next page—*Create/Modify Position Form*.

   Note: Cloning only COPIES the fields and information to a NEW request form. You will be assigned a new position number and transaction ID when cloning.

3. **Review the pre-populated fields.** The user has the option to update any of the existing fields with new values. Once they are satisfied with field values they may add attachments if necessary and submit the request for approval.

   Please refer to the section **How to Create a Position – from Scratch** on page 5 for additional details on each field that can be changed, adding attachments and submitting the request for approval.

2.5 CREATE A NEW POSITION – CLONE FROM WITHDRAWN REQUEST

Initiators have the ability to clone previously withdrawn New Position requests by accessing the specific transaction in the **Create/Modify Position** page. A new radio button will appear with description **Clone from Withdrawn Request**. The user has the option to select a withdrawn request for cloning up to 30 days after it was initially withdrawn.

To clone a withdrawn Create New Position request:

1. Select the **Clone from Withdrawn Request** radio button

A list of transactions that have been withdrawn within the past 30 days will appear.

Their Transactions (Click Link to Choose)

Transaction	Position	Jobcode	Dept	Status	New/Mod	Net ID	Last Updated
Transaction	2012782	070550	1003	Withdrawn	New		07/24/2020 12:00:00.000000PM
Transaction	2013555	070050	0788	Withdrawn	New		07/24/2020 12:00:00.000000PM
Transaction	2037694	196265	0663	Withdrawn	New		10/05/2015 12:42:45.000000PM
Transaction	2037714		0713	Withdrawn	New		10/06/2015 12:14:04.000000PM
Transaction	2037739	113091	2529	Withdrawn	New		10/08/2015 10:39:19.000000AM
Transaction	2037793	070140	0717	Withdrawn	New		10/12/2015 3:06:59.000000PM
Transaction	2037912	120475	2101	Withdrawn	New		10/20/2015 2:35:53.000000PM
Transaction	2037913	120475	2101	Withdrawn	New		10/20/2015 2:42:10.000000PM
Transaction	2037939	120473	8009	Withdrawn	New		10/22/2015 3:46:23.000000PM
Transaction	2038021		6801	Withdrawn	New		10/29/2015 7:47:14.000000AM
Transaction	2038074	113091	9006	Withdrawn	New		10/30/2015 3:23:52.000000PM

Cancel

2. Click on the link in the **transaction** column to select for cloning.

This action moves the transaction to the next page—Create/Modify Position Form.

Note: Cloning only COPIES the fields and information to a NEW request form. You will be assigned a new position number and transaction ID when cloning.

3. **Review the pre-populated fields.** The user has the option to update any of the existing fields with new values. Once they are satisfied with field values they may add attachments if necessary and submit the request for approval.

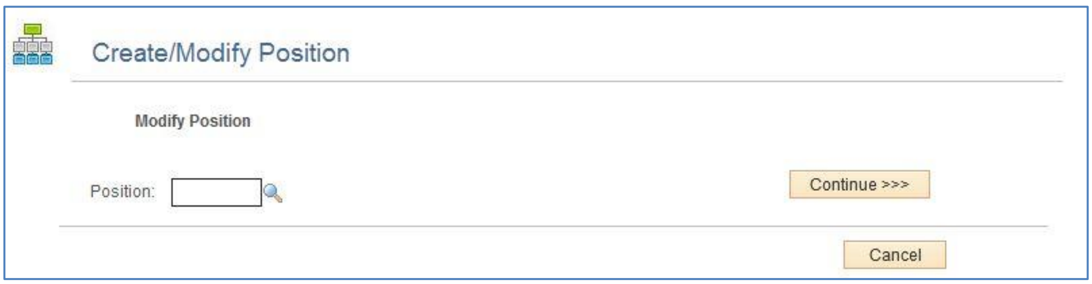
Please refer to the section **How to Create a Position – from Scratch** on page 5 for additional details on each field that can be changed, adding attachments and submitting the request for approval.

2.6 MODIFY AN EXISTING POSITION

The Modify an Existing Position option allows the user to modify attributes on a position. The following attributes are available for modification:

- Effective Status (Inactive/Active)
- Work Study Split
- Alternate Title
- Works with Animals
- Supervisor Position
- Time Approver Position
- Encumbrance Information
- Risk Management / Export Control Questions

1. Click on the **Modify Existing Position** radio button to open a request form for modifications. The user can search for a position or simply enter a Position Number and select continue.



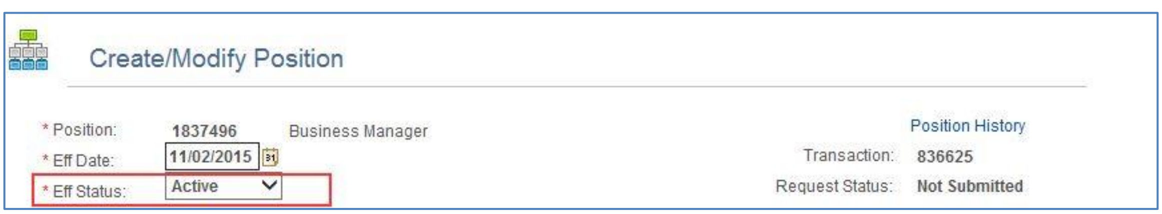
2. The Create/Modify Position page opens and the user can take the appropriate changes to the fields. Once they are satisfied with field values they may add attachments if necessary and submit the request for approval.

Please refer to the section **How to Create a Position – from Scratch** on page 5 for additional details on each field that can be changed, adding attachments and submitting the request for approval.

The following field is only available when modifying a position:

EFFECTIVE STATUS

The **Eff Status** field allows the user to make a position active or inactive. However, the position cannot be inactivated when at least one current or future incumbent exists.



If the user tries to make a position status **inactive** then an error message will display.

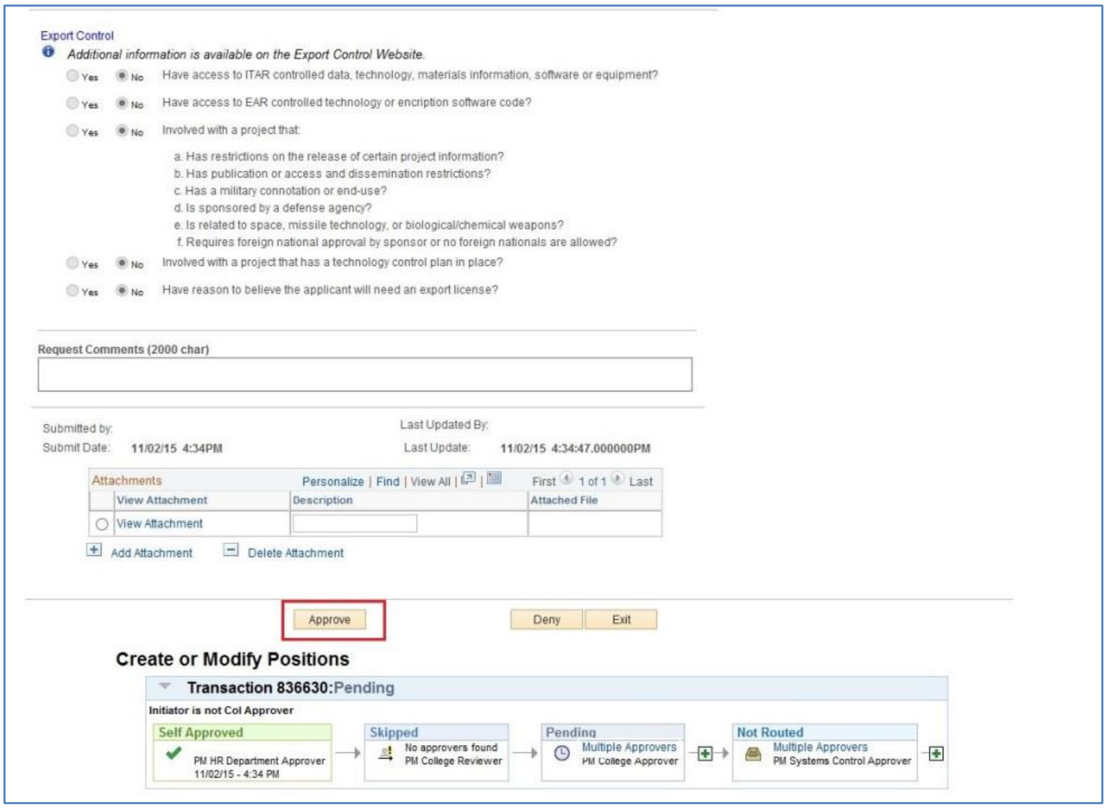
3. APPROVE/DENY POSITION MANAGEMENT REQUESTS

3.1 APPROVE POSITION MANAGEMENT REQUESTS

Position Management requests pending approval can either be accessed through the **pagelet** or the **Manage Position Create/Modify** 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.

To approve a position management request

- Click on the **Approve** button



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

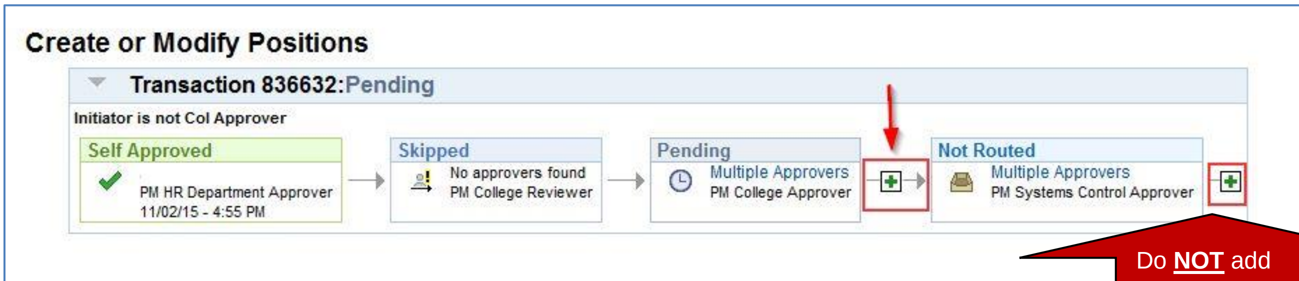
Click on the **Exit** button to return to the search menu.

3.2 ADDING AD HOC APPROVERS AND REVIEWERS

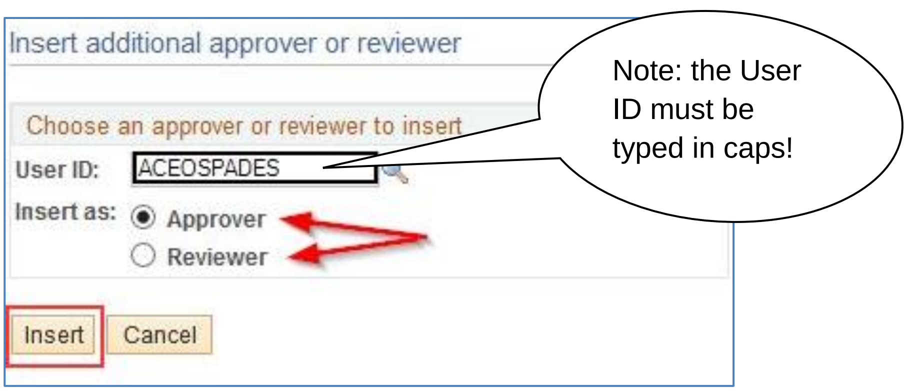
Ad hoc approvers and reviewers can be added by HR Department, College Reviewers and College Approvers at any step following an approval step in the chain. For example, the HR Department can add an ad hoc approver or reviewer after the College Reviewer or College Approver steps. Note: the Ad hoc **Approver** 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.

To add an ad hoc approver or reviewer:

1. Click on the + sign to the right of the approval step the ad hoc step will follow.
   - *Do **NOT** add an **AHDOC APPROVER** after the Systems Control Step. Systems Control is the final step in the workflow and will deny requests that include an adhoc APPROVER after their step.* *****Users may however add adhoc REVIEWER's after systems control step if needed.***



2. This will activate the **Insert additional approver or reviewer** window.
   a. Type in the user id for the ad hoc approver or reviewer
      a. See Approver/Reviewer Search below if the user id is unknown
   b. Click on either the **Approver** or the **Reviewer** radio button
   c. Click on the **Insert** button



3. Approver Reviewer Search
   The spy glass in the **Insert additional approver or review** window will activate the **Approver/Reviewer Search** option (see previous section)
   1. Type the user's name or user ID
   2. Click on the **Search** button

A list of users meeting the search criteria will appear

3. 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

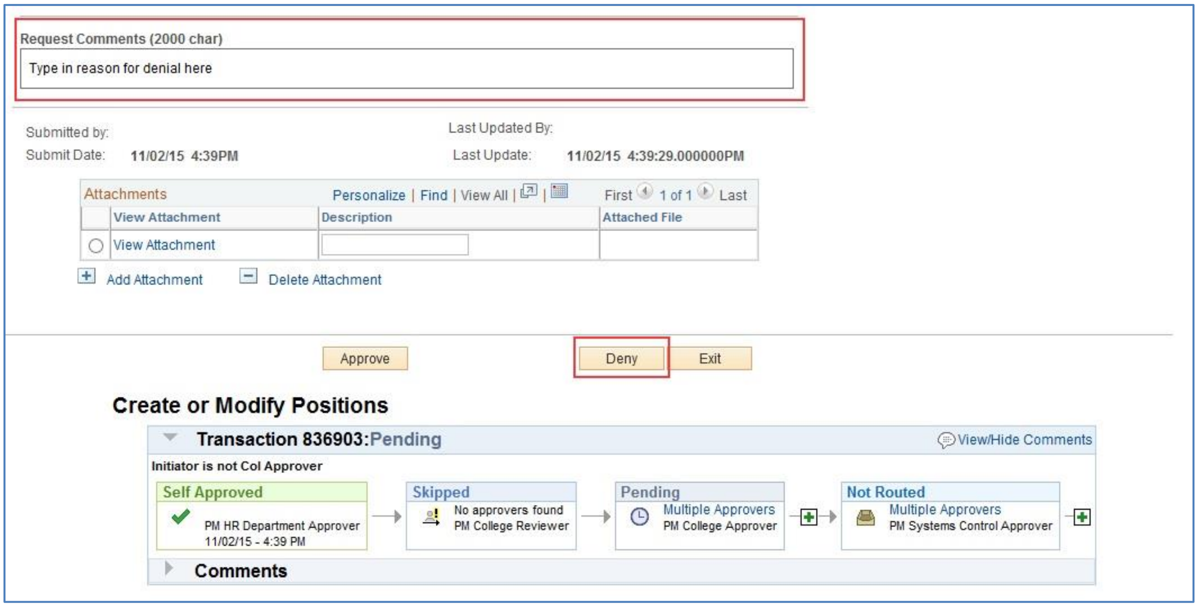
4. Click on either the **Approver** or the **Reviewer** radio button
5. Click on the **Insert** button

3.3 DENY POSITION MANAGEMENT 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

1. Type the reason for denial in the comments section
2. Click on the **Deny** button



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

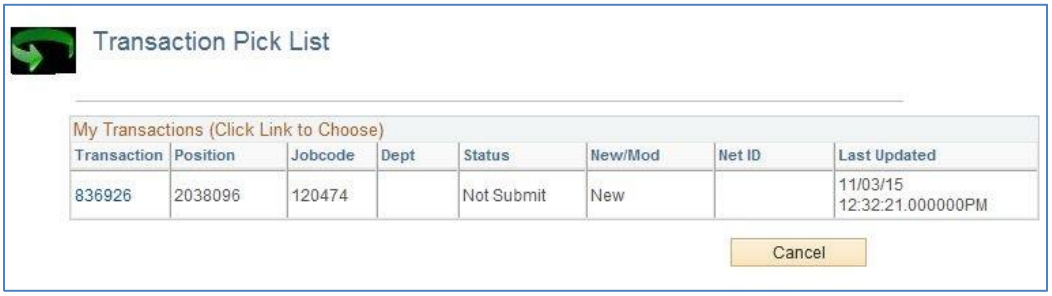
Click on the **Exit** button to return to the search menu

4. RETURN TO SAVED- POSITION MANAGEMENT REQUESTS

Initiators have the ability to return to saved Position Management requests by accessing the specific transaction in the **Create/Modify Position** 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 Position Management request:

1. Select the **Return to Work in Progress** radio button
   - A list of transactions that have been saved within the past 30 days will appear.



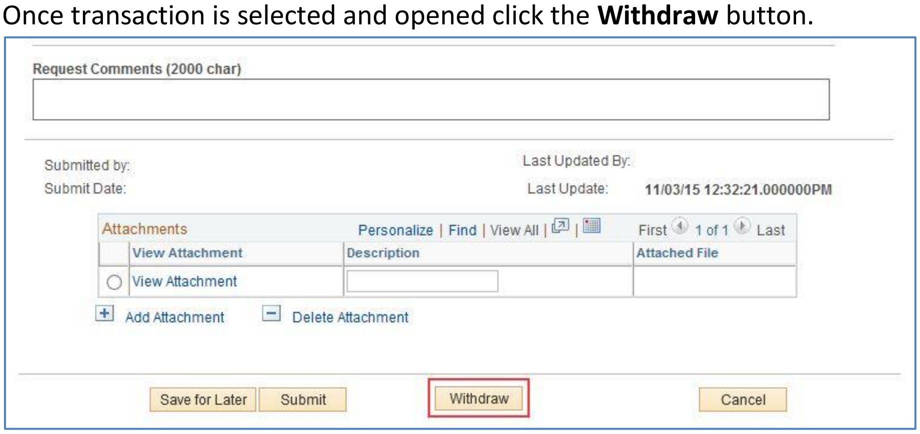
2. Click on the link in the **transaction** column to return back to a request.
   Note: This action moves the transaction to the next page—**Create/Modify Position**.

5. WITHDRAW- POSITION MANAGEMENT REQUESTS

Initiators have the ability to withdraw Position Management requests by accessing the specific transaction in the **Manage Position Create/Modify** 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 and may be cloned to create a new request.

How to withdraw a request:

1. Search for the request in the **Manage Position Create/Modify**.
2. Once transaction is selected and opened click the **Withdraw** button.



6. VIEW SUBMITTED REQUESTS

Pending approval requests are available for viewing in two areas:

- Pagelets
- Manage Position Create/Modify Requests

6.1 REQUESTS PENDING APPROVAL - PAGELET

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.

MSS Approval Summary

Transaction Type	Count
Contracts	3
Daily Contracts	2
Daily Grad NOA Activity	1
I9	2
Job Changes	1
Pending Payment Request	1
Position Distribution	2
Position Management	1
Terminations	1
Title Management	1

Remember to Refresh!

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 for each transaction are made available to allow for selection of the transaction to work next.

Pending Position Management

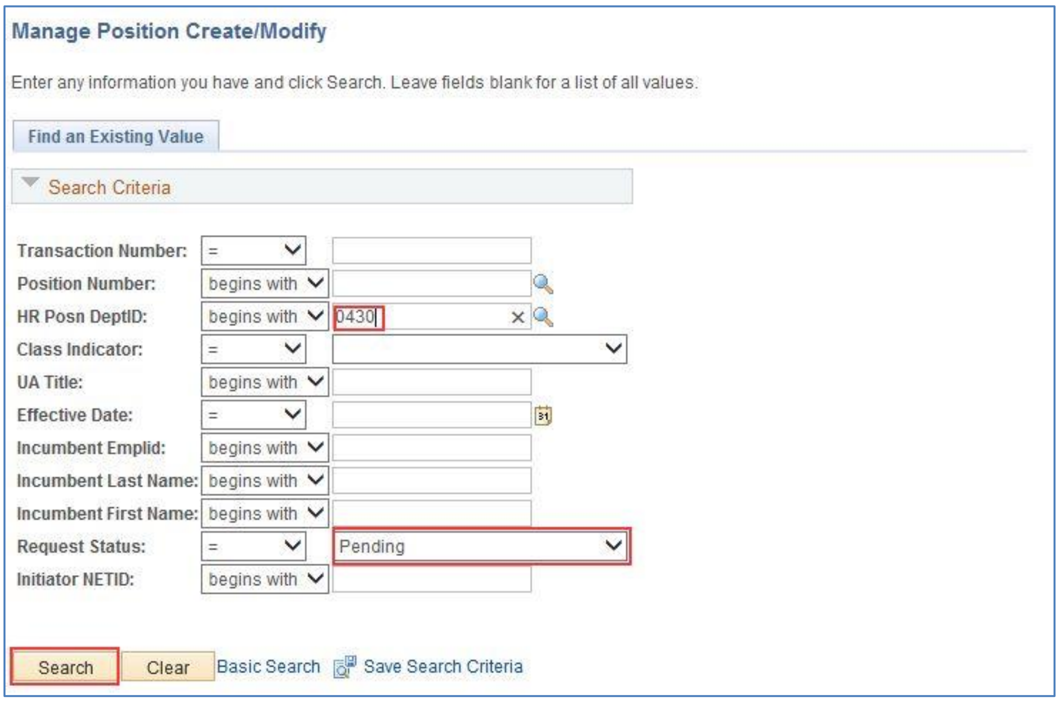
Position	ABOR Code	Alternate Title	HR DeptID	Eff Date
2038093	Student Worker	Student Group C	0430	2015-11-03

6.2 MANAGE POSITION CREATE/MODIFY REQUESTS

The **Manage Position Create/Modify Requests** allows users with the UAccess Employee Position Cross-Reference role to view position management documents that are pending, approved, denied, saved or withdrawn.

The Search dialog box provides multiple options for accessing position management transactions.

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



7. SCENARIOS – WORKFLOW PATHS

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

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

AUTO APPROVAL

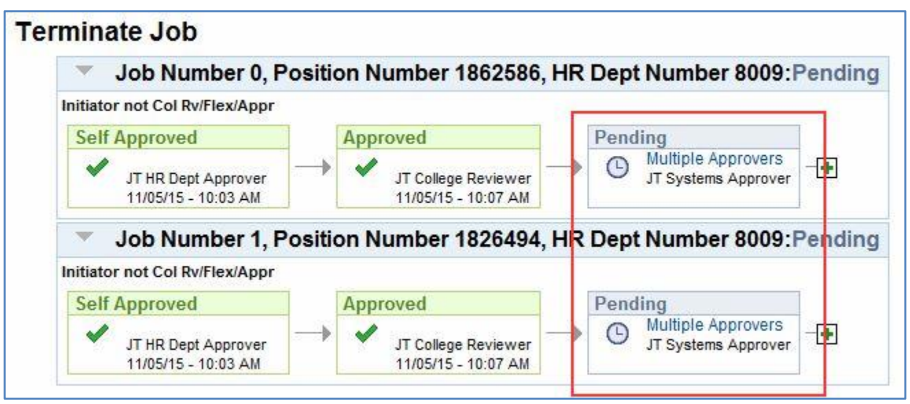
Approver listed on multiple steps in path(s)

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

Please see the example below:

College/Division approving a request in which they are listed in multiple paths/steps.

Before:



After:

COLLEGE INITIATES A REQUEST

College initiates a request

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

Please see the example below:

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 **account** approver is required for the path

Please see the example below:

NO APPROVERS FOUND

Transactions routed to an Error Step if no approvers assigned

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

Please see the example below:

8. ERROR/WARNING MESSAGES

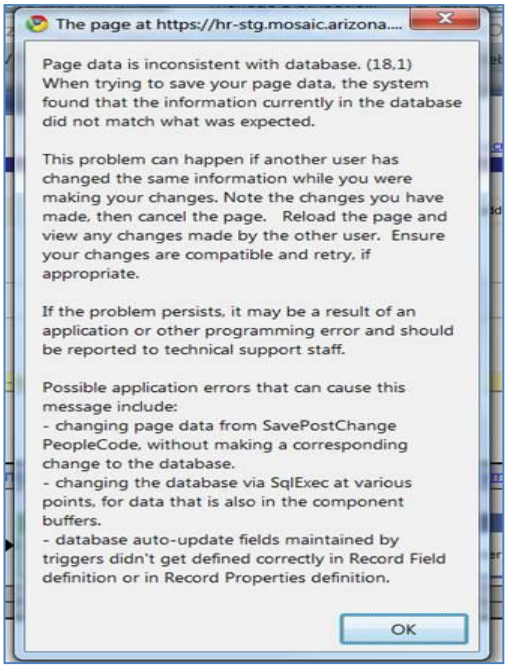
The following examples describe the error or warning messages a user may encounter when initiating or approving documents.

8.1 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.

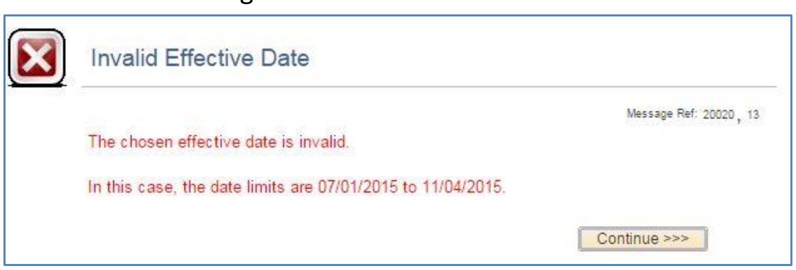
The following error message indicates another approver has already completed the step.



8.2 EFFECTIVE DATE WARNING – (CREATE)

The effective date on the **Create/Modify Position** page automatically defaults to the current date. It can be changed to reflect a past date within the current fiscal year—however; it will not accept future dates.

See the error message below:

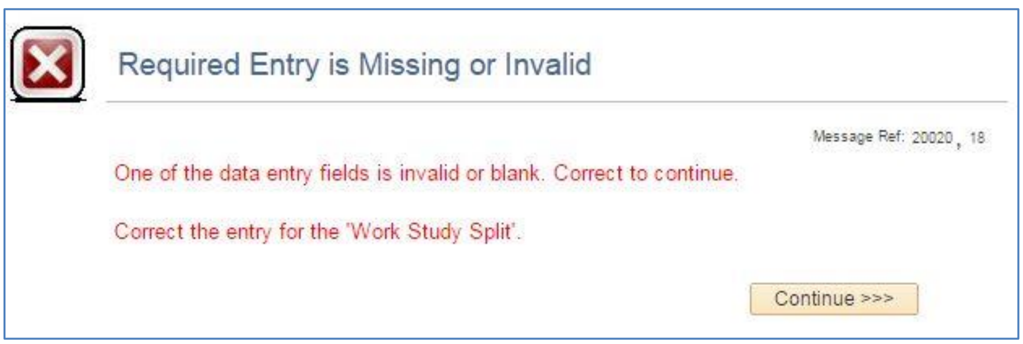


8.3 OUTSTANDING REQUESTS EXISTS FOR THIS POSITION (MODIFY)

Users are only allowed to have one pending modification request at a time. The following error message will display if an existing request is pending.

8.4 MISSING INFORMATION (CREATE/MODIFY)

A request cannot have missing required fields upon submission. If the user tries to submit a request with missing information the following error message will display. The message will refer the user back to the field that is missing information.

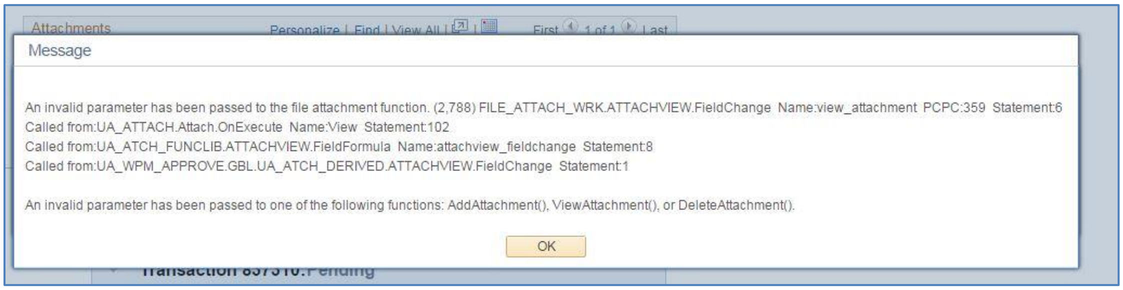


8.5 POSITION INCUMBENT EXISTS (MODIFY)

A position cannot be inactivated when at least one current or future incumbent exists. If the user tries to make a position status "inactive" the following error message will display.

8.6 NO ATTACHMENTS HAVE BEEN ADDED (CREATE/MODIFY)

If a user clicks on the **view attachments** link but no attachments exist, the following error message will appear.



9. CONTACT INFORMATION

If you are experiencing problems or just have questions about the Manager Self Service Position Management, please contact us at 621-3664 or email us at UASelfService@fso.arizona.edu.

10. REVISION HISTORY

Document Contributors

Contributors	Department
Esperanza Gallagher	Systems Control
Vanessa Vasquez	Systems Control

Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	11/17/2015	Updated document with new format and screenshots	Vanessa Vasquez