FALL/SPRING – GRADUATE RENEWAL GUIDE (USING MSS)

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Introduction
The process below is specifically for GRD and Faculty who are currently in jobs within the same reports-to structure. If the Faculty or GRD are not currently in a Job, the Online HPR process should be used. Refer to the guide at http://hris.asu.edu/.

This discussion assumes that the reader is familiar with the MSS Promotion and Ad-Hoc Salary transactions. For more detailed explanation of these transactions, see http://www.asu.edu/oasis/support/JobAids.html#ManagerSelfService. You should also check with your Business Manager to find out what the process is particular to your College.

Short Work Break Reinstatement

MSS Ad-hoc Salary Adjustment has been modified to not include employee in Short Work Break status on the list of employee’s available to process. If an employee is in Short Work Break, they must be processed on the Renewal Page.
Process 1 - Compensation Changes in the same Position

Process Diagram

1. Submit Adhoc
2. Approve Adhoc*
3. Review Job

Note: Allow a minimum of 2 business days for the Approval Step.

The Submitter of the MSS Ad-Hoc Salary Adjustment is the Employee’s Reports-To manager in Job Data or someone who has been authorized to act in the Reports To capacity. This may be different from the department’s actual reporting structure. The first page of the MSS Ad-Hoc Salary Adjustment requires selection of the effective date of the Salary Adjustment. This date must be a Pay Period Begin Date. This is the date the employee’s pay begins.

For Pay period start dates, please refer to the Payroll Calendar: http://hris.asu.edu/pay_calendars

MSS Ad-hoc Salary Adjustment has been modified to not include employee in Short Work Break status on the list of employee’s available to process. If an employee is in Short Work Break, they must be processed on the Renewal Page.
Entering the MSS Ad-hoc Salary Adjustment

Navigate to Manager Self Service > Compensation > Request Ad Hoc Salary Change

**Step 1:** Choose the **Pay Period Begin Date** for the first pay period that you want the person to receive pay for. Refer to the Payroll Calendar - [http://hris.asu.edu/pay_calendars](http://hris.asu.edu/pay_calendars)

Select the **Go** box. It may take awhile to process the transaction depending on how many direct reports are in your reports-to list.
Step 2: Select one or many employees by clicking in the Select Box. Best performance is to process no more than 5 transactions at a time. Tip: You can sort all of the Graduates together by clicking on the Job Title or the Paygroup column heading.

Click Continue at the bottom of the page.
Step 3: Setting up the transaction

1. Select the Action Reason **Graduate Lateral Fall/Spring Hire** from the Drop Down.

1. Enter the **New Amount** to adjust the Employee’s salary.
2. Select the New **Comp Freq** from the drop down list. Typically ASU10 for one semester pay or ASU20 for the full academic year.
3. Click the **Calculate New Total** to see the adjusted Salary
4. Enter **Comment**
5. Click **Submit**
### Job Information

#### Enter Salary Change Amounts

<table>
<thead>
<tr>
<th>Component</th>
<th>Cur Amt as of trans offdt</th>
<th>Change Percent (ex. 10.85%)</th>
<th>Change Amount</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,500,000,000</td>
<td>1500.000000 USD</td>
</tr>
</tbody>
</table>

**Default NA Annual**

Enter in New Amount

Select Comp Frequency

*Comment:*

Enter a comment and Submit.
Note: If the employee current Compensation is zero, enter the Amount in the **New Amount** area.

**Note:** The Ad-Hoc Salary Change page has been enhanced to display the employee’s Empl Rcd Nbr to assist you in selecting the appropriate Job record to adjust.

The Job information displayed in the boxed area on the left side of the page (blue box) is the Employee’s job data as of today (in this case the salary is $0 as of 07/10/2008) It will not display job data for dates in the future in this area.

It is an indication that there are other job rows in between today and the transaction date (salary change date) when the information on the top portion of the page is different from the information in the boxed area on the left side of the page. You should examine the employee job record and verify that other changes to the employee’s job record do not impact the change you are making.
The **Action Reason Help** link provides additional explanation for the Action Reasons. Three new reasons have been added to help categorize the reason for the transaction for Graduates.

### Action Reason help

<table>
<thead>
<tr>
<th>Action Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Load Adjustment</td>
<td>Change in number of courses taught during defined semester.</td>
</tr>
<tr>
<td>GRD Pass comprehensive exam PHD</td>
<td>For Graduates only, Passed comprehensive exam to graduate PhD program.</td>
</tr>
<tr>
<td>Data Correction</td>
<td>To correct prior rate due to error in data entry.</td>
</tr>
<tr>
<td>GRD Lateral Sum/Winter Hire</td>
<td>For Graduates only, salary adjustment and compensation frequency change for the Graduate Summer or Winter job.</td>
</tr>
<tr>
<td>Equity Adjustment</td>
<td>As a result of an internal analysis of similar jobs within the area or across the university to more closely equalize pay.</td>
</tr>
<tr>
<td>Market Adjustment</td>
<td>As a result of an external analysis of prevailing wage rates necessary to maintain the defined competitive relationship.</td>
</tr>
<tr>
<td>Performance Based</td>
<td>Change directly related to demonstrated performance and contribution; associated with receipt of Performance Evaluation.</td>
</tr>
<tr>
<td>GRD Pass Qualifications to PHD</td>
<td>For Graduates only, Passed qualification to enter PhD program.</td>
</tr>
<tr>
<td>FTE Adjustment</td>
<td>Change due to increase/decrease in total hours worked per week for exempt staff.</td>
</tr>
<tr>
<td>Skill / Competency Based</td>
<td>Change directly related to and to recognize demonstrated increased skills, abilities, knowledge and competency within current job.</td>
</tr>
<tr>
<td>Temporary Interim Assignment</td>
<td>Supplemental compensation for taking on additional duties above and beyond regular job, with a set begin and end date.</td>
</tr>
</tbody>
</table>

Return
Step 4: Approving the Ad Hoc Transaction

Select Transaction to Approve

The hyperlinks below indicate groups of employees which require your participation in an approval process. Click on a hyperlink to see details about what needs to be approved for each employee contained in the group.

Ad Hoc Salary Change 2173
Submitted By: [Name] Submitted Date: 01/30/2008

Ad Hoc Salary Change 2385
Submitted By: [Name] Submitted Date: 07/10/2008
The Job information displayed in the top part of the page is the salary as of the transaction effective date (in the case $0 as 7/10/2008). The boxed area on the left side of the page is the Employee’s job data as of today. It will not display job data for dates in the future in this area.

**Note:** Any MSS transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to **Deny** the transaction and the Submitter will need to re-submit the transaction effective with the next Payroll Begin Date. Payroll processing begins the Thursday before the pay end date.

**Step 5: Review Job Data**
After the transaction is approved, you should review the Employee’s **Job Data**. The **Expected End Date** and **End Job Automatically** checkbox on the Job Work Location tab will be updated based on the **Effective Date** and **Compensation Frequency** that you entered. The Compensation tab will be updated with the new Compensation rate and compensation frequency entered.
<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Seq</th>
<th>Comp Rate</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAANNL</td>
<td>0</td>
<td>1,000.000000</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Compensation Rate:** 150.000000

**Frequency:** ASU10 (10 pays)

**New Per Pay Period Amount:**

**New Total Compensation:**

**Action / Reason for transaction:** Pay Rate Change

**Comp Frequency sets the Expected Job End Date (the date was 07/28 so it is 10 pay periods from the 7/28 effective date)**
Process 2 – Moving into a new Position

This discussion assumes that the reader is familiar with the MSS Promotion and Ad-Hoc Salary transactions. For more detailed explanation of these transactions, see [http://www.asu.edu/oasis/support/JobAids.html#ManagerSelfService](http://www.asu.edu/oasis/support/JobAids.html#ManagerSelfService)

Navigate to Manager Self Service > Job and Personal Information > Promote Employee

The Process is as follows:

1. Create Position
2. Submit MSS Promotion
3. Approve Promotion*
4. Submit Adhoc
5. Approve Adhoc*
6. Review Job

**Note:** The Create a Position step involves Creating the Position, Funding the Position, and receiving HR approval. The step requires a minimum of 1 business day to complete.

This guide begins with **Step 2** in the diagram on page 2.

**If you have questions regarding creating the Position, please contact your business manager or business officer for the college’s business process around creating position data.**
Step 2 – MSS Promotion for Moving to a New Position

Manager Self Service > Job and Personal Information > Promote Employee

The Submitter of the MSS Ad-Hoc Salary Adjustment is the Employee’s Reports-To manager in Job Data or someone who has been authorized to act in the Reports To Capacity. This may be different from the department’s actual reporting structure.

*Allow 2 Business Days for Approval step of MSS Promotion. If the promotion is not approved by the Wednesday before Pay Check

Step 1: Select the effective date for the Promotion transaction.
The first page of the MSS Promotion transaction requires selection of the effective date of the promotion. This date must be a Pay Period Begin Date.
The effective date of the Promotion is a pay period begin date that the employee’s change should take place.

Pay Period Begin/End Dates

For Pay period start dates, please refer to the Payroll Calendar: [http://hris.asu.edu/pay_calendars](http://hris.asu.edu/pay_calendars)

**Note:** Any MSS transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to Deny the transaction and the Submitter will need to re-submit the transaction for the next payroll begin date. Payroll processing begins the Thursday before the pay end date.
On the MSS Promotion Submit Screen page 2, the employee’s status is displayed. If the date you are entering the MSS Promotion is after the end of the Term, the employee will appear in a Short Work Break status. If the date you are entering the MSS Promotion is before the end of the Term, the employee will appear in their current job status, typically Active. There are no retro-Promotions.

Once the employee is selected, they will appear on MSS Promotion page 3 as any other employee.
Step 2: Select Graduate Lateral Fall /Spring Hire from the Reason for Promotion drop down. Click the Lookup under New Info to select the position you are promoting into.

NOTE: You cannot enter the Position Number in the lookup box as it searches by Position Title. It is best to use the magnifying glass to find what you are looking for.

The Search screen will return only OPEN positions. Once a position is filled/attached to a Job, it will no longer appear on the look-up menu.

Select the Position number you want to use for the promotion.
Once the new position is selected from the position lookup, you will see the details from the current position and the new position populate on the page.

- Choose **Reason for Promotion**
- Enter **Comments**
- Click **Submit**

**Note:** You cannot change the Comp Frequency in Promotion. For changing this data as well as changing compensation amount, you will need to process an Ad Hoc Change. See page 2, Process 1, for directions.
Note: Any MSS transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to Deny the transaction and the Submitter will need to re-submit the transaction for the next payroll begin date. Payroll processing begins the Thursday before the pay end date.

Step 3: Review Job Data to make sure it is correct. Once the promotion is approved, the Job row will be updated with the Action Promotion and the Reason Lateral Fall / Spring Grd Hire.
Step 4: Submit Ad Hoc Request

After the MSS Promotion Transaction has added the Job row, it is necessary to process an MSS Ad-Hoc Salary Adjustment transaction if the Employee Comp Rate has changed. In most cases, this amount will change.

See Process 1 for the instructions on how to submit the Ad Hoc request.

Questions

How will I hire/continue my Graduate into their next job?
If your graduate is not on Short Work Break, use this process. If the GRD/Faculty is in the same job but needs to change the Comp Frequency or Contract amount and will remain on their current Position, follow Process 1. You can use the Promotion to move GRDs from group positions into 1:1 structures (Process 2). If FTE is changing and they are on a 1:1 position number, you can also submit a position change request, and then follow Process 1.

Graduates working in their current Position will use the Manager Self-Service (MSS) Ad-Hoc Salary Adjustment transaction to update the graduate job for the next term. The transaction will define the Start Date (effective date), the number of paychecks (Compensation Frequency) and End Date of the work.

Graduates that are working in a different Position will require a multiple step process as follows (Process 2):

Note: The Create a Position step involves creating the Position, funding the Position, and receiving HR approval. The step requires a minimum of 1 business day to complete.

Note: Any MSS Ad-hoc Salary Adjustment and MSS Promotion transaction needs to be approved before the Payroll begins. If there is a transaction that has not been approved when the Payroll begins, the Approver will be required to Deny the transaction and the Submitter will need to re-submit the transaction for the next Pay Period Begin Date. Payroll begins the Thursday before the pay end date.
What happens to the Job when it hits the Expected Job End Date?
If the grad is not continuing through or their job data has not been updated for the next contract period, their expected end date will be set to the pay period end date set by the comp frequency chosen previously.

There is an automated process that will set the Job Data to a Hold status called Short Work Break. When the expected end date is reached, the job will be placed on Short Work Break by another system process that adds a row to Job with an effective date that is one day after the expected end date. The Expected Job End Date and the End Job Automatically checkbox are set to blank.

Note: if the Ad-Hoc Salary Adjustment is processed before employees are updated to the Short Work Break Status, you will only see a Job row for the Ad-Hoc Salary Adjustment.

If the graduate employee is not hired for the next session, they can remain in short work break status until the fall term.