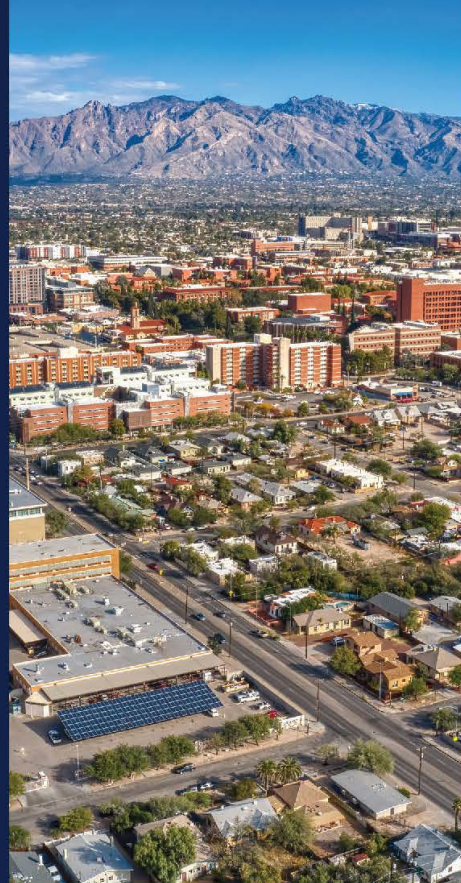




THE UNIVERSITY OF ARIZONA
HR Workforce Systems

9 Pay 12 Job Request

MANAGER SELF SERVICE
QUICK REFERENCE GUIDE



QUESTIONS?

WORKFORCE SYSTEMS

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1. GUIDE OVERVIEW

The [9/12 Pay Plan Option](#) allows an eligible employee's academic salary to be distributed over the twelve-month fiscal year instead of the standard nine-month academic year.

This guide outlines the process to enroll and withdraw an eligible academic year employee in the 9/12 Pay Plan Option and to initiate the Manager Self Service (MSS) Job Data Change Request in [UAccess Employee](#).

1.1 ENROLLMENT DEADLINE

Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

1.2 PROGRAM DETAILS

- Once enrolled, the employee will continue in this pay option from year to year until withdrawn from the plan. It is not necessary to re-enroll each year.
- The 9/12 Pay Plan option is not available to individuals during their first year of employment.
- For further information regarding eligibility, termination and to access forms please visit this website: <https://hr.arizona.edu/employees-affiliates/compensation/912-pay-plan-option-academic-year-employees>

2. INSTRUCTIONS FOR ENROLLMENT – DEPARTMENT REPRESENTATIVE

Once the employee has submitted the [9/12 Pay Plan Option Enrollment Agreement Form](#), the department will follow the steps outlined below:

1. Obtain authorized signatures on the *9/12 Pay Plan Option Agreement Form*.
2. Submit a MSS Online Employment/Job Data Change Request within [UAccess Employee](#) for approval. (See Section 4 for additional details)
 - Attach the *9/12 Pay Plan Option Enrollment Agreement Form* to the MSS Job Data Transaction to avoid delays in processing.
 - Deadline for enrollment:
 - Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

3. INSTRUCTIONS FOR WITHDRAWAL – DEPARTMENT REPRESENTATIVE

An employee may return to the academic year pay schedule effective the beginning of the next academic year. Once the employee has submitted the [Return to 9/9 Pay Plan Form](#), the department will follow the steps outlined below:

1. Obtain authorized signatures on the *Return to 9/9 Pay Plan Form*.
2. Submit an MSS Online Employment/Job Data Change Request within [UAccess Employee](#) for approval. (See Section 5 for additional details)
 - Please ensure you attach the *Return to 9/9 Pay Plan Form* to the MSS Job Data Transaction to avoid delays in processing.

- Deadline for withdrawal:
 - Please refer to the annual [Fiscal Year End \(Rollover\) Schedule](#) posted on the Workforce Systems website for important dates and deadlines.

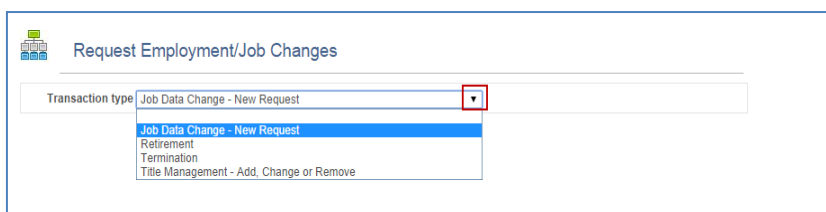
4. 9/12 ENROLLMENT - MSS JOB CHANGE REQUEST

This section outlines the process to initiate and submit the Job Data Change Request to modify attributes for enrollment in the 9/12 Pay Plan Option.

4.1 NAVIGATION – MSS EMPLOYMENT JOB/DATA REQUEST

Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes

1) Select **Job Data Change – New Request**

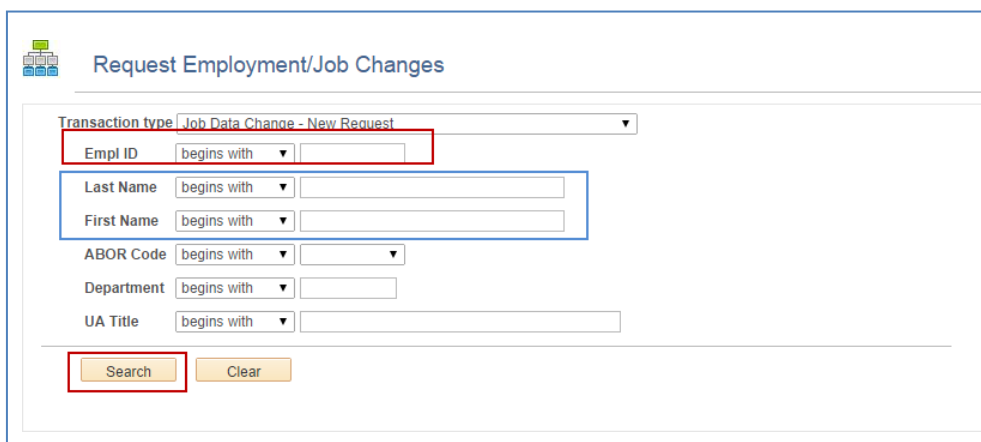


The screenshot shows the 'Request Employment/Job Changes' form. The 'Transaction type' dropdown menu is open, displaying the following options: 'Job Data Change - New Request' (highlighted in blue), 'Retirement', 'Termination', and 'Title Management - Add, Change or Remove'. A red box highlights the dropdown arrow.

2) Enter **Empl ID** or *Last Name and First Name*

3) Click on the **Search** button


- a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.



The screenshot shows the 'Request Employment/Job Changes' form with search criteria entered. The 'Transaction type' dropdown is set to 'Job Data Change - New Request'. The search criteria fields are: 'Empl ID' (begins with), 'Last Name' (begins with), 'First Name' (begins with), 'ABOR Code' (begins with), 'Department' (begins with), and 'UA Title' (begins with). The 'Search' button is highlighted with a red box.

4.2 ACTION TYPE

Select **Modify Job Attributes**



Online Job Data Change

Empl ID: 123045678 Carter, Lucy

Select one of the following Actions:

Position / Assignment Change

*Internal Transfers within a dept
 *Shifts within Student Groups A-D.
 NOTE: This action will override an empl record replacing the existing position number. Job Attributes may also be modified.


Modify Job Attributes

*FTE
 *Pay Rate
 *Expected End Date Change/Extensions
 *Contract Status (appointed only)
 NOTE: This action allows changes to multiple job attributes on an existing position.

4.3 JOB RECORD(S)


Select the employee job record(s)

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



Job/s Selected for Change

Empl ID: 12345678 Carter, Lucy

Personalize |  | 1 of 1


Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0	2134567	Manager	0020	Clearing Control FA9

Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.

4.4 EFFECTIVE DATE

The 9/12 effective date is limited to the beginning of the fiscal year.


- Enter the **Effective Date** "07/01/XXXX"



Job/s Selected for Change

Requested Action: Modify Job Attributes

Transaction Number:

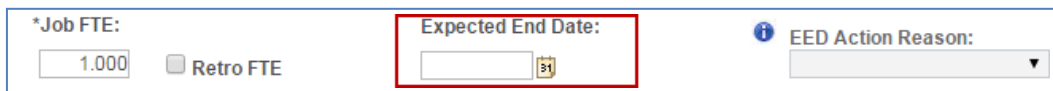
Effective Date: 

Status: Not Submitted

4.5 EXPECTED END DATE

Enrollment in the 9/12 pay plan option is offered to employees with jobs that are not anticipated to end within the next year. The Expected End Date must be deleted for the employee.

- Highlight the **EED** field to delete the date value.
- The EED field should be blank (as shown below) when the 9/12 Pay Job Change transaction is submitted.



4.6 COMPLETE THE COMPENSATION SECTION

The Pay will change from an academic (SAL 9) to a fiscal (SAL) rate. Specific instructions for completing the compensation section are provided below.

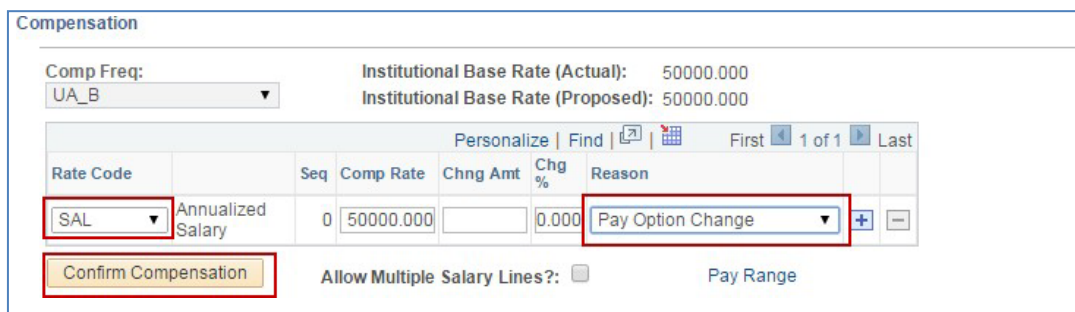
Steps

1. Compensation Row 1 – Change SAL9 to SAL

- Select the drop down for the rate code and change SAL9 to: **SAL**
- Select the pay change reason: **Pay Option Change**

*Note: the amount in the **Comp Rate** field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 enrollment. An increase effective the same date will require the addition of a compensation row.*

2. Click on the **Confirm Compensation** button



Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL	0	50000.000		0.000	Pay Option Change

4.7 COMMENTS

Enter comments **Enrollment in 9/12 Pay Plan Option** to indicate enrollment in the 9/12 Pay Plan Option.

Request Comments (2000 char)
 Enrollment in 9/12 Pay Plan Option

4.8 ATTACHMENTS

Attach the approved *9/12 Pay Plan Option Enrollment Agreement form*

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

Attachments

Attach documents here.

View Attachment	Description	Attached File
<input type="radio"/>	9_Pay_12_Enrollment.docx	9_Pay_12_Enrollment.docx

+ Add Attachment - Delete Attachment

4.9 SUBMIT FOR APPROVAL

Click the **Submit** button to complete this transaction for routing and approvals.

*Note: The document will not be saved or submitted if the **Exit** or **Return to Search** buttons are selected prior to clicking on the **Submit** or **Save for Later** options.*

Return to Search Save for Later **Submit** Exit

5. 9/12 WITHDRAWAL - MSS JOB CHANGE REQUEST

An employee must complete the [Return to 9/9 Pay Plan Form](#) and submit to their department in order to begin receiving their pay over the 9 month academic year. This section outlines the process to initiate and submit Job Data Change Request to modify job attributes to withdraw an employee from the 9/12 Pay Plan Option utilizing Manager Self Service (MSS) within [UAccess Employee](#).

The employee will return to the 9/9 pay arrangement upon approval of the MSS Transaction.

Note: An employee will not receive pay from 07/01/XXXX until the first academic pay check.

5.1 NAVIGATION – MSS EMPLOYMENT JOB/DATA REQUEST

Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes

4) Select Job Data Change – New Request

The screenshot shows the 'Request Employment/Job Changes' form. The 'Transaction type' dropdown menu is open, displaying the following options: 'Job Data Change - New Request' (highlighted in blue), 'Retirement', 'Termination', and 'Title Management - Add, Change or Remove'. A red box highlights the dropdown arrow.

5) Enter Empl ID or Last Name and First Name

6) Click on the Search button

- a. If multiple employees meet the entered search criteria, select the appropriate employee from the search results to continue with the request.

The screenshot shows the 'Request Employment/Job Changes' form with search criteria fields. The 'Transaction type' dropdown is set to 'Job Data Change - New Request'. The search criteria fields are: 'Empl ID' (with a 'begins with' dropdown and a text input field), 'Last Name' (with a 'begins with' dropdown and a text input field), 'First Name' (with a 'begins with' dropdown and a text input field), 'ABOR Code' (with a 'begins with' dropdown and a text input field), 'Department' (with a 'begins with' dropdown and a text input field), and 'UA Title' (with a 'begins with' dropdown and a text input field). The 'Search' and 'Clear' buttons are at the bottom. A red box highlights the 'Empl ID' field, and a blue box highlights the 'Last Name' and 'First Name' fields.

5.2 ACTION TYPE

Select Modify Job Attributes

The screenshot shows the 'Online Job Data Change' form for Empl ID: 123045678 Carter, Lucy. The 'Select one of the following Actions:' section has two options: 'Position / Assignment Change' (selected with a radio button) and 'Modify Job Attributes' (selected with a radio button and highlighted with a red box). The 'Modify Job Attributes' option includes the following details: '*FTE', '*Pay Rate', '*Expected End Date Change/Extensions', '*Contract Status (appointed only)', and 'NOTE: This action allows changes to multiple job attributes on an existing position.'

5.3 JOB RECORD(S)

Select the employee job record(s)

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

Job/s Selected for Change

Empl ID: 12345678 Carter, Lucy

	Empl Rcd#	Position Number	Alternate Title	Department	Description	Pay Group
<input checked="" type="checkbox"/>	0	2225852	Associate Professor	0107	Sch of Family & Consum Sci-Ins	FAC

Return to Search

Select one or more jobs to populate the Job Data Change Request Form. Jobs not selected will be displayed as read only.

Continue >>>

5.4 EFFECTIVE DATE

The effective date is limited to the beginning of the fiscal year to withdraw an employee from the 9/12 Pay plan and return to 9/9.

- Enter the **Effective Date** "07/01/XXXX"

Job/s Selected for Change

Requested Action: Modify Job
 Attributes

Effective Date:

Transaction Number:

Status: Not Submitted

5.5 COMPENSATION

The Pay will change from a fiscal (SAL) to an academic (SAL9) rate. The salary will be paid out over 9 month's effective beginning of the academic year. Specific instructions for completing the compensation section are provided below.

Steps

1. Compensation Row 1 – Change SAL to SAL9

- a. Select the drop down for the rate code and change SAL to **SAL9**
- b. Select the pay change reason: **Pay Option Change**

*Note: The amount in the **Comp Rate** field remains the same unless the employee will be receiving a pay increase effective the same date as the 9/12 withdrawal. An increase*

effective the same date will require the addition of a compensation row.

2. Click on the **Confirm Compensation** button

Compensation

Comp Freq: UA_B Institutional Base Rate (Actual): 50000.000
 Institutional Base Rate (Proposed): 50000.000

Personalize | Find | [?] | [] First 1 of 1 Last

Rate Code	Seq	Comp Rate	Chng Amt	Chg %	Reason
SAL9	Salaried 9 Month	0	50000.000	0.000	Pay Option Change

Confirm Compensation Allow Multiple Salary Lines?: Pay Range

5.6 COMMENTS

Enter comments **Return to 9/9 Pay Option** to indicate withdrawal from the 9/12 Pay Plan Option.

Request Comments (2000 char)

Return to 9/9 Pay Option

5.7 ATTACHMENTS

Attach the approved **Return to 9/9 Pay Plan Form**

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload.
3. Once the correct file is selected, Click **Upload** to add to the transaction.

Attachments

[Attach documents here.](#)

Attachments Personalize | Find | View All | [?] | [] First 1 of 1 Last

View Attachment	Description	Attached File
<input type="radio"/>	Return_to_9_9_Pay_Plan.	Return_to_9_9_Pay_Plan.docx

+ Add Attachment - Delete Attachment

5.8 SUBMIT FOR APPROVAL

Click the **Submit** button to complete this transaction for routing and approvals.

*Note: The document will not be saved or submitted if the **Exit** or **Return to Search** buttons are selected prior to clicking on the **Submit** or **Save for Later** options.*

