Manager Self Service (MSS) Workflow and Routing Rules Matrix

Type of Request	HR Department Approver	Dept Funding Approver	College Reviewer	College Approver	College Funding Approver	College Flex Approver	New Hire College Flex Approver	Export Control	Sponsored Projects	Provost	Executive Approver	Comp Team Approver	Background Check Approver	Workforce Systems
Additional Job - Students	All Requests Provisioned with Job Data Change role	NA	State Funded Provisioned with Job Data Change role	• State Funded • Export Controlled Position Provisioned with Job Data Change role	NA	NA	NA	Export Controlled Position	NA	NA	NA	NA	NA	All Requests
DCC - Create New New or Additional DCC Relationships	All Requests	NA	Requests with affiliate, associate, health care partner or pre-hire relationships	Requests with affiliate, associate, health care partner or pre-hire relationships	NA	All Requests	NA	• Yes to question "the person will be collaborating on research activities with a UA Faculty member or research scientist." • No to the question "the person is not a US Citizen or Permanent Resident" • The DCC type selected is one of the following: Affiliate (excluding OLLI and SR Academy), Associate, Inter Institutional Faculty, Staff and Students and Dept Volunteer	NA	NA	NA	NA	NA	All Requests

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DCC - End/Extend	All Requests	NA	Requests with affiliate, associate, health care partner or pre-hire relationships	Requests with affiliate, associate, health care partner or pre-hire relationships	NA	All Requests	NA	NA	NA	NA	NA	NA	NA	All Requests
DCC- Rollover	All Requests	NA	NA	• All requests initiated by HR Dept Approver or initiator with no approval roles • Requests initiated by college approvers will be self-approved.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Exception (As of 1/27/2020, Exception Requests to add Classified Staff Additional Jobs, or for Job Changes (Position Life Cycle or Position/Assignment Changes) to Classified Staff will no longer be accepted.)	All Requests	NA	All Requests	All Requests	NA	All Requests	NA	NA	NA	Ad hoc approver for T, TE, C, CE, and MY	Ad hoc approver for T, TE, C, CE, and MY	* UCAP Reassessment Requests * Incumbent Review Requests * Ad hoc approver for University Staff or Administrative Additional Jobs	NA	All Requests
Grad NOA (Contracts)	All Requests	NA	NA	All Requests	NA	NA	NA	NA		NA	NA	NA	NA	NA
I-9	All Requests	NA	NA	All Requests	NA	NA	NA	NA	NA	NA	NA	NA	NA	All Requests

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Job Data Changes **(As of 1/27/2020, Position/Assignment Changes or Position Life Cycle Changes to Classified Staff will no longer be accepted.)**	All Requests	NA	All Requests	All requests except Students and Grads (STU and GRA ABOR Code)	NA	• Benefits Flag changes on any action • New Assignment/ Position request where the new position prompts ABOR Code change for the employee • All pay rate changes • All class Indicator changes • All position life cycle requests • All requests except Students and Grads Exception: ABOR Code - STU and GRA not routed to this approver	NA	NA	NA	• Job changes for the emplids listed on Provost criteria table • Retro pay changes (excluding President Divisions) • State funding flag marked 'Yes" excluding President Divisions) • Contract Status field is added, removed or edited on request for Academic or Service Professional or Faculty ABOR codes • The reason code PAY/Promotion P&T/P&C is selected on the request • Changes to ABOR Code - Administrative • Grads will be routed for retro pay Exceptions: ABOR Code - STU not routed to Provost	Job changes for the emplids, job codes or UA Titles listed in Executive Criteria table	Job Changes (Modify Job Attributes) for Classified Staff, University Staff, or Administrative above the midpoint or when Retention or Equity – non-legislative is selected	NA	All Requests

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Personal Information Changes	All Requests *If the Service Award info is the only change, the request routes directly to Workforce Systems	NA	All Requests If the Service Award info is the only change, the request routes directly to Workforce Systems	All Requests If the Service Award info is the only change, the request routes directly to Workforce Systems	NA	Request with any identifying Information change (DOB, Name and SSN)	NA	NA	NA	NA	NA	NA	NA	All Requests
Position Management (As of 1/27/2020 – New Classified Staff Positions will no longer be accepted)	All Requests	NA	All Requests	All Requests	NA	NA	NA	NA	NA	NA	NA	New Positions for University Staff or Administrative.	New security sensitive requests	All Requests
Position Funding	All Requests Self-approved only if there is another approver in the chain	• All requests for accounts owned by provisioned dept • Account delegates in Financials if flag set by College Approver Self-approved only if there is another approver in the chain	NA	NA	• All requests for accounts owned by provisioned college/ division • Student positions if flag set by College Approver Self-approved only if there is another approver in the chain	NA	NA	NA	NA	NA	NA	NA	NA	NA

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New Hire -Students	All Requests Provisioned with Job Data Change role	NA	State Funded Provisioned with Job Data Change role	• State Funded • Export Controlled Position Provisioned with Job Data Change role	NA	NA	All Requests Self-approved if state funded and provisioned for Job Data Change College Approver role	Not a US Citizen AND Export Controlled Position	NA	NA	NA	NA	NA	All Requests
New Hire - Grad	All Requests Provisioned with Job Data Change role	NA	State Funded Provisioned with Job Data Change role	• State Funded • Export Controlled Position Provisioned with Job Data Change role	NA	NA	All Requests Self approved if state funded and provisioned for Job Data Change College Approver role	Not a US Citizen AND Export Control Position	NA	NA	NA	NA	NA	All Requests
New Hire - Classified Staff (As of 1/27/2020 – Classified Staff Hires will no longer be accepted)	~~NA~~	~~NA~~	~~NA~~	~~NA~~	~~NA~~	~~NA~~	~~NA~~	NA	NA	NA	NA	NA	NA	All Classified Staff Hire Requests as of 1/27/2020 or after will no longer be accepted

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New Hire - Faculty/ Appointed	All Requests Provisioned with Job Data Change role	NA	All Requests Provisioned with Job Data Change role	All Requests Provisioned with Job Data Change role	NA	All Requests Provisioned with Job Data Change role	NA	Not a US Citizen AND Export Control Position	NA	NA	T/TE C/CE MY Contract Status	NA	NA	All Requests
New Hire – University Staff	All Requests Provisioned with Job Data Change role	NA	All Requests Provisioned with Job Data Change role	All Requests Provisioned with Job Data Change role	NA	All Requests Provisioned with Job Data Change role	NA	Not a US Citizen AND Export Control Position	NA	NA	NA	NA	NA	All Requests
Notice of Appointments Faculty/ Appointed	All Requests	NA	NA	All Requests	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Supplemental Compensation – Classified Staff	All Requests Hiring Department then Home Department Approves		NA	All Requests Hiring College then Home College Approver	NA	NA	NA	NA	NA	Yes to question "Teaching credit course?"	NA	NA	NA	All Requests
Supplemental Compensation – Faculty/ Appointed	All Requests Hiring Department then Home Department Approves	NA	NA	All Requests Hiring College then Home College Approves	NA	NA	NA	NA	Yes to question "Is any of the funding from a sponsored account?"	Yes to question "Teaching credit course?"	Yes to question "Is any of the funding from a non-sponsored account?"	NA	NA	All Requests
Supplemental Compensation - Grad	All Requests Hiring Department then Home Department Approves	NA	NA	NA	NA	Yes to question "Is any of the funding from a non-sponsored account?" Hiring College Flex Approver only	NA	NA	NA	NA	NA	NA	NA	All Requests

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Terminations	All Requests	NA	All Requests	• All Grad, Classified Staff, University Staff, Faculty and Appointed termination requests • Student Employment End requests with "Discharge" reasons • Student Job End requests with "Discharge?" flag checked	NA	• Employment End requests with "Discharge" reasons • Job End requests with "Discharge?" flag checked	NA	NA	NA	NA	NA	NA	NA	All Requests
Title Management (Effective Current Pay Period) Includes changes to additional titles not associated with jobs (exceptions - contract status and title priority)	All Requests	NA	All Requests	All Requests	NA	NA	NA	NA	NA	Adding or removing the contract status (Continuing, Continuing Eligible, Tenured, Tenure Eligible, OR Terminal Year) OR Changing the Granted Date or Track Start Date	NA	NA	NA	All Requests

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Title Management (Retroactive Change) Hard copy Title Form required (Available in Analytics) Includes changes to additional titles not associated with jobs (exceptions - contract status and title priority)	All Requests	NA	All Requests	All Requests	NA	NA	NA	NA	NA	NA Retroactive Title Management requests will not route to the Provost's Office; however, hardcopy Title Forms require Provost Office signature upon initiation for adding or removing the contract status (Continuing, Continuing Eligible, Tenured, Tenure Eligible, OR Terminal Year) OR Changing the Granted Date or Track Start Date	NA	NA	NA	All Requests

Note: Requests initiated by College Approvers will skip the HR Dept Approver step; however, individuals in the role will receive an email notification.

*Action Reason Code descriptions are available on the Workforce Systems website at: https://hr.arizona.edu/workforce-systems/uaccess-resources/action-reason-details