



Manager Self Service – Designated Campus Colleague
Quick Reference Guide

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DESIGNATED CAMPUS COLLEAGUE INITIATOR

WHO CAN ACCESS THE REQUEST CAMPUS COLLEAGUE REQUEST DOCUMENT

Each workflow document requires a minimum of two participants: an Initiator and an Approver.

Systems Control will be included as an approver for these transactions. They will be the final approval on these transactions prior to the data entering the system.

Initiating or creating a document requires either one of these roles:

- Position Cross-Reference access
- DCC Create Role

Documents require between one and four approvers:

- Business Approvers
 - HR Department
 - College Reviewer
 - College/Division
- Executive/Administrative Approvers
 - Export Control
 - UA Central HR
 - Systems Control

College/Divisions determine the number of approval steps required.



NAVIGATING THE MANAGER SELF SERVICE MENU

HOW TO NAVIGATE TO THE CAMPUS COLLEAGUE REQUEST DOCUMENT

The Campus Colleague Request Document is located in UAccess Employee – www.uaccess.arizona.edu

To access the document:

1. Click on the Manager Self Service menu item
2. Click on MSS Online Forms
3. Click on People
4. Click on Campus Colleague Request





INITIATING REQUESTS

The “Campus Colleague Request” page allows the user to:

- **Create a New DCC**
 - This option allows the user to create a new person in the UAccess Employee system and create a DCC relationship.
- **Modify Existing DCC**
 - Extend/End Existing Relationship
 - This option allows the user to extend the expiration date or end an existing relationship by changing the expiration date.
 - Add Relationship
 - This option allows the user to add a new relationship to an existing person in the system or add an additional DCC relationship to a person.
Note: Employees are not allowed to have a DCC relationship unless they fall under the College of Medicine.
- **Return to Work in Progress**
 - *Note:* This option is only available if a user has previously saved a request form. Saved requests are stored for 30 Calendar days. Users can return back to a transaction previously saved and continue.

Note: DCC's are the merger of POI's and DSV's into one set of tables in UAccess Employee. The POI and DSV acronyms will no longer be used. They will be replaced by DCC, which will be the umbrella for the following categories:

- *Affiliates*
- *Associates*
- *Government Agency Staff*
- *Grad Committee Members*
- *Health Care Partners*
- *Independent Contractors*
- *Inter Institutional Faculty and Staff*
- *Pre-Hires*
- *Temp Agency Employees*
- *Volunteers*
 - *Dept. Sponsored*
 - *Event*
 - *4-H*
- *UA Foundation Members*



HOW TO CREATE A NEW DCC

Click on the “Create New DCC” radio button to start the process for creating a new person in the system.

The screenshot shows the 'DCC Start-up' screen for 'Designated Campus Colleague Request'. It features two radio buttons: 'Create New DCC' (which is highlighted with a red box) and 'Modify Existing DCC'. A 'Cancel' button is located at the bottom right of the form.

1. SEARCH MATCH

This should automatically open up the next screen “DCC Search Match”. Enter the DCC Information to perform a Search Match prior to opening the request form. This validates the persons information against existing people in the UAccess Employee system to prevent duplicate Emplids. All required fields have an asterisk (*).

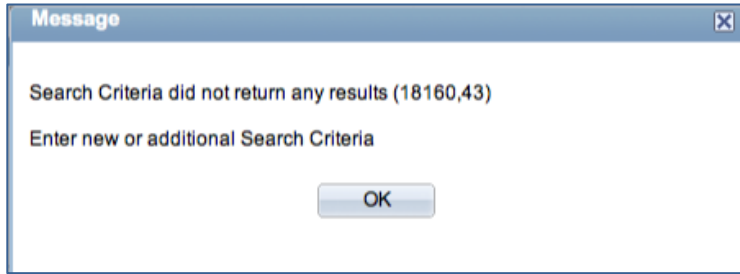
Click the “Search” Button to start Search Match.

The screenshot shows the 'DCC Search-Match' screen for 'Designated Campus Colleague Request'. It contains a 'Search-Match Criteria' section with the following fields: '*Gender:' (dropdown menu), '*Last Name:' (text input), '*First Name:' (text input), '*Date of Birth:' (date picker), and 'SSN:' (text input). A 'Search >>>' button is positioned to the right of the input fields, and a 'Cancel' button is at the bottom right.



NO RESULTS

If the criteria entered does not match any existing person records in the system the following message will display:



Click the “No Emplid Match, Create MSS ID” button to continue to the next page and start the request form.

DCC Search-Match

Designated Campus Colleague Request

Search-Match Criteria

*Gender:

*Last Name:

*First Name:

*Date of Birth:

SSN:

SEARCH RESULTS

If the criteria entered does match any existing person(s) records in the system they will be displayed as shown below. If a person matches, click the “Use This ID” button to modify the existing person. Otherwise click the “No Emplid Match, Create MSS ID” button to continue to the next page and start the request form.

Search Results

Search Type: Person

Search Parameter: UA_WA_SAVETIME WA Save Time

Result Code: UA_WA_SAVE_RSLT UA WA Results Shown at Save

Search Results Summary

Number of ID's Found: 1

Search Order Number: 30 UA WA - Sex,First,Last

Search Results Customize | Find | View All | First 1 of 1 Last

Results	Results2	Additional Information	Empl ID	Name Effective Date	First Name	Middle Name	Last Name	Date of Birth
1	<input type="button" value="Use This ID"/>		22054550	04/16/2012	Brandon		Boyd	02/15/1976

[Return to Search Criteria](#)



2. START DATE

The Start Date on the “Designated Campus Colleague Request” page automatically defaults to the current date. It can be changed to reflect future dates of up to 3 day,. —However; it will not accept retro dates. This is a required field.

1. Enter the start date if different than the populated value.

The screenshot shows the 'Designated Campus Colleague Request' form. The 'Start Date' field is highlighted with a red box and contains the value '05/03/2012'. The 'Expiration Date' field contains '06/30/2012'. The 'Transaction' is 348592 and the 'Emplid' is MSS10271. The 'Transaction Status' is 'Not Submitted'. There is a link for 'Additional DCC Information'.

3. EXPIRATION DATE

The Expiration Date on the “Designated Campus Colleague Request” page automatically defaults to the end of the current fiscal year. It can be changed to an earlier date, however there is a minimum of 30 calendar days for Affiliate DCC types and 7-day minimum for all other DCC types. This is a required field.

All DCC types will renew with each Fiscal Year to ensure the relationship should continue from both a department and DCC perspective.

Note: Persons that are not US Citizens or Permanent Residents and have a Visa expiration date prior to the end of the current fiscal year will automatically default to the Visa Expiration date instead.

1. Enter the expiration date if different than the populated value.

The screenshot shows the 'Designated Campus Colleague Request' form. The 'Expiration Date' field is highlighted with a red box and contains the value '06/30/2012'. The 'Start Date' field contains '05/03/2012'. The 'Transaction' is 348592 and the 'Emplid' is MSS10271. The 'Transaction Status' is 'Not Submitted'. There is a link for 'Additional DCC Information'.



4. DCC TYPE

The “DCC Type” field is a drop down list that allows the user to select the appropriate DCC relationship. In addition to a DCC Type some categories may contain a sub-category to further define the DCC type. This is a required field.

The screenshot shows a form with the following fields: Start Date (05/03/2012), Expiration Date (06/30/2012), DCC Type (highlighted in red), Sponsor Deptid, UA Staff Emplid, Building, Room, and Average Hours (0). A note below Average Hours reads: "Please indicate the average hours per week that services will be provided."

5. SPONSOR DEPTID

The “Sponsor DeptID” field is used to define the sponsoring University of Arizona dept that the DCC will perform the services for the duration of the relationship. Use the SpyGlass to look up a department using other criteria. This is a required field.

The screenshot shows a form with the following fields: Start Date (05/03/2012), Expiration Date (06/30/2012), DCC Type, Sponsor Deptid (highlighted in red), UA Staff Emplid, Building, Room, and Average Hours (0). A note below Average Hours reads: "Please indicate the average hours per week that services will be provided."

6. UA STAFF EMLID

The “UA Staff Emplid” field is used to enter the emplid of the UA Staff who will direct and control services performed by the DCC. Use the SpyGlass to look up an Emplid using other criteria. This is a required field.

The screenshot shows a form with the following fields: Start Date (05/03/2012), Expiration Date (06/30/2012), DCC Type, Sponsor Deptid, UA Staff Emplid (highlighted in red), Building, Room, and Average Hours (0). A note below Average Hours reads: "Please indicate the average hours per week that services will be provided."



5. LOCATION INFORMATION

The Location Information section allows the user to enter the Building, Room and PO Box (only available for College of Medicine sponsoring depts.) for the DCC. This is an optional field and if left blank will default to the location of the sponsoring dept.

UA Staff Emplid:

Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Affiliate Institution:

UA Title:

6. AFFILIATE INSTITUTION

The “Affiliate Institution” field is only appears if the DCC type of Affiliate has been selected. The user must pick a valid Institution from the drop down list. If a new institution needs to be added please contact Central Human Resources for additional information. Use the SpyGlass to enter criteria to look up an Institution. This field is required.

UA Staff Emplid:

Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Affiliate Institution:

UA Title:

7. UA TITLE

The “UA Title” field only appears as an “editable” field for Affiliate and Associate DCC Types. Use the SpyGlass to enter criteria to look up a UA Title when available. Otherwise the field will default to a generic title for all other DCC Types and appear as read only. This is a required field.

UA Staff Emplid:

Emplid of the UA staff who will direct and control services performed.

Building: Room: PO Box:

Affiliate Institution:

UA Title:



8. HEADER QUESTIONS

The questions displayed below appear based on DCC types, sponsoring dept and responses to the preceding questions. Please see an example of all questions that may appear in the header section. If displayed the questions require a response.

Persons that are not US Citizens or Permanent Resident and are performing their services in the US must supply Visa/Permit Data and the appropriate documentation must be attached. Please contact your HR rep for information on the types of documents to attach.

Will the person be participating in clinical teaching of medical students or residents? Yes No

Are they employed by an institution that has executed a preceptor agreement on behalf of its clinical employees? Yes No
(Please ensure the person has or will sign a preceptor agreement. For additional information visit <http://ahsc.arizona.edu/contracting>)

Will the visitor be collaborating on research activities with a UA faculty member or research scientist? Yes No
(i.e. engaged in research activities beyond office and library use).

Is the person a US Citizen or Permanent Resident? Yes No

Will the person be collaborating or performing their services in the US? Yes No
(Please include the appropriate documentation if the person is NOT a US Citizen.)

Visa / Permit Data -

Citizen/Passport Country: Visa Type: Visa Status Dt: Visa Expiration Dt:

9. DUTIES AND RESPONSIBILITIES

The “Duties and Responsibilities” text box is required of all DCC types. The user must enter general duties and responsibilities of the services performed by the DCC. Please be mindful of the text that you type as this information will appear on agreements if applicable. This is a required field.

Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement (if applicable).

Average Hours: *Please indicate the average hours per week that services will be provided.*

Person Information

First Name: Gender:



10. AVERAGE HOURS

The “Average Hours” field is used to indicate the average hours per week the services will be provided. This information will not appear on agreements (if applicable). This is a required field.

Provide the duties and responsibilities of this person's DCC relationship. (250 char)
The duties and responsibilities listed below will appear on the DCC agreement (if applicable).

Average Hours: Please indicate the average hours per week that services will be provided.

Person Information

First Name: Gender:

11. PERSON INFORMATION

The “Person Information Section” brings in the existing Search Match Criteria of Gender, First Name, Last Name and Date of Birth. These fields are editable by the initiator. Please see details below regarding additional fields that appear in this section.

Person Information

First Name: Gender:

Middle Name: Date of Birth:

Last Name:

Social Security Number: Applied for SSN

Personal Email:

UA Directory Phone:

Social Security Number

This field is optional and only appears if the header question indicates the DCC is a US Citizen or Permanent Resident. Users may also check the “Applied for SSN” box if the SSN is not yet available for the DCC. If the information is unavailable the DCC can complete this field when they receive the request form for acceptance.

Personal Email

This field is required in order to notify the DCC of the relationship. DCC’s are required to accept every relationship created and may need to complete personal information, questions and view an agreement if applicable. Users may not enter an email ending in “Arizona.edu”.

UA Phone Directory

This field is optional and only appears for the following DCC Types: Affiliates, Associates, Health Care Partners, Independent Contractors, Volunteers – Dept. Sponsored, and UA Foundation Members. If left blank the information will default to the sponsoring depts.. phone number.

12. RISK MANAGEMENT QUESTIONS

The questions displayed below appear based on DCC types. 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 “I” 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.

Risk Management

Indicate if the person will be participating in any of the following activities

Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy ⓘ

Yes No Role will have significant financial oversight responsibilities.

Yes No Unsupervised contact with minors who are not enrolled students of the University.

Yes No Unrestricted access to residence hall rooms.

Yes No Role has been designated by Dean or Vice President as "Security - or Safety Sensitive".

Account information is required for background check and billing purposes.

Yes No Driving on University business in UA, Rented, or Personal Vehicles.

Working in a laboratory setting with any of the following: ⓘ

Yes No Hazardous Chemicals

Yes No Bloodborne pathogens or other biological materials

Yes No Radioactive Materials

Yes No Lasers or other non-ionizing radiation

Yes No Working in a non-laboratory setting with chemical or biological materials.

Yes No Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.

Yes No Performing work that requires personal protective equipment including respiratory and hearing protection.

13. EXPORT CONTROL QUESTIONS

The questions displayed below appear based on DCC types and responses received from header questions. 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 “I” 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.

Import/Export Control

ⓘ *Additional information is available on the Export Control Website.*

Yes No Have access to ITAR controlled data, technology, materials information, software or equipment?

Yes No Have access to EAR controlled technology or encryption software code?

Yes No Involved with a project that:

a. Has restrictions on the release of certain project information?

b. Has publication or access and dissemination restrictions?

c. Has a military connotation or end-use?

d. Is sponsored by a defense agency?

e. Is related to space, missile technology, or biological/chemical weapons?

f. Requires foreign national approval by sponsor or no foreign nationals are allowed?

Yes No Involved with a project that has a technology control plan in place?

Yes No Have reason to believe the applicant will need an export license?



14. ATTACHMENTS

Initiators and Approvers may upload and remove attachments to a request while the transaction is pending. Attachments for Campus Colleague requests can only be viewed by anyone who has access as an initiator or approver for the transaction. Once the transaction has been approved the documents are no longer available for viewing. This is due to the sensitive nature of the Visa documents.

To Add an Attachment:

1. Click the “Add Attachment” link.
2. Click the “Browse” button and 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.”

Attachments			
		Customize Find View All	
		First ◀ 1-3 of 3 ▶ Last	
<input type="radio"/>	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment	AWEpr.pdf	<input type="text" value="AWEpr.pdf"/>
<input type="radio"/>	Word blank template Mosaic.docx	Word_blank_template_Mosaic.doc	<input type="text" value="Word_blank_template_"/>
<input type="radio"/>	roles.txt	roles.txt	<input type="text" value="roles.txt"/>

[Add Attachment](#) [Delete Attachment](#) Attachment Deleted Successfully.



15. SUBMITTING CAMPUS COLLEAGUE REQUEST FOR APPROVAL

To submit the Campus Colleague request for approval.

1. Click on the “Submit” button

Attachments			Customize	Find	View All	First	1 of 1	Last
	View Attachment	Description	Attached File					
<input type="radio"/>	View Attachment							

Approval:

Note: The request can be cancelled by clicking on the “Exit” button. Users may also save the request by clicking on the “Save for Later” button.



HOW TO MODIFY EXISTING DCC

Click on the “Modify Existing DCC” radio button to start the process for creating a new person in the system. Clicking this action allows the user to do one of the following:

- Extend/End Existing Relationship
 - This option allows the user to extend the expiration date or end an existing relationship by changing the expiration date.
- Add Relationship
 - This option allows the user to add a new relationship to an existing person in the system or add an additional DCC relationship to a person.

Note: Employees are not allowed to have a DCC relationship unless they fall under the College of Medicine.

1. EXTEND/END EXISTING RELATIONSHIP

Select the Extend/End Existing Relationship option.

Select the Extend/End Existing Relationship option. This will open up the Extend/End DCC Relationship Search page. Enter criteria to find the DCC to modify and select the person.



Enter the New Expiration Date for the DCC to Extend or End the relationship early. Users are required to enter a reason for the change. Once complete click the “submit” button to route for approval.

1. ADD RELATIONSHIP

Select the Add Relationship option.

Enter the Emplid or use the magnifying glass to search for the person to modify.

The Campus Colleague Request form will display once the user clicks the Continue button. Complete the form similar to the Creating the New DCC instructions. Please refer to this section for additional details on the fields.



DCC YEAR END DEPT ROLLOVER

An Annual DCC electronic rollover process has been created to End/Extend existing DCC's. By default all DCC's will end on June 30th of every year. All DCC's must be renewed to avoid interruption of access to services. The new rollover process will require action from both the sponsoring department and the DCC.

The departments will initiate a roll over list by navigating as follows:

- UAccess Employee
 - Manager Self Service
 - MSS Online Forms
 - People
 - DCC Year End Dept. Rollover

DCC Year-End Dept Rollover

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Sponsoring Deptid:

[Basic Search](#)

Enter the sponsoring department ID to create a list of DCC's that are sponsored by the department.



Campus Colleague Year-End Rollover

Sponsoring Deptid: 0721 Cancer Center Division

Enter new expiration date, or leave blank to skip

Empl ID	Name	DCC Type	Start Date	Prior Expiration Date	New Expiration Date	Transaction Pending?	DCC Has NETID	DCC Personal Email Address
04202121	Mazy Barr	Affiliate	04/02/2012	06/04/2012	<input type="text" value=""/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	#1
22054562	Brett Boyd	Affiliate	04/26/2012	05/31/2012		<input type="checkbox"/>	<input type="checkbox"/>	test1@gmail.com #2
22054562	Mary Grey	Temp Agency Employees	05/10/2012	09/30/2012		<input type="checkbox"/>	<input type="checkbox"/>	test2@gmail.com
22054570	Jake Hill	Temp Agency Employees	05/10/2012	09/30/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/> #3

Example #1 - DCC has NETID

New Expiration dates can be entered for individuals with existing "NETIDs" who are continuing their DCC relationship (not to exceed 6/30 of the following fiscal year).

- This will trigger an email message to the DCCs with instructions for verifying their continuing relationship with the UA, and/or accepting DCC Agreements (if applicable).



Example #2 – DCC has Personal Email Address – No NETID

Messages are sent to individuals with “Personal Email Addresses” in UAccess Employee but, who have not established a “NETID.”

- The email notice provides instructions for establishing a NETID (see Establishing NETIDs section below).
- Once created, the NETID is loaded into UAccess Employee approximately every 15-minutes—the will change the “New Expiration Date” option to an updateable field on the DCC Year-End Rollover page the next time it is accessed.

Example #3 – DCC has NO NETID or Personal Email Address

Specific details and instructions will be provided in next documentation release.

APPROVING/DENYING REQUESTS

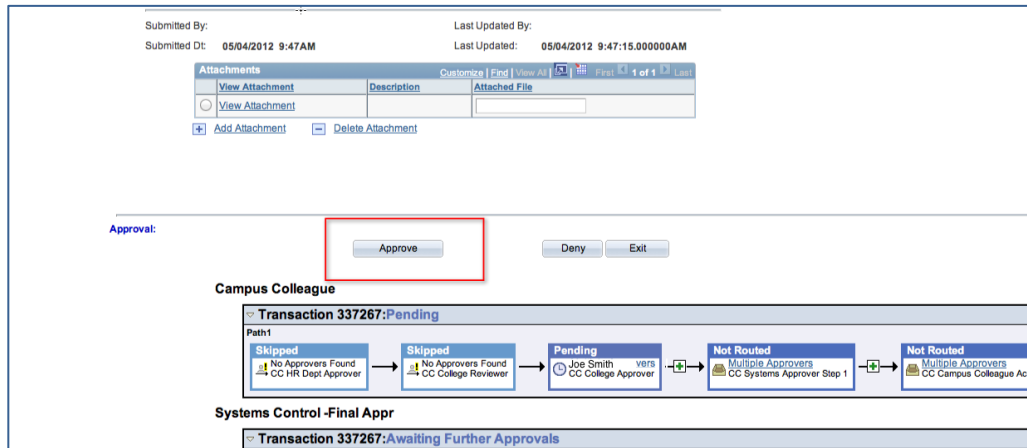
HOW TO APPROVE CAMPUS COLLEAGUE REQUESTS

Campus Colleague requests pending approval can either be accessed through the “pagelet” or the “Manage Campus Colleague” page or the “Manage DCC Extend/End Request” 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.

1. APPROVING THE CAMPUS COLLEAGUE REQUEST

To approve a Campus Colleague request

- Click on the “Approve” button



2. CONFIRMING APPROVED REQUEST

Once the Campus Colleague 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.

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



Submitted By: Last Updated By:
Submitted Dt: 05/04/2012 9:47AM Last Updated: 05/04/2012 9:47:15.000000AM

View Attachment	Description	Attached File
<input type="checkbox"/>		

Approval:

Campus Colleague

Transaction 337267: Pending

Path:

```

Skipped [No Approvers Found] → Skipped [No Approvers Found] → Approved [Joe Smith] → Pending [Multiple Approvers] → Not Routed [Multiple Approvers]
  CC HR Dept Approver      CC College Reviewer      CS College Approver      CC Systems Approver Step 1  CC Campus Colleague Acce
  5/4/2012 - 9:53 AM
  
```

Systems Control -Final Appr

Transaction 337267: Awaiting Further Approvals

3. 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:

- 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.**

Emplid 02301455: Pending

Initiator: not a Col Appr.Rev

Workflow Path:

```

Pending [Debra Torres] → Not Routed [Multiple Approvers] → Not Routed [Cheryl Musick] → Not Routed [John Smith] → Not Routed [Multiple Approvers]
  Oldl HR Dept Approver      HR Dept Approvers      College Reviewer      College Approver      Systems Control
  
```

Comments

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

Do **NOT** add **APPROVERS** after Systems Control Step

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as: Approver Reviewer

Note: the User ID must be typed in Caps



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

Message Not Found - User ID	Name
SNOWI	Isabel Snow



HOW TO DENY CAMPUS COLLEAGUE 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

The screenshot shows the MOSAIC approval interface. At the top, it displays 'Submitted By:' and 'Last Updated By:' fields. Below this is an 'Attachments' section with a table containing columns for 'View Attachment', 'Description', and 'Attached File'. There are also 'Add Attachment' and 'Delete Attachment' buttons. The main section is titled 'Approval:' and contains three buttons: 'Approve', 'Deny', and 'Exit'. The 'Deny' button is highlighted with a red rectangular box. Below the approval buttons is a 'Campus Colleague' section showing a process flow for 'Transaction 337267: Pending'. The flow includes steps like 'Skipped' (No Approvers Found), 'Pending' (Joe Smith, CC College Approver), 'Pending' (Multiple Approvers, CC Systems Approver Step 1), and 'Not Routed' (Multiple Approvers, CC Campus Colleague Acce). At the bottom, there is a 'Systems Control -Final Appr' section for 'Transaction 337267: Awaiting Further Approvals'.

1. CAMPUS COLLEAGUE DENY CONFIRMATION

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

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

The screenshot shows the MOSAIC denial confirmation page. At the top right, there is an 'Exit' button highlighted with a red rectangular box. Below this is a section titled 'Campus Colleague' with a sub-header 'Emplid 09902488: Denied'. There is a 'View/Hide Comments' link. The main section is titled 'Path 2' and shows a process flow with four steps: 'Skipped' (No Approvers Found, Old HR Dept Approver), 'Skipped' (No Approvers Found, College Reviewer), 'Self Approved' (Cheryl Musick, College Approver, 10/18/2011 - 4:13 PM), and 'Denied' (Brandon Boyd, Systems Control, 10/18/2011 - 4:48 PM). At the bottom, there is a 'Comments' section.



HOW TO RETURN TO SAVED- CAMPUS COLLEAGUE REQUESTS

Initiators have the ability to return to saved Campus Colleague requests by accessing the specific employee in the “Campus Colleague Requests” 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 Campus Colleague request:

1. Select the “Return to Work in Progress” radio button

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

HOW TO WITHDRAW- CAMPUS COLLEAGUE REQUESTS

Initiators have the ability to withdraw Campus Colleague requests by accessing the specific transaction in the “Manage Campus Colleague” page for new DCC’s or the “Manage DCC Extend/End Request” page for modified DCC requests. 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 Campus Colleague” or the “Manage DCC Extend/End Request” page.
2. Once transaction is selected and opened click the “Withdraw” button.



VIEWING PENDING REQUESTS

Pending approval requests are available for viewing in two formats:

- Pagelets
- Manage Campus Colleague Requests – New DCC Requests
- Manage DCC Extend/End Request – Modified Existing DCC Requests

1. HOW APPROVERS KNOW DOCUMENTS ARE PENDING THEIR APPROVAL

The UAccess Employee main page automatically displays a “pagelet” summary listing the transactions pending the individual approver’s action.

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

UAccess EMPLOYEE

favorites | Main Menu

Personalize Content | Layout

Menu - Classic

Search:

> UA Customizations

> Self Service

> Manager Self Service

> Recruiting

> Time and Labor

> Set Up HRMS

> Worklist

> Reporting Tools

- My Personalizations

MSS Approval Summary

Transaction Type	Count
DCC Extend/End	10
DCC New/Additional	1
Position Distribution	10
Position Management	8
Recruitment Proposals	1
Title & Tenure	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.

UAccess EMPLOYEE

HRCNV | Worklist | MultiChannel Console | Add to Favorites | Sign out

favorites | Main Menu

New Window | Help | Customize Page

Pending DCC New/Addl Approvals

Trans Nbr	DCC Name	DCC Type	Sponsoring DeptID	Start Date	Last Updt
348473	Ronald Williams	Temp Agency Employees	0705	2012-04-17	2012-04-17



2. HOW INITIATORS KNOW WHEN DOCUMENTS ARE APPROVED, DENIED OR PENDING

The “Manage Campus Colleague” and “Manage DCC Extend/End Request” pages allow users with the UAccess Employee Position Cross-Reference or the DCC Create role to view Campus Colleague requests that are approved, denied, pending or withdrawn.

The Search dialog box provides multiple options for accessing Campus Colleague transactions.

1. Enter the Initiator NetID 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.

Manage Campus Colleague

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Transaction Number:

Sponsoring DeptID:

DCC Type:

Empl ID:

DCC Last Name:

DCC First Name:

Initiator NETID:

Created Datetime:

Request Status:

[Basic Search](#) [Save Search Criteria](#)

Manage End/Extend DCC

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Transaction Number:

Empl ID:

DCC Last Name:

DCC First Name:

DCC Type:

Sponsoring DeptID:

Start Date:

Initiator NETID:

[Basic Search](#) [Save Search Criteria](#)



SCENARIOS – WORKFLOW PATHS

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

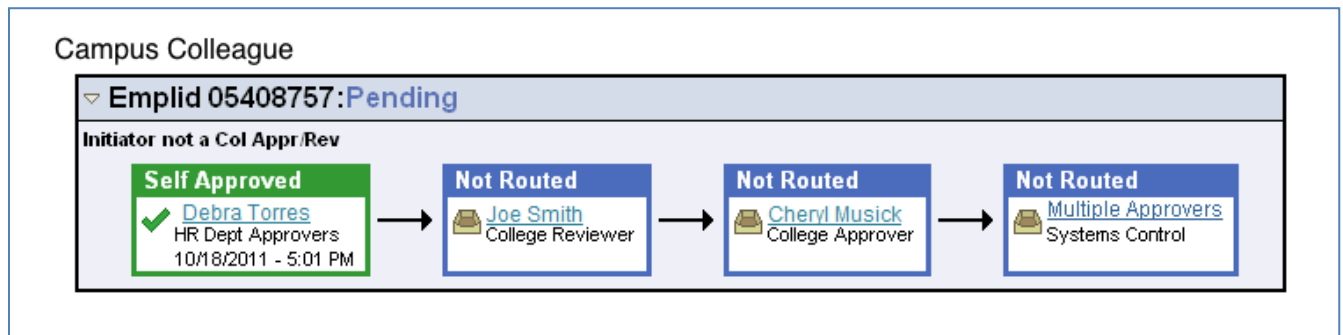
SELF APPROVAL

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



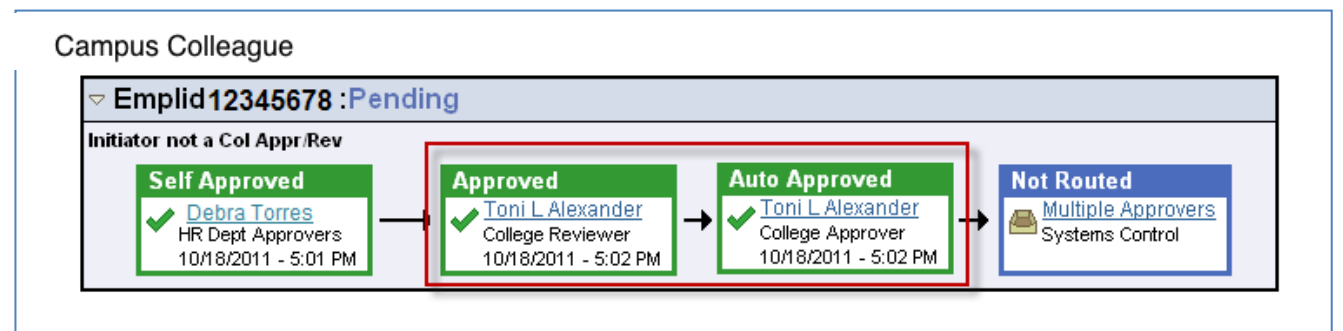
AUTO APPROVAL

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 steps.



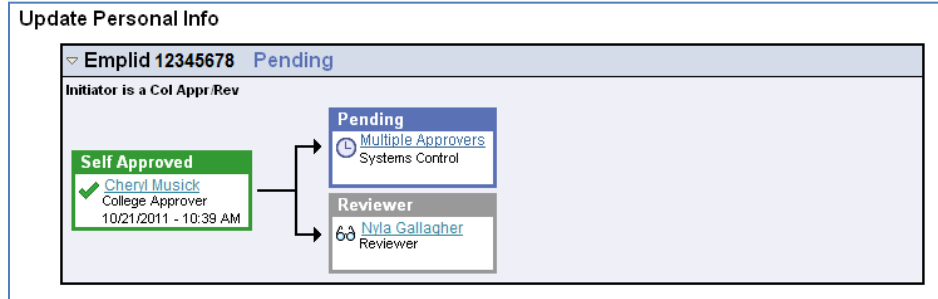


COLLEGE INITIATES A REQUEST

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:

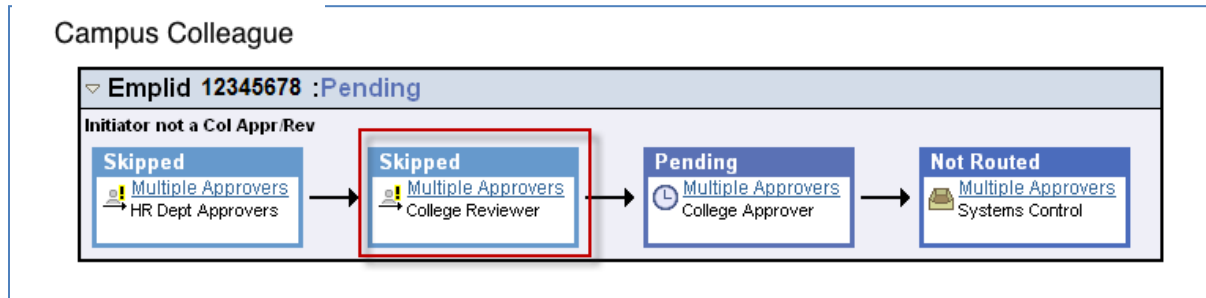


SKIPPED STEPS

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 “HR Dept/College” approver is required for the path

Please see the example below:

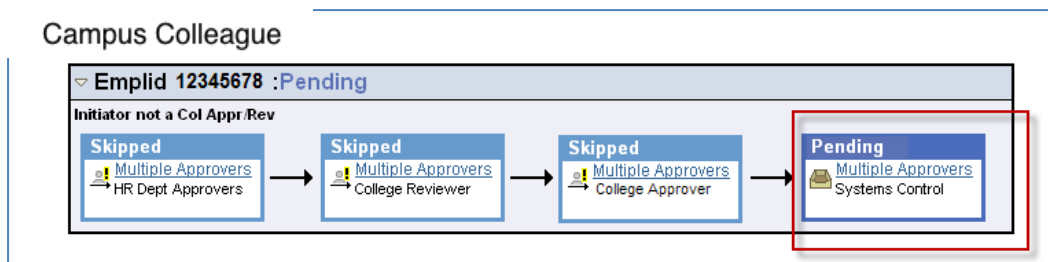


NO APPROVERS FOUND

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:



ERROR/WARNING MESSAGES

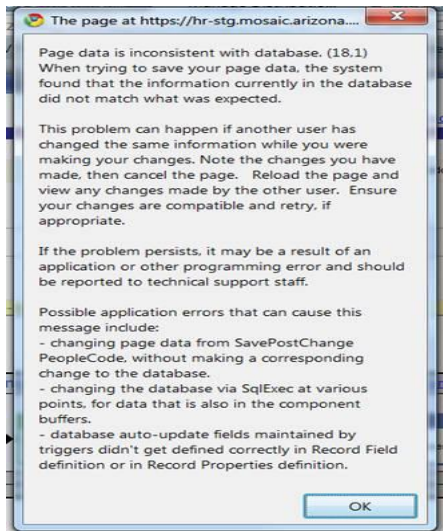
The following examples describe the error or warning messages a user may encounter when initiating or approving documents.

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.



REQUEST IS ALREADY PENDING

Only one request to extend/end a relationship can be pending for a DCC at a time. The following error message indicates another request is pending approval. The transaction # is listed so users can look up the transaction in “Manage DCC Extend/End Request” and find who initiated. The initiator can withdraw if needed.



UAccess EMPLOYEE

Favorites | Main Menu > Manager Self Service > MSS Online Forms > People > Campus Colleague Request

Request Extend/End Relationship

Emplid:	12345678	Brandon Gallagher	Start Date:	09/07/2011
Deptid:	0723	Arizona Respiratory Center	DCC Type:	Volunteers

There is currently a pending request for this Emplid/Dept/DCC type

Exit



CONTACT INFORMATION

If you are experiencing problems or just have questions about the Manager Self Service Campus Colleague Requests, please contact the Workflow Administrators.

WHO TO CALL????

E-mail is the best communication method for contacting the Workflow Administrators. Please include both administrators when emailing. Their contact information is:

1. Abbie Montenegro – abbiem@email.arizona.edu
 - Phone: 520-235-7387