MSS Supplemental Compensation

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE

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1. MANAGER SELF SERVICE (MSS) SUPPLEMENTAL COMPENSATION OVERVIEW

The MSS Supplemental Compensation (Supp Comp) form allows you to submit additional compensation for eligible employees. It is customized to allow you to easily view and approve transactions using mobile devices.

1.1 BEFORE YOU START

Current position funding is a prerequisite for submitting Supp Comp requests.

- Supp Comp requests may be submitted for eligible employees only
- Mobile device approvals require VPN login
    - Instructions on how to download and set-up a VPN can be found here: https://it.arizona.edu/service/ua-virtual-private-network-vpn

2. ROLES AND APPROVAL STEPS

Similar to other MSS requests, the Position Cross Reference role gives you the ability to initiate transactions. The department and/or college approval role provisioning will determine the number of approval steps for each transaction.

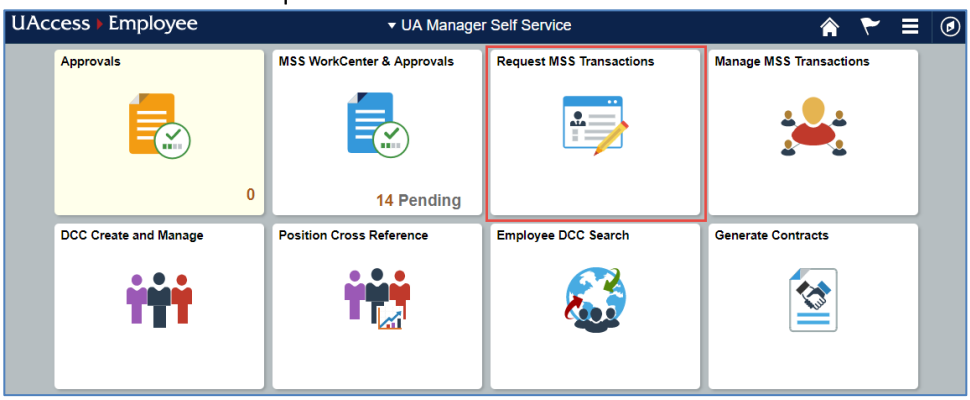
3. HOW DO I NAVIGATE TO THE SUPPLEMENTAL COMPENSATION REQUEST?

Two navigation options are available for Supp Comp requests: Tile or Nav Bar options.

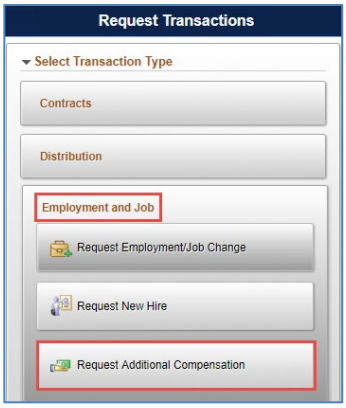
3.1 TILE OPTION

The Tile option is the easiest way to access Supp Comp requests.

1. Click on the Request MSS Transactions tile



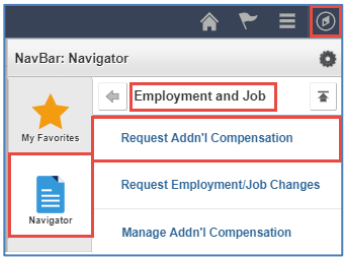
2. Select Employment and Job
3. Click on Request Additional Compensation



3.2 NAV BAR OPTION

The Nav Bar option can also be used to access Supp Comp requests.

1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Employment and Job
4. Select Request Addn'l Compensation



4. REQUEST TYPES

Four options are available to you when initiating Supp Comp requests:

- You may add a new record
- Modify an existing record
- Terminate a job record
- You may also return to a saved request by selecting Return to Work in Progress
    - Saved requests are stored for 30 calendar days

5. NEW SUPPLEMENTAL COMPENSATION

5.1 INITIATE REQUEST

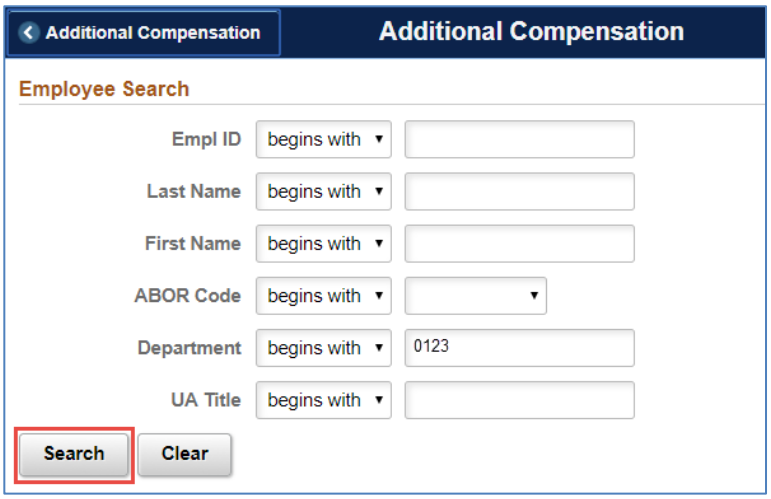
You can submit new Supp Comp requests for employees who meet eligibility criteria based on employee types such as faculty, appointed personnel, graduate assistant/associate, university staff or classified staff.

1. Click on Request Supp Comp radio button

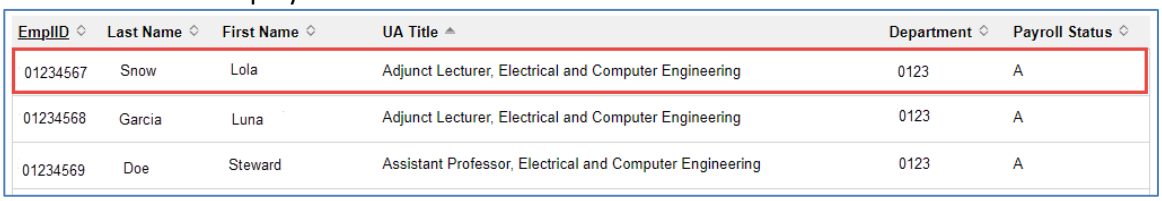
5.2 EMPLOYEE SEARCH

The Supp Comp Employee Search page includes multiple field search options.

1. Enter the Employee ID or other search criteria
2. Click on the Search button

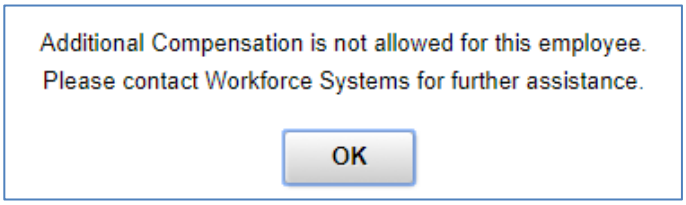


3. Select an Employee from the Search results



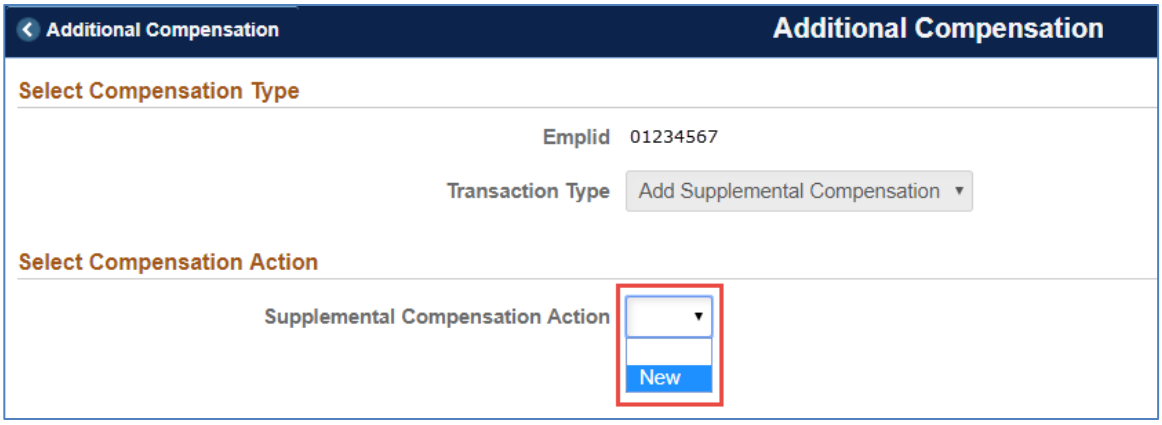
EmplID	Last Name	First Name	UA Title	Department	Payroll Status
01234567	Snow	Lola	Adjunct Lecturer, Electrical and Computer Engineering	0123	A
01234568	Garcia	Luna	Adjunct Lecturer, Electrical and Computer Engineering	0123	A
01234569	Doe	Steward	Assistant Professor, Electrical and Computer Engineering	0123	A

4. If an employee is not eligible for Supp Comp, the following error will appear



5.3 SELECT COMPENSATION ACTION

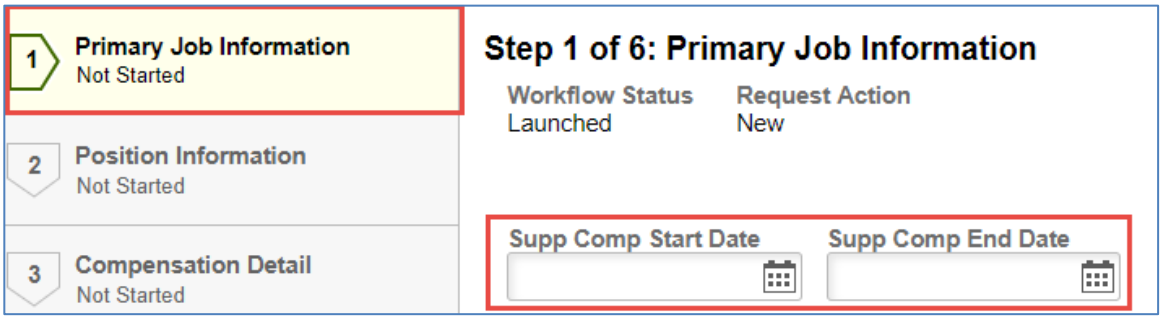
1. Select New from the Supplemental Compensation Action drop-down



5.4 STEP 1: PRIMARY JOB INFORMATION

This step defines the work period for the Supp Comp job.

1. Enter Start and End Date (Calendars available on the Workforce Systems website)
    - Fiscal
        i. Start and End Date must be within the same Fiscal Year
    - Academic
        i. Start and End Date must be within the Supplemental Compensation Schedule

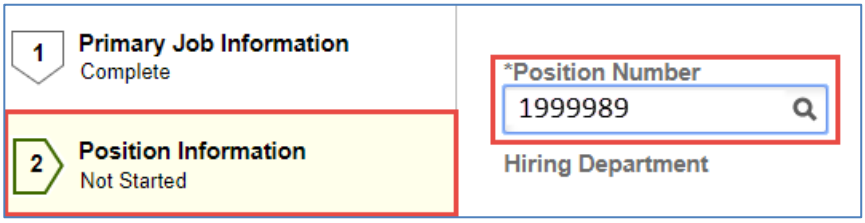


2. Click on the Save and Continue button

5.5 STEP 2: POSITION INFORMATION

This section defines the position and associated attributes for the Supp Comp job.

1. Enter Supp Comp Position number

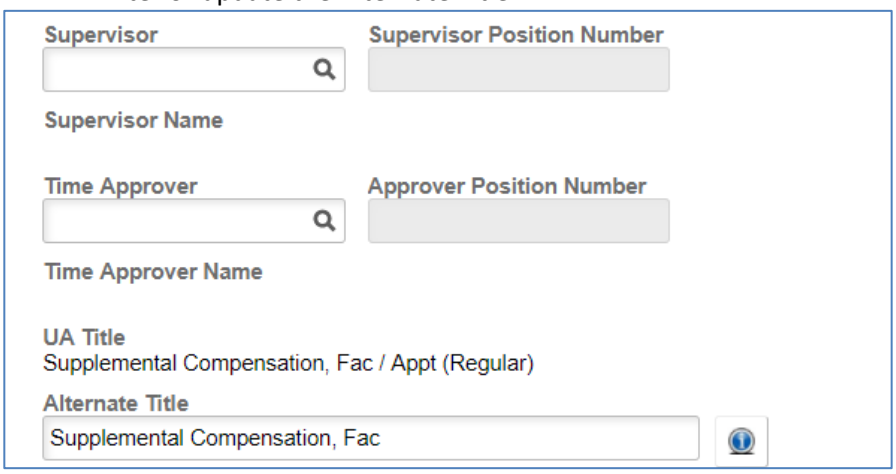


The Supervisor, Time Approver and Alternate Title will pre-populate with existing values—this step allows you to modify the information in these fields.

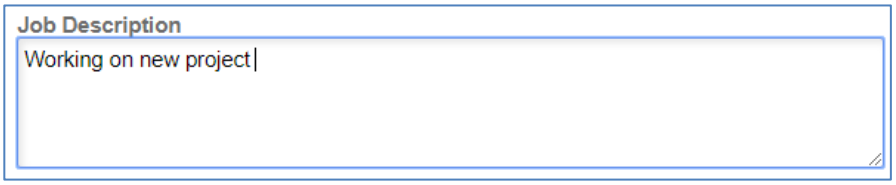
2. Enter the Supervisor's EmplID to add or change the person the employee reports to specifically for the Supp Comp job

a. Click on the magnifying glass for other search options if you do not know the Supervisor's EmplID

3. Enter the EmplID for the Time Approver for the Supp Comp job
   b. Click on the magnifying glass for other search options if you do not know the Time Approver's EmplID
4. Enter or update the Alternate Title



5. Provide description of duties performed



6. Click on the Save and Continue button

5.6 STEP 3: COMPENSATION DETAIL

The Compensation Detail step displays several field values as defined below.

AUTHORIZED HOURS

Maximum hours allowed in a Fiscal or Academic period. It is a static value based on the contract length of the employee's primary job.

- Fiscal - 176
- Academic – 464

HOURLY RATE

This field is pre-calculated using the formulas below; however, the override option can be selected to update the rate.

- Academic Hourly pay rate formula: academic salary / 1600 hours
- Fiscal Hourly pay rate formula: annualized salary / work hours in a Fiscal year

OVERRIDE HOURLY RATE

The Hourly Rate may be changed to reflect the duties performed

1. Click on the toggle button to select Yes, if appropriate
2. Enter new Hourly Rate

TOTAL NUMBER OF HOURS TO BE WORKED

1. Enter total number of hours the employee will work for this Supp Comp assignment

TOTAL PLANNED AMOUNT

This field is pre-calculated using the below formula.

- Hourly Rate x Total Number of Hours to be Worked

MAX AMOUNT ALLOWED

This field is pre-calculated using the below formula.

- Authorized Hours x Hourly Rate

BALANCE AVAILABLE

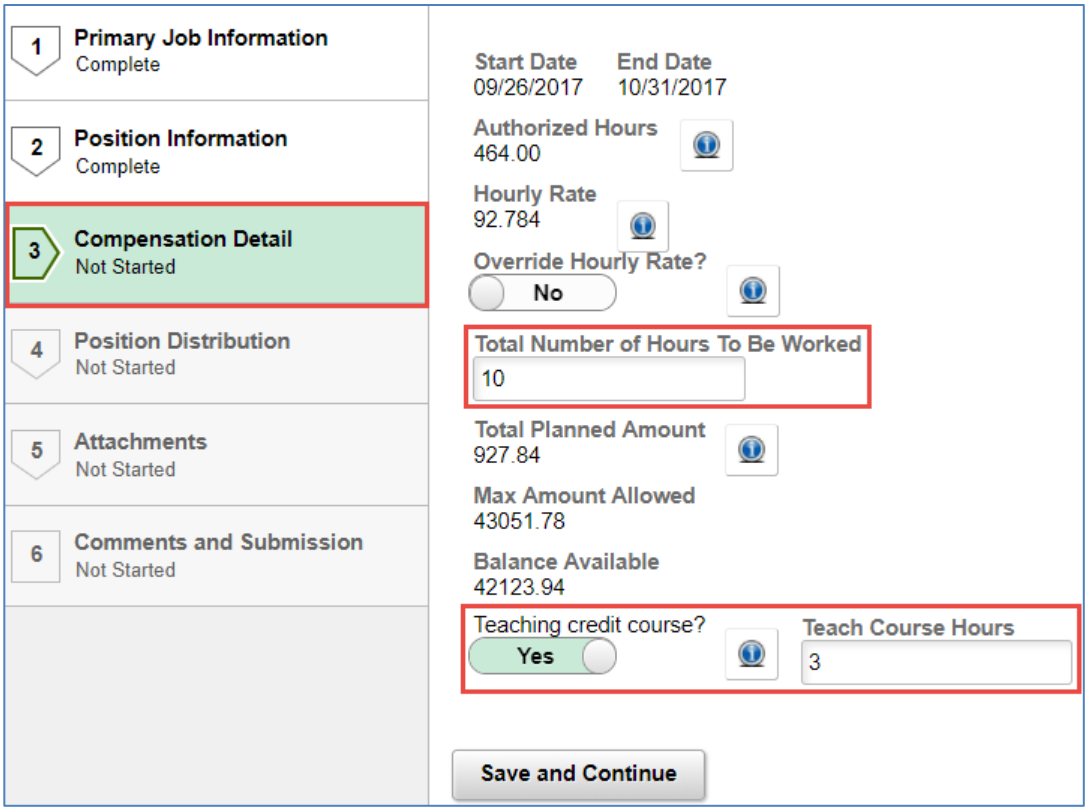
This field is pre-calculated using the below formula.

- Max Amount Allowed minus Total Planned Amount (cumulative for the Academic/Fiscal year period)

TEACHING CREDIT COURSE?

This option is used to specify whether the responsibilities of the Supp Comp assignment include teaching a credit course.

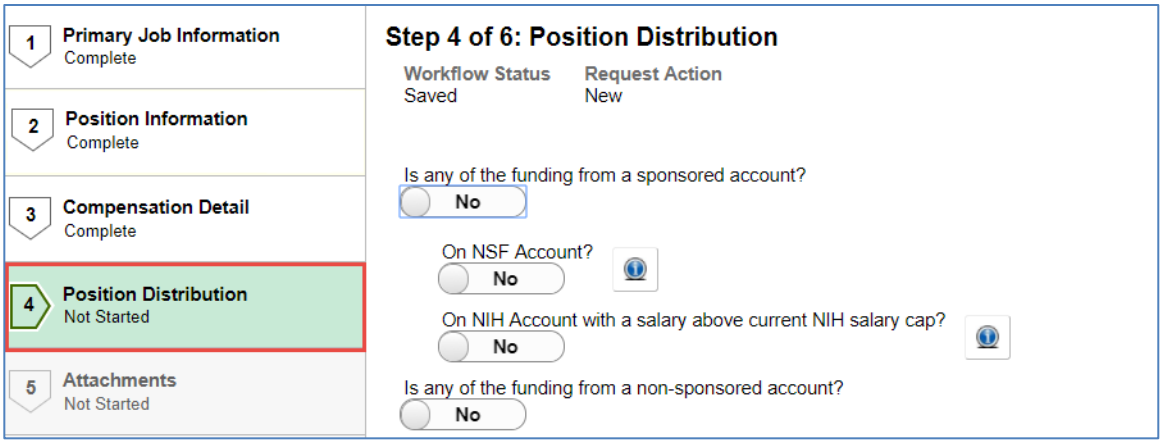
1. Click on the toggle button to select Yes
    a. Enter Course Hours
    b. A Yes response will include the Provost in the workflow path
2. Click on the Save and Continue button



5.7 STEP 4: POSITION DISTRIBUTION

You are able to view a snapshot of the approved distribution in place at the time the request is submitted including future dated rows within the Supp Comp Start and End Date. You are also prompted to respond to the following questions used for workflow routing:

1. Is any of the funding from a sponsored account? (Faculty/Appointed)
    a. Click on the toggle button to select Yes, if appropriate
    b. A Yes response will include Sponsored Projects in the workflow path
    c. It will also expose two additional questions
        i. On NSF Account?
        ii. On NIH Account with a salary above current NIH salary cap?
2. Is any of the funding from a non-sponsored account? (Faculty/Appointed/Grads)
    a. Click on the toggle button to select Yes, if appropriate
    b. A Yes response will include the Senior VP in the workflow path for Faculty/Appointed
    c. A Yes response will include the College Flex approver in the workflow path for Grads

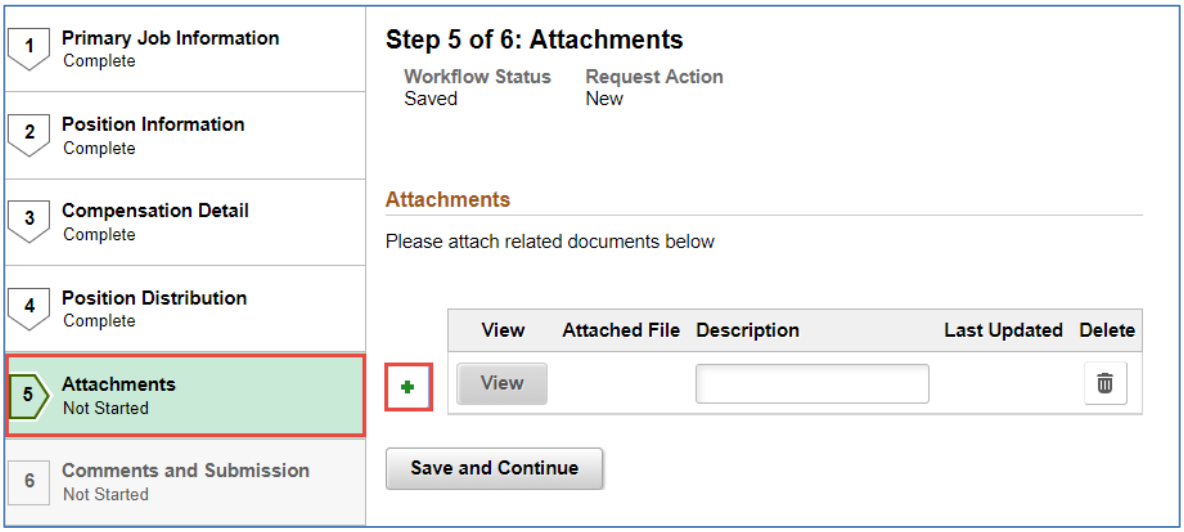


3. Click on the Save and Continue button

5.8 STEP 5: ATTACHMENTS

Attach documents that provide clarification or additional information that support the Supp Comp request.

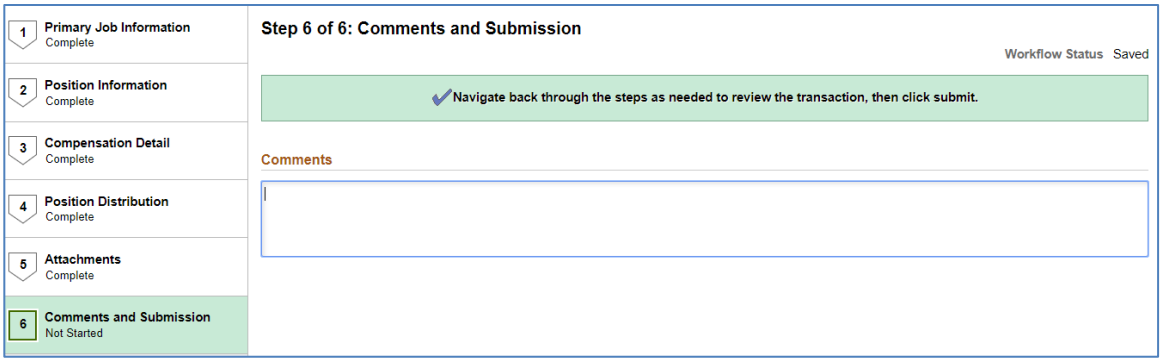
1. Click on the plus sign to attach related documents
2. Click on the Save and Continue button



5.9 STEP 6: COMMENTS AND SUBMISSION

You may provide additional information to support the Supp Comp request.

1. Enter Comments



2. Click on Submit
    a. The request will route to first approver in workflow path

6. MODIFY SUPPLEMENTAL COMPENSATION

6.1 MODIFY REQUEST

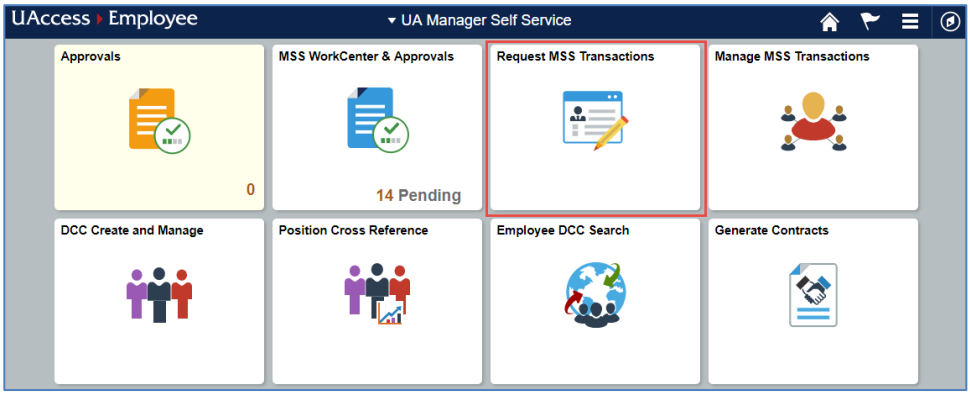
You are able to modify End Dates, Hourly Rates, Total Hours to be Worked and the Job Description for previously approved Supp Comps.

Two navigation options are available for modifying Supp Comp requests: Tile or Nav Bar options.

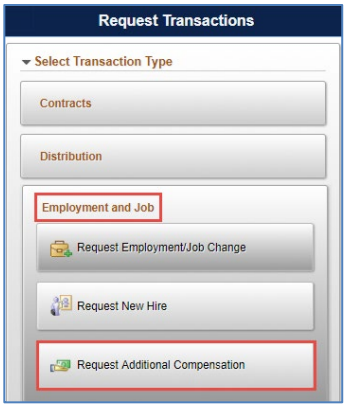
6.2 TILE OPTION

The Tile option is the easiest way to access Supp Comp requests.

1. Click on the Request MSS Transactions tile



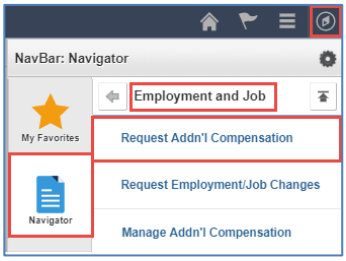
2. Select Employment and Job
3. Click on Request Additional Compensation



6.3 NAV BAR OPTION

The Nav Bar option can also be used to access Supp Comp requests.

1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Employment and Job
4. Select Request Addn'l Compensation



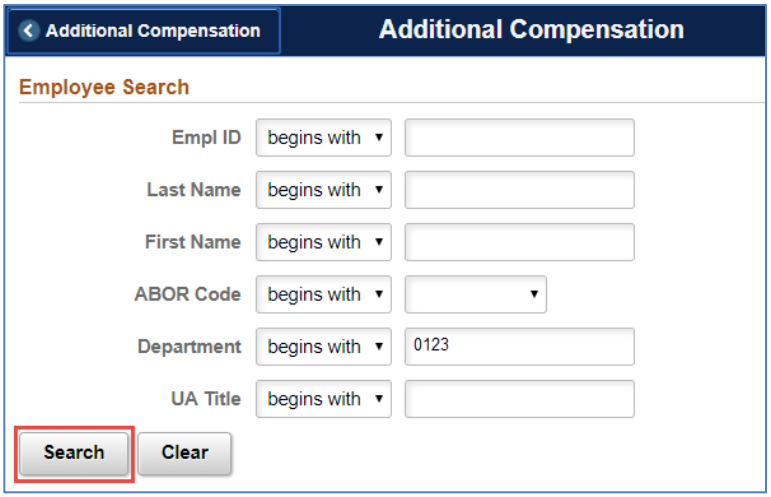
6.4 REQUEST TYPE

1. Click on Request Supp Comp radio button

6.5 EMPLOYEE SEARCH

The Supp Comp Employee Search page includes multiple field search options.

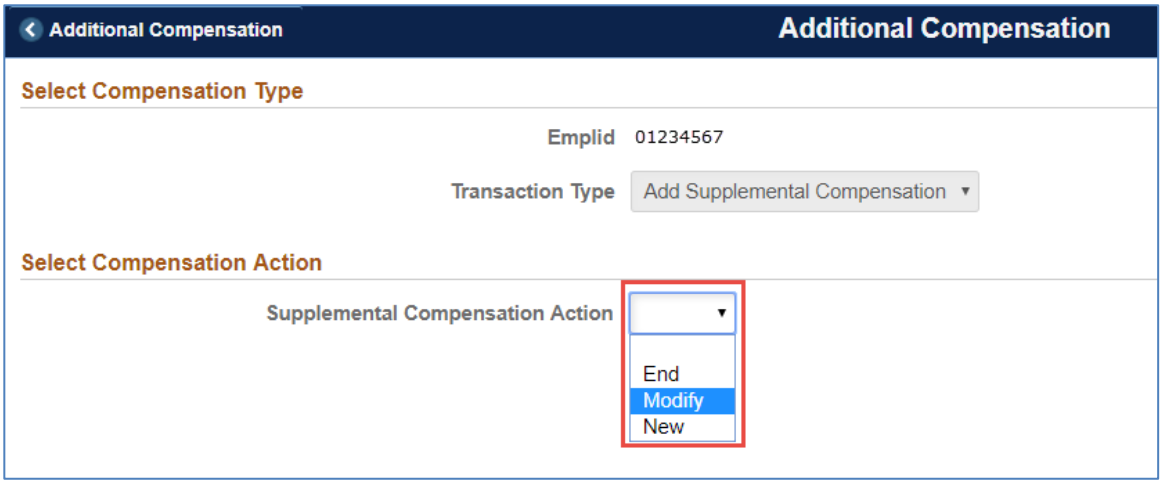
1. Enter the Employee ID or other search criteria
2. Click on the Search button



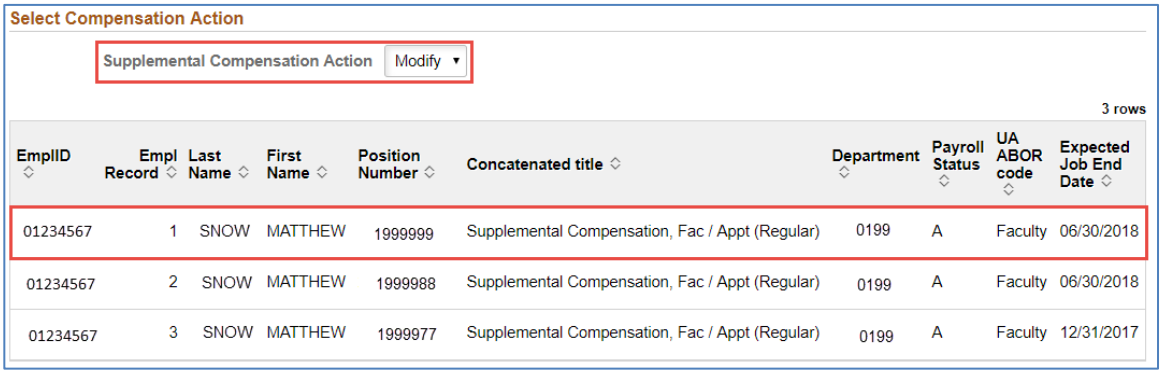
3. Select an Employee from the Search results

6.6 SELECT COMPENSATION ACTION

1. Select Modify from the Supplemental Compensation Action drop-down



2. Select record you would like to Modify

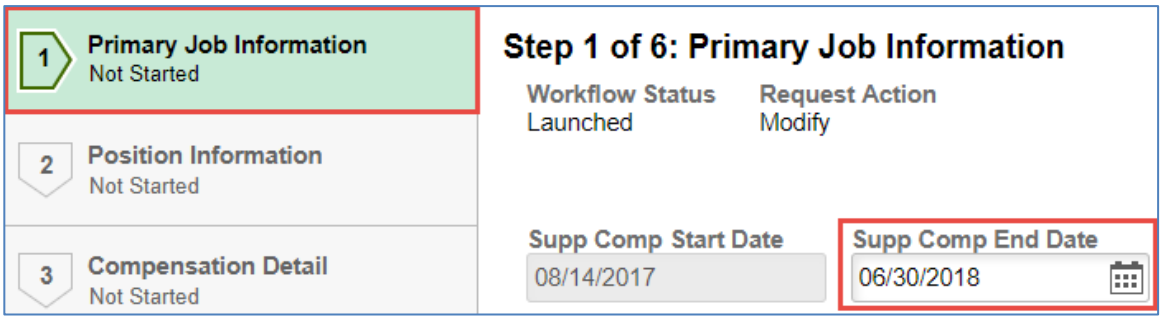


EmplID	Empl Record	Last Name	First Name	Position Number	Concatenated title	Department	Payroll Status	UA ABOR code	Expected Job End Date
01234567	1	SNOW	MATTHEW	1999999	Supplemental Compensation, Fac / Appt (Regular)	0199	A	Faculty	06/30/2018
01234567	2	SNOW	MATTHEW	1999988	Supplemental Compensation, Fac / Appt (Regular)	0199	A	Faculty	06/30/2018
01234567	3	SNOW	MATTHEW	1999977	Supplemental Compensation, Fac / Appt (Regular)	0199	A	Faculty	12/31/2017

6.7 STEP 1: PRIMARY JOB INFORMATION

The Start and End Date will be pre-populated from the original Supp Comp request.

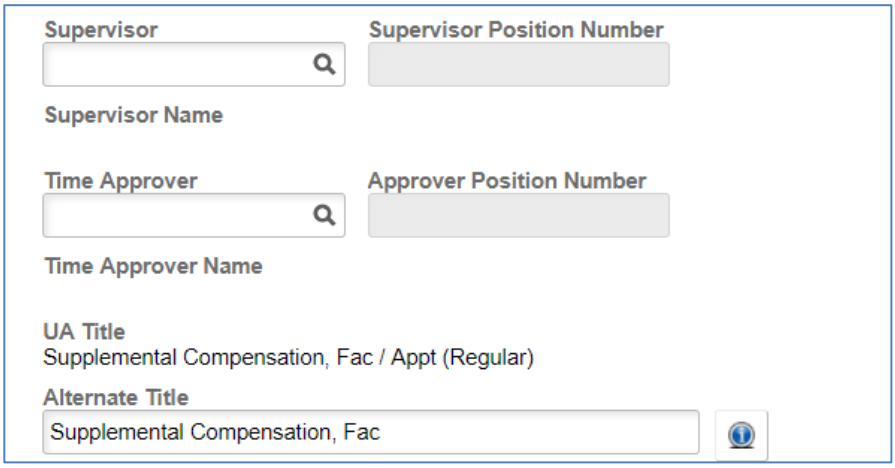
1. To Modify the End Date, delete the current value and enter new value
    - Start and End Date must be within the same Fiscal or Academic Supp Comp period
    - The Start Date cannot be modified



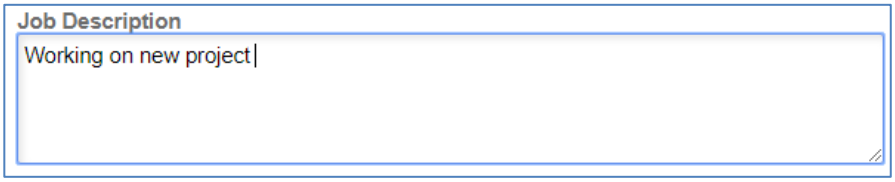
2. Click on the Save and Continue button

6.8 STEP 2: POSITION INFORMATION

1. The Supervisor, Time Approver and Alternate Title will pre-populate with existing values—this step allows you to modify the information in these fields.



2. If necessary, update description of duties performed



3. Click on the Save and Continue button

6.9 STEP 3: COMPENSATION DETAIL

The Compensation Detail step displays several field values as defined below.

AUTHORIZED HOURS

Maximum hours allowed in a Fiscal or Academic period. It is a static value based on the contract length of the employee's primary job.

- Fiscal - 176
- Academic – 464

HOURLY RATE

This field is pre-calculated using the formulas below; however, the override option can be selected to update the rate.

- Academic Hourly pay rate formula: academic salary / 1600 hours
- Fiscal Hourly pay rate formula: annualized salary / hours in a Fiscal year

OVERRIDE HOURLY RATE

The Hourly Rate may be changed to reflect the duties performed

1. Click on the toggle button to select Yes, if appropriate
2. Enter new Hourly Rate

TOTAL NUMBER OF HOURS TO BE WORKED

1. Enter total number of hours the employee will work for this Supp Comp assignment

TOTAL PLANNED AMOUNT

This field is pre-calculated using the below formula.

- Hourly Rate x Total Number of Hours to be Worked

MAX AMOUNT ALLOWED

This field is pre-calculated using the below formula.

- Authorized Hours x Hourly Rate

BALANCE AVAILABLE

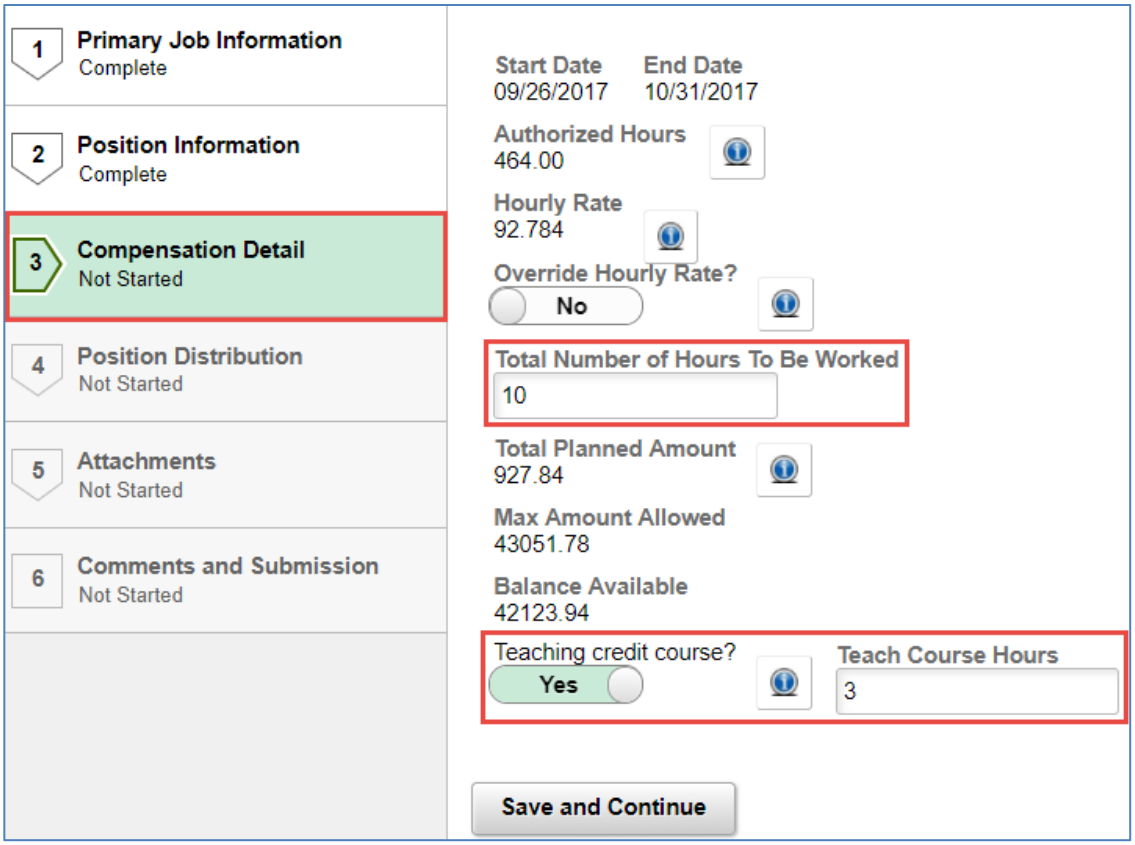
This field is pre-calculated using the below formula.

- Max Amount Allowed minus Total Planned Amount (cumulative for the Academic/Fiscal year period)

TEACHING CREDIT COURSE?

This option is used to specify whether the responsibilities of the Supp Comp assignment include teaching a credit course.

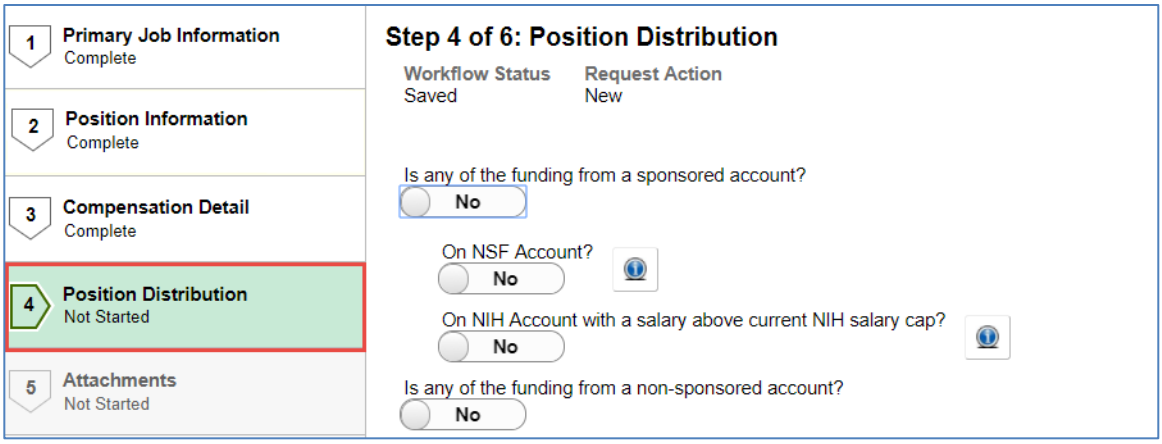
1. Click on the toggle button to select Yes
    a. Enter Course Hours
    b. A Yes response will include the Provost in the workflow path
2. Click on the Save and Continue button



6.10 STEP 4: POSITION DISTRIBUTION

You are able to view a snapshot of the approved distribution in place at the time the request is submitted including future dated rows within the Supp Comp Start and End Date. You are also prompted to respond to the following questions used for workflow routing:

1. Is any of the funding from a sponsored account? (Faculty/Appointed)
    a. Click on the toggle button to select Yes, if appropriate
    b. A Yes response will include Sponsored Projects in the workflow path
    c. It will also expose two additional questions
        i. On NSF Account?
        ii. On NIH Account with a salary above current NIH salary cap?
2. Is any of the funding from a non-sponsored account? (Faculty/Appointed/Grads)
    a. Click on the toggle button to select Yes, if appropriate
    b. A Yes response will include the Senior VP in the workflow path for Faculty/Appointed
    c. A Yes response will include the College Flex approver in the workflow path for Grads

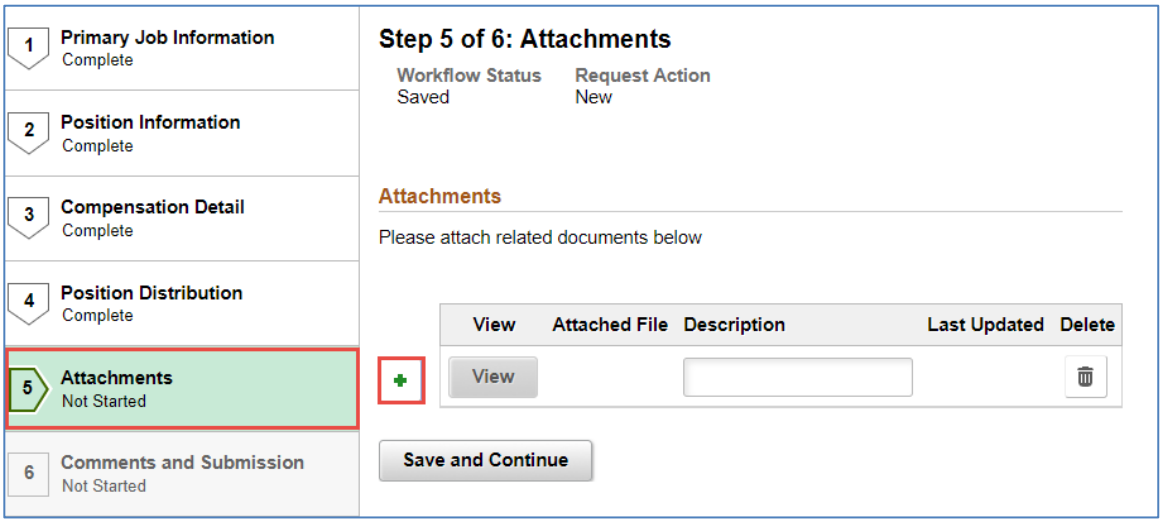


3. Click on the Save and Continue button

6.11 STEP 5: ATTACHMENTS

Attach documents that provide clarification or additional information that support the Supp Comp request.

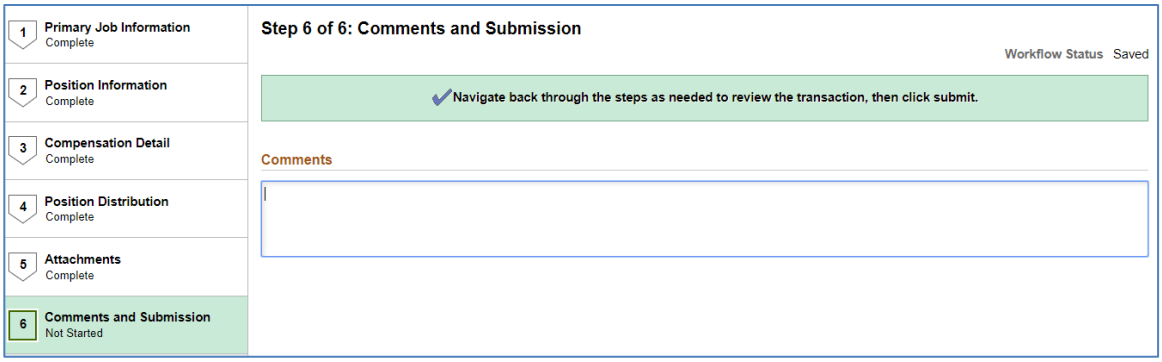
1. Click on the plus sign to attach related documents
2. Click on the Save and Continue button



6.12 STEP 6: COMMENTS AND SUBMISSION

You may provide additional information to support the Supp Comp request.

1. Enter Comments



2. Click on Submit
    a. The request will route to first approver in workflow path

7. TERMINATE SUPPLEMENTAL COMPENSATION

The End option on the Supp Comp form is a shortcut to the MSS Termination request.

7.1 INITIATE REQUEST

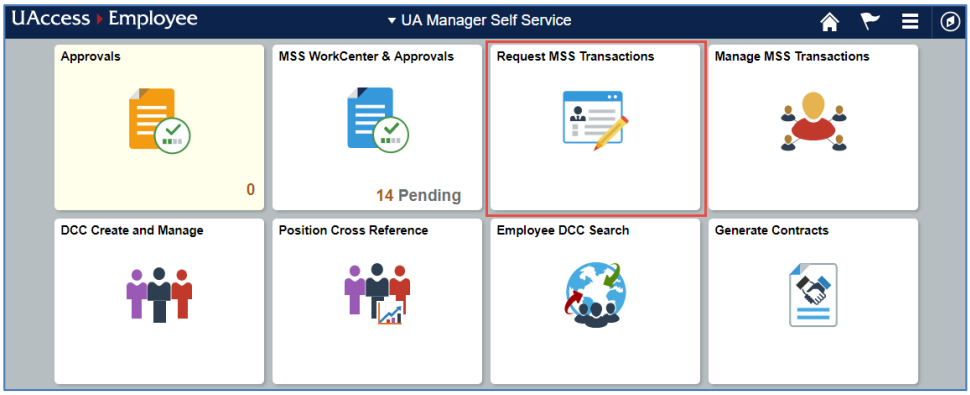
You are able to End previously approved Supp Comps.

Two navigation options are available for Supp Comp requests: Tile or Nav Bar options.

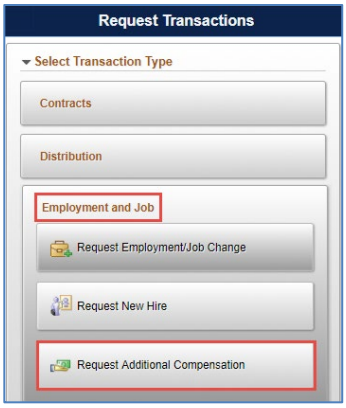
7.2 TILE OPTION

The Tile option is the easiest way to access Supp Comp requests.

1. Click on the Request MSS Transactions tile



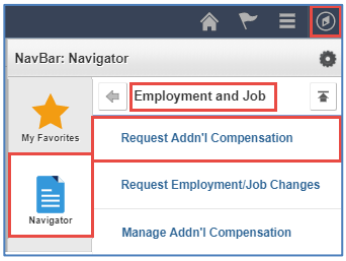
2. Select Employment and Job
3. Click on Request Additional Compensation



7.3 NAV BAR OPTION

The Nav Bar option can also be used to access Supp Comp requests.

1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Employment and Job
4. Select Request Addn'l Compensation



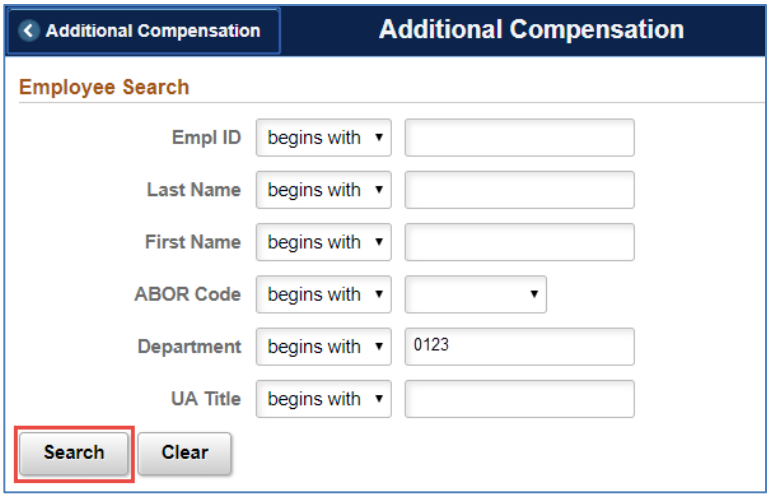
7.4 REQUEST TYPE

1. Click on Request Supp Comp radio button

7.5 EMPLOYEE SEARCH

The Supp Comp Employee Search page includes multiple field search options.

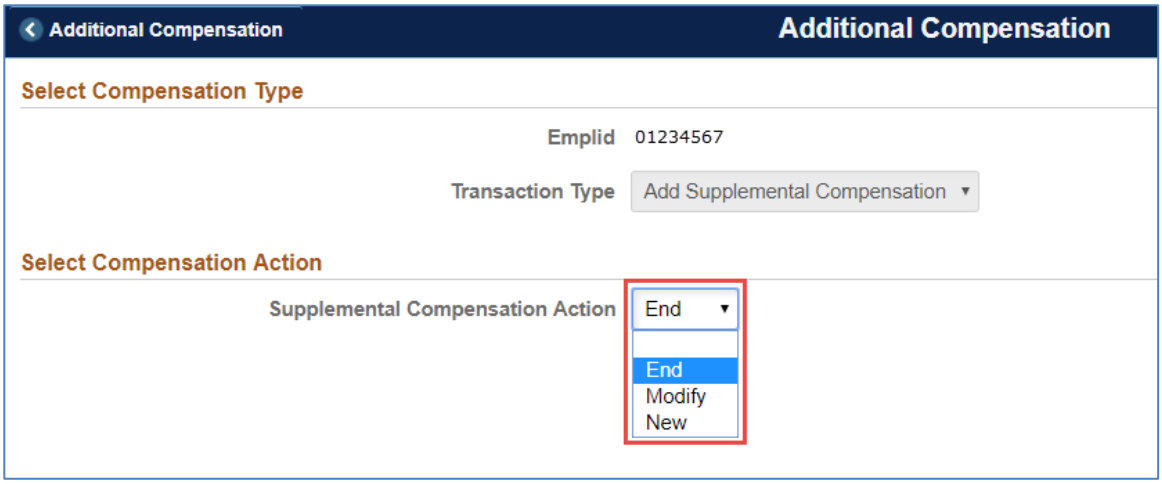
1. Enter the Employee ID or other search criteria
2. Click on the Search button



3. Select an Employee from the Search results

7.6 SELECT COMPENSATION ACTION

1. Select End from the Supplemental Compensation Action drop-down



- The Termination request will launch in a new browser tab
- For step-by-step instructions on how to submit a Termination request click here

8. RETURN TO WORK IN PROGRESS

You can return to a transaction to complete an initiated Supplemental Compensation request. This option is only available if you previously saved the request using the "Save for Later" feature.

- To Return to Work in Progress, navigate to Manager Self Service > MSS Online Forms > Employment and Job > Request Additional Compensation > Return to Work in Progress
- Saved requests are stored for 30 calendar days

9. WITHDRAW A PENDING REQUEST

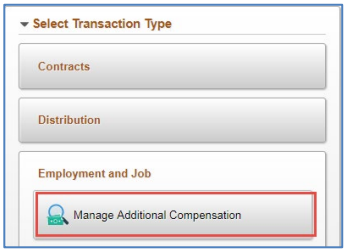
Two navigation options are available to Withdraw Supplemental Compensation requests; the tile or Nav Bar options.

9.1 TILE OPTION

The Tile option is the easiest way to access Supp Comp requests.

1. Click on the Manage MSS Transactions tile

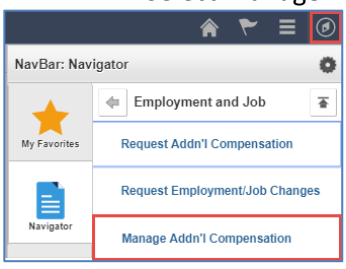
2. Select Employment and Job
3. Click on Manage Additional Compensation



9.2 NAV BAR OPTION

The Nav Bar option can also be used to access Supp Comp requests.

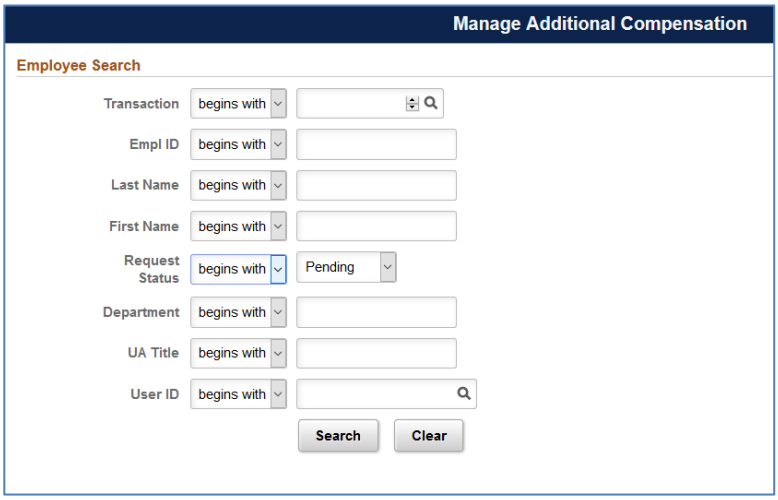
1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Employment and Job
4. Select Manage Addn'l Compensation



9.3 EMPLOYEE SEARCH

The Supp Comp Employee Search page includes multiple field search options.

1. Enter the Employee ID or other search criteria
2. Click on the Search button

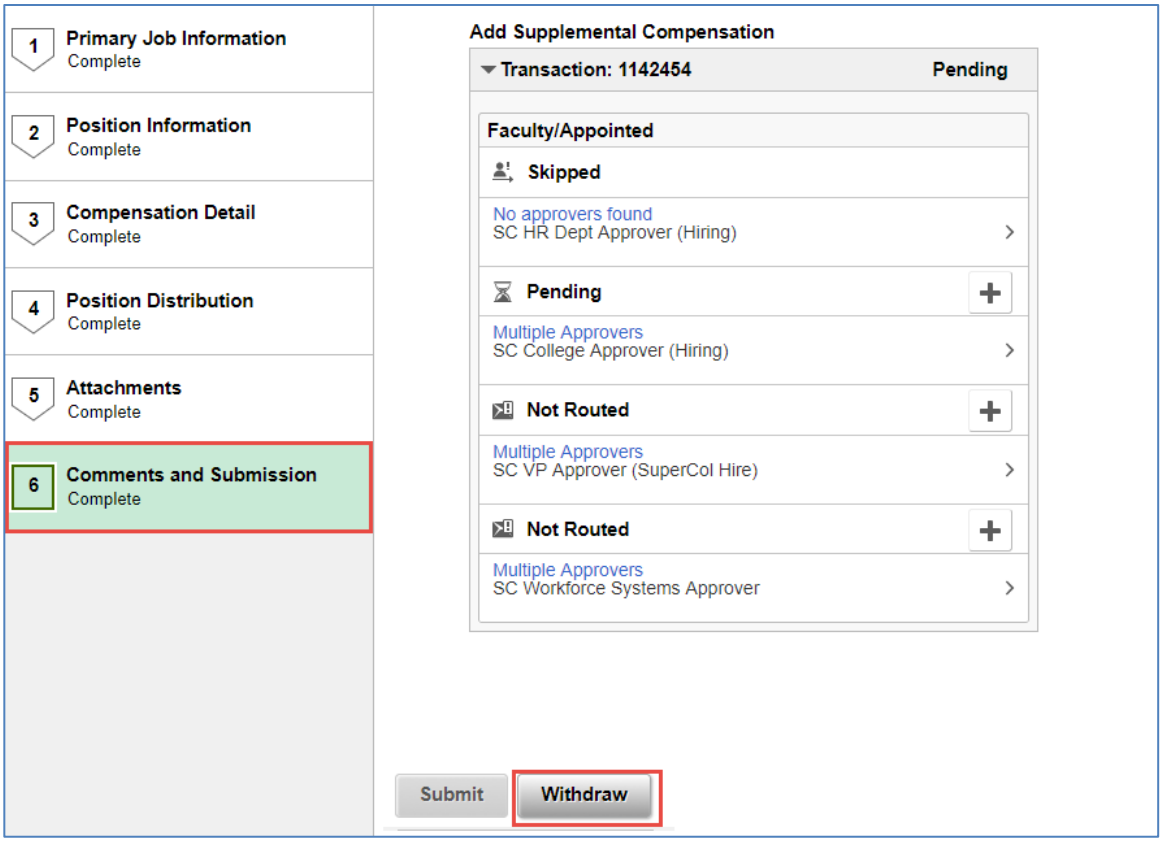


3. Select an Employee from the Search results

9.4 SELECT COMPENSATION ACTION

You will have the option to Withdraw a pending Supp Comp if you initiated the original request.

1. Select Step 6 (Comments and Submission) and scroll to the bottom of the page
2. Click on Withdraw



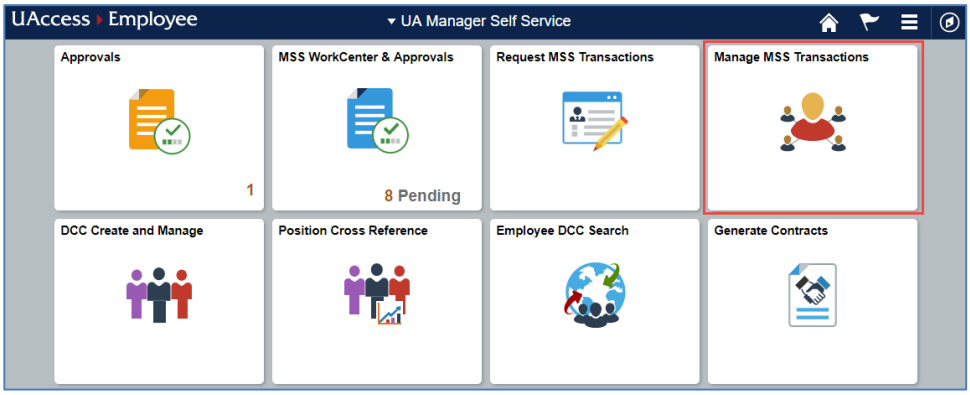
10. VIEW REQUESTS

Two navigation options are available to view Supplemental Compensation requests: the tile or Nav Bar options.

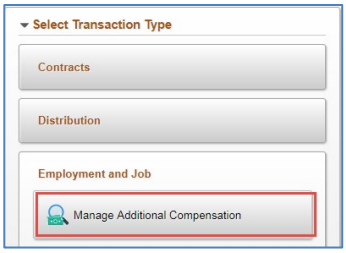
10.1 TILE OPTION

The Tile option is the easiest way to access Supp Comp requests.

1. Click on the Manage MSS Transactions tile



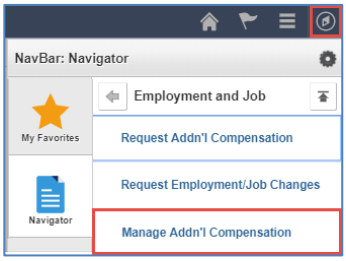
2. Select Employment and Job
3. Click on Manage Additional Compensation



10.2 NAV BAR OPTION

The Nav Bar option can also be used to access Supp Comp requests.

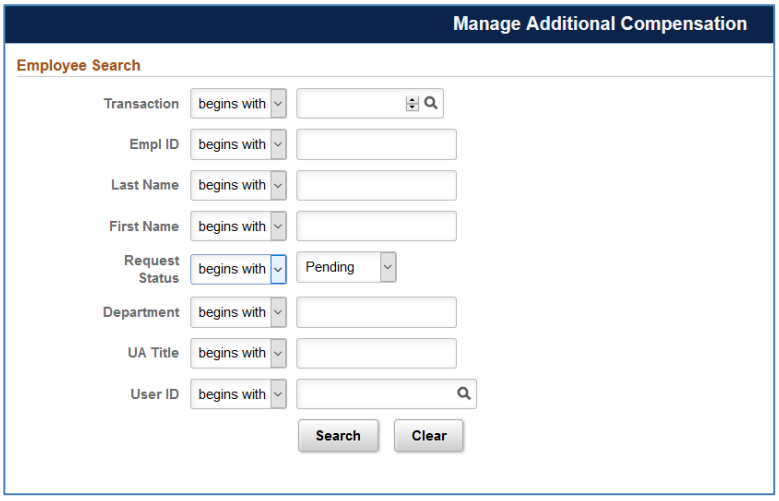
1. Click the Nav Bar icon in the top-right corner of your screen
2. Click on the Navigator option
3. Click on Employment and Job
4. Select Manage Addn'l Compensation



10.3 EMPLOYEE SEARCH

The Supp Comp Employee Search page includes multiple field search options.

1. Enter the Employee ID or other search criteria
2. Click on the Search button

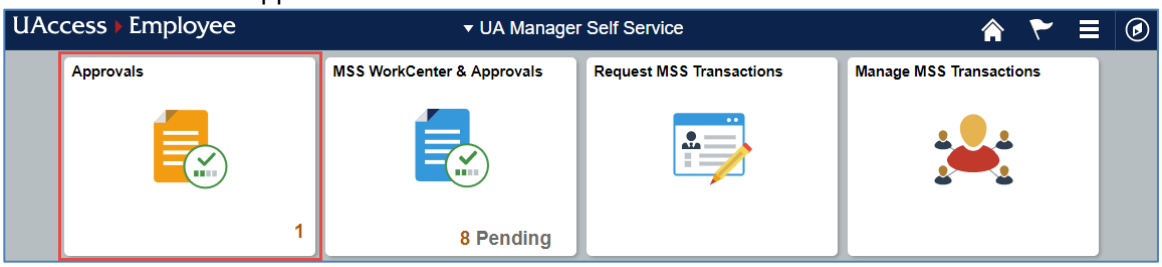


3. Select an Employee from the Search results

11. APPROVING

The Approvals tile on the UA Manager Self Service homepage will display a count of Supp Comp transactions awaiting your approval.

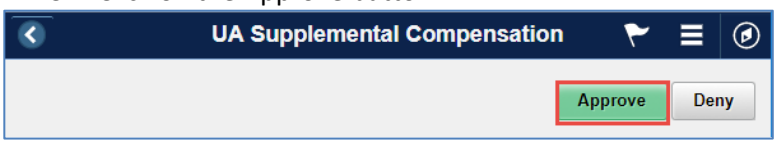
1. Click on the Approvals tile



2. Select the request you are ready to approve

An Approve button will appear at the top of the request

3. Click on the Approve button

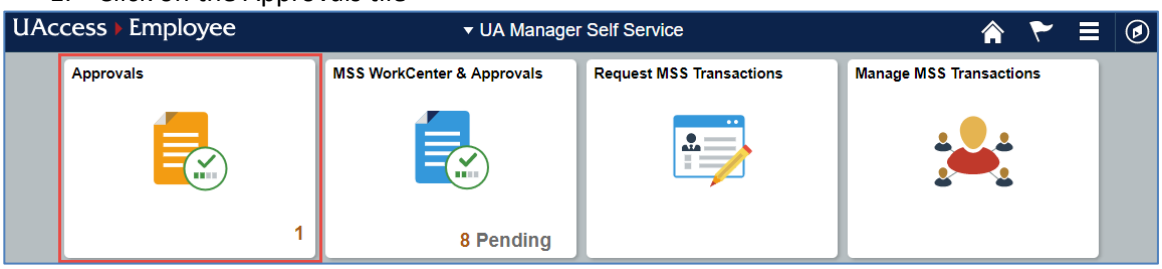


12. DENYING

The Approvals tile on the Manager Self Service homepage will display a count of Supp Comp transactions pending your approval—you may only Deny requests in this step of the process; however, the initiator may Withdraw a pending request.

To Deny a transaction the request:

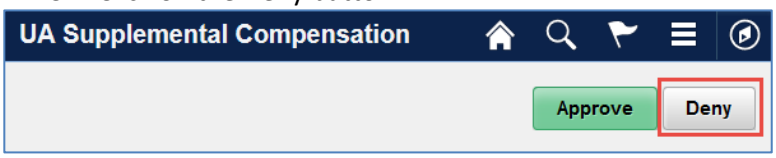
1. Click on the Approvals tile



2. Select the request you are denying

The Deny button will appear at the top of the request

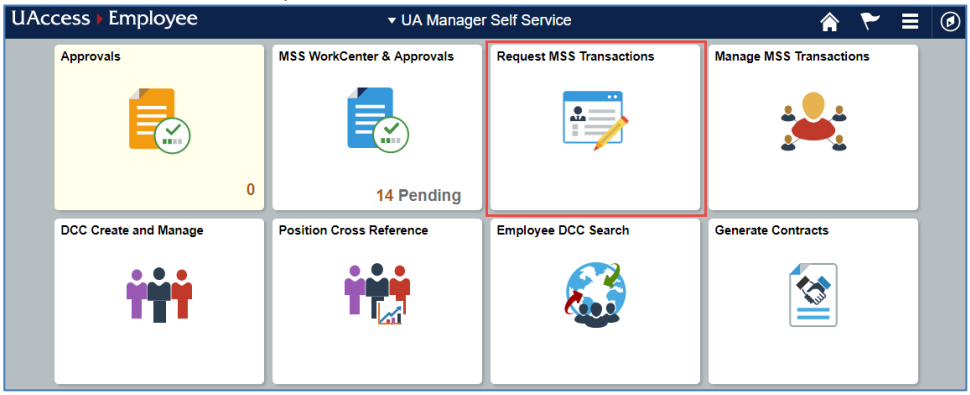
3. Click on the Deny button



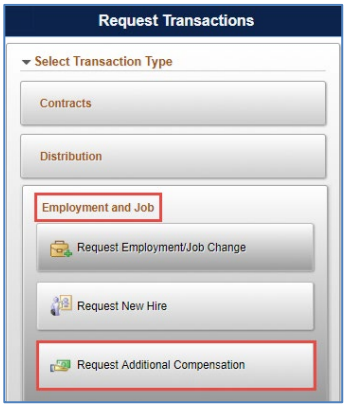
13. RESOURCES

The Request or Manage MSS Transactions tiles may be used to access resource links that contain helpful information. You may use the Request MSS Transactions tile navigation to access resource links if you intend on initiating a Supp Comp request.

1. Click on the Request MSS Transactions tile



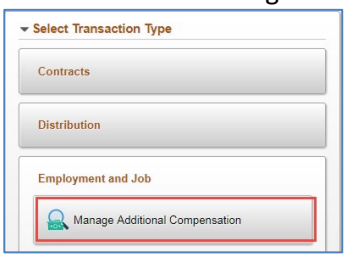
2. Select Employment and Job
3. Click on Request Additional Compensation



You may also use the Manage MSS Transactions tile navigation to access the resource links if your intent is to view a Supp Comp request.

1. Click on the Manage MSS Transactions tile

2. Select Employment and Job
3. Click on Manage Additional Compensation



We have provided a few resource links to simplify your MSS Supp Comp experience.

1. To access the MSS requests or other information sources, click on the blue links

14. QUESTIONS?

If you are experiencing problems or simply have questions about Manager Self Service transactions, please contact Workforce Systems at workforcesystems@arizona.edu or 520-621-3664.