

**Guidelines for MSS Transactions**

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| **Transaction** | **Attachment** | **Comment** |
| Position Distribution | No attachment needed | Why is there a need to change the distribution? |
| Position Management | No attachment needed | Why do you need to create/modify a position? |
| New Hire | Offer letter & application materials | Explain special circumstances (see below) |
| Job Change | Memo/Letter with approval of employment change | Why is there a need for a job change for employee? |
| Grad Reappointment | Offer letter | Why is student being reappointed? |
| Payment Request | OPS, supp. Comp., or offer letter | Why wasn’t employee paid through regular payroll? |
| Termination\* | Resignation/retirement/dismissal letter or agreement | Why is employee being terminated? |
| Title Management | Memo/Letter with approved title change | Why is there a need for a title change? |
| Offer Proposals | Offer letter/commitment sheet/application materials | No comment necessary |

\*No need for an attachment for students (undergrad or grad) graduating from UA. Comment on transaction should indicate this.

**Position Distribution**

* Make sure to enter the correct effective date. Choose “Clone from Existing Distribution”.
* Can’t do retroactive position distributions. For retroactive changes a SET is needed.
* Fund the position before the new hire or job change transaction.
* Remove salary suspense account from GA positions.
* If using undergraduate online account identify whether Engagement, Gen Ed Academy, or Online Program. Must match approved online budget. Include semester and course number.
* If using temp teaching account include the course number.

**Position Management**

* Create/modify the position in time to do the position distribution, and eventually the hire or job change.
* Correct the time approver and supervisor if necessary.
* Answer all the security questions if necessary.

**Grad NOA**

* Review contract for accuracy before sending to graduate student.
* If errors, withdraw the contract, make corrections in the system, and generate a new one.
* Follow up on unaccepted contracts.
* Withdraw unaccepted contracts towards the end of the academic year.

**Contract**

* Review the contract for accuracy before sending to employee.
* If errors, withdraw the contract, make corrections in the system, and request a new one from college.
* Follow up on unaccepted contracts.
* Withdraw unaccepted contracts towards the end of the fiscal year.

**New Hire**

* Correct position distribution must be approved before submitting new hire transaction.
* Letter of offer needs to be attached, as well as applicable (what was required in job posting) application materials.
* Letter of offer information needs to match the transaction information.
* Provide a comment explaining special circumstances with the hire. Such as:
	+ Late hires, contract adjustments, funding irregularities, unusual job description or title, etc.

**I-9**

* Employee must complete Section 1 at the time of hire or by first day of employment.
* Ensure employee fills out section clearly (paper I-9), properly and completely.
* Social Security numbers are necessary as we participate in the E-Verify program.
* Employee must show ID(s) within 3 business days of start date.
* Examine documentation to ensure it is the employee.
* When making photo copies of identification, make sure they are legible, and can be recopied (if not, provide 2 copies of original).
* Expired documentation is not acceptable.

**Job Change**

* Correct position distribution must be approved before submitting the transaction.
* Make sure to choose the correct action (position life cycle vs. position/assignment change).

**Payment Request**

* Must attach a copy of the OPS, supplemental compensation form, or offer letter.
* “Takes effect on” date should be the start date of the missed pay period.
* These should be avoided by submitting original transaction in a timely manner, and not be used as a common form of payment.

**Termination**

* Use job ended instead of voluntary resignation for students graduating. No attachment required.
* All voluntary resignations must have an attachment from the employee.

**Title Management**

* Make sure the priority of titles is correct. For tenure track faculty, the faculty title is first (i.e. Assistant/Associate/Full Professor).
	+ Regents’, Associate Director, courtesy titles, etc. are secondary.

**Offer Proposal**

* Save first until Dean’s office gives ok to submit after review.
* The commitments tab should match the commitment sheet.
* Funding sources need to be identified correctly.
* A position needs to be created/edited before submitting offer proposal.
* If partner required for this hire, include information in “other personnel” section.