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1. MANAGER SELF SERVICE (MSS) UCAP MAPPING TOOL OVERVIEW

The MSS UCAP Mapping tool allows supervisors to map their employees’ current jobs to new Job Codes, Job Functions, and Job Families for the University Career Architecture Project (UCAP). Department and College Approvers review and confirm mapping and, if necessary, submit updates.

2. WHO CAN ACCESS THE UCAP MAPPING TOOL

- **Supervisors**
  - Can access their direct reports
- **HR Department Approvers for Job Change Transactions**
  - Can review all eligible employees within their UAccess department provisioning
- **College Reviewers, College Approvers, and College Flex Approvers for Job Change Transactions**
  - Can review all eligible employees within their UAccess college provisioning

3. WHEN IS MAPPING NECESSARY

**Supervisors**

- Map employees with a **Pending with Supervisor** status in the UCAP Mapping Tool
- Direct reports will be automatically added to the UCAP Mapping Tool when:
  - The UCAP Mapping Project begins
  - A newly hired employee is fully approved in UAccess
  - A position or title modification is approved in UAccess. Examples include transfers and promotions
- Only those direct reports who are appointed professional or classified staff (not including Faculty, Continuing or Continuing-Eligible Academic Professionals, Postdocs, Student Employees or Graduate Assistants) are in scope for UCAP mapping and will added to the Mapping Tool

**HR Department Approvers**

- Review and approve position mapping for employees with a **Pending with Department** status
- Map employees with a **Pending with Supervisor** status if the Supervisor does not complete mapping on a timely basis

**College Approvers**

- Review and approve position mapping for employees with a **Pending with College** status in the UCAP Mapping Tool
- Map employees with a **Pending with Supervisor** status if the Supervisor and HR Department Approver do not complete mapping on a timely basis
- Review and approve mapping for employees with a **Pending with Department** status if the HR Department Approver does not complete their step on a timely basis
4. INITIATE MAPPING – SUPERVISORS

1. Determine the new job codes and title for each employee prior to initiating the UCAP Mapping Tool. The JD Expert information is located at: [https://arizona.jdxpert.com/Saml20.Signon.asmx](https://arizona.jdxpert.com/Saml20.Signon.asmx)

2. Log into UAccess Employee at [www.uaccess.arizona.edu](http://www.uaccess.arizona.edu)

3. Confirm you are on the UA Manager Self Service homepage or select **UA Manager Self Service** from the drop down menu

4. Select the **UCAP Mapping Tool** tile located on the UA Manager Self Service homepage

5. A list of your direct reports will automatically display based on your UAccess provisioning
   a. If you are a Department Approver, College Reviewer, College Approver or College Flex Approver, enter your own position number into the **Supervisor Position** search criteria to narrow the results to your direct reports
6. Employees who need to be mapped to a New Job Code will have a Workflow Status of **Pending with Supervisor**

![UCAP Jobcode Mapping](image)

7. To map the **New Job Code** for each employee, use option a or b below:
   a. **Direct Entry**
      1. Enter or paste in the **New Job Code**
      2. Press **Enter** on your keyboard
      3. Confirm the **New Job Title** matches your intended selection

   ![Direct Entry Image]

   b. **Lookup the New Job Code**
      1. Click on the magnifying glass icon in the **New Job Code** field
      2. Enter the JD Expert **Job Code** or **Job Title** into the search criteria
      3. Click **Look Up** to view search results
      4. Select the applicable JD Expert Job Code and Job Title from search results displayed
      5. Confirm the **New Job Code** and **New Job Title** match your intended selection

![Lookup Image]

8. If you were unable to find a new job title match
   a. Leave **New Job Code** field blank
   b. Click on **Unable to Find Job Match**
      1. A check mark confirms your selection
9. Repeat Step 7 or 8 for each employee with a Workflow Status **Pending with Supervisor**

10. Click **Save** to capture New Job Code mapping selections
   a. Mapping will be saved for employees with a **New Job Code** or **Unable to Find Job Match**

11. A confirmation message will display to show your mappings are saved
   a. Click **OK** to continue

12. The Workflow Status will change from Pending with Supervisor to **Pending with Department**
5. REVIEW AND APPROVE MAPPING – DEPARTMENT/COLLEGE APPROVERS

1. Log into UAccess Employee at www.uaccess.arizona.edu

2. Confirm you are on the UA Manager Self Service homepage or select UA Manager Self Service from the drop down menu

3. Select the UCAP Mapping Tool tile located on the UA Manager Self Service homepage

4. Narrow the population to employees within your purview
   a. Click on the Status field in Search Criteria
   b. Select Pending With Department or Pending With College, as applicable
   c. Click Search
5. Based on your role, you will review, map or remap employees to a New Job Code and Job Title
   a. **Department Approver**
      *For employees with a Workflow Status of Pending With Department*
      - Review employee mapping completed by the Supervisor and, if needed, remap to make corrections
      - Map employees with the **Unable to Find Job Match** box checked
      - Map employees without a designated Supervisor in UAccess
   b. **College Reviewer, College Approver or College Flex Approver**
      *For employees with a Workflow Status of Pending with College*
      - Review employee mapping completed by the Supervisor and/or Department and, if needed, remap to make corrections
      - Map employees with the **Unable to Find Job Match** box checked

6. **Add or update mapping as applicable**
   a. Click on the magnifying glass icon in the **New Job Code** field

   ![Magnifying Glass Icon](image1.png)

   b. Enter the JD Expert **Job Code** or **Job Title** into the search criteria
   c. Click **Look Up** to view search results

   ![Search Results](image2.png)

d. Select the applicable JD Expert **Job Code** or **Job Title** from search results displayed

e. Confirm that the **New Job Code** and **New Job Title** match your intended selection

   ![Job Code Confirmation](image3.png)

7. **Click Save** to capture mapping selections

   ![Save Button](image4.png)
8. A confirmation message will display to show your mappings are saved
   a. Click OK to continue

   ![Confirmation dialog box]

   b. The Workflow Status field for employees with mapping approved by
      - Department Approver displays Pending With College
      - College Approver displays Mapping Complete

6. WHO CAN REMAP EMPLOYEE POSITIONS AND WHAT IS THE TIMELINE?

   **Supervisors**  
   *July 9, 2018 – July 27, 2018*
   - Supervisors you may remap employees you previously mapped up until the record(s) is/are approved by either your department or college/division approver.

   **Department Approver**  
   *July 30, 2018 – August 17, 2018*
   - Department approvers you may remap employees you previously mapped up until the record(s) is/are approved by your college/division approver.

   **College/Division Approver**  
   *August 20, 2018 – September 7, 2018*
   - College/Division approvers you may remap employees you previously mapped up until the mapping tool becomes unavailable after University calibration sessions.

7. SEARCH AND FILTER RESULTS

   The UCAP Mapping Tool features multiple options to search and filter employees within your UAccess provisioning

   1. **Search Criteria**
      Enter your search criteria to view specific results
      a. **Search by Employee**
         Enter either the employee’s Empl ID or Position Number to display a specific employee
      b. **Search for a Supervisor’s Direct Reports**
         Enter the Supervisor Position number to display all eligible employees reporting to a specific supervisor

   ![Search dialog box]
c. **Search By Department**
   Enter the **Department** number to display all eligible employees within a specific department.

d. **Search by College**
   Enter the **College** id to search to display all eligible employees within a specific college.

e. **Search by Status**
   Select a specific Workflow **Status** of **Mapping Complete, Pending With College, Pending With Department**, or **Pending With Supervisor**. This search criteria is ideal for filtering employees pending with your role.

f. **Unable to Find Match**
   Select **Checked** or **Unchecked** to filter employees based on whether **Unable to Find a Job Match** is checked.

2. **Download to Excel**
   Select the **Download to Excel** icon to obtain lists of your employees as determined by your search criteria and UAccess provisioning.

3. **Audit Workflow**
   Select the **Audit** tab or the **Show All Columns** icon to view who approved the mapping or is included in the mapping approval path based on their UAccess provisioning role.

4. **Sort by Columns**
   Click on a column heading to sort the employee list by that column type in ascending or descending order.

5. **View All Results**
   The mapping tool displays a maximum of 50 employees per page. Additional results may be displayed by selecting a
   a. Page by Page option, or
   b. View All mode (maximum of 100 rows)
8. EMAIL NOTIFICATIONS

Email notifications are automatically sent from UAccess to individuals who mapped, approved or remapped an employee as follows:

1. If a Department Approver updates an employee’s mapping
   - The Supervisor will receive an email if they previously mapped the employee

2. If a College Reviewer, College Approver, or College Flex Approver updates an employee’s mapping
   - The Supervisor and/or Department Approver will receive emails if they previously mapped or approved the employee
   - A College Reviewer, College Approver, or College Flex Approver will receive an email if a different College Reviewer, College Approver or College Flex Approver remapped the employee

3. If an employee’s current position or job title is modified after mapping is completed
   - All individuals who mapped, approved or remapped the employee’s current position or current job code will receive an email with remapping instructions

9. FREQUENTLY ASKED QUESTIONS

1. What if a Supervisor’s direct report is missing from the UCAP Mapping Tool list?
   Review Position-Cross Reference to determine if the correct Supervisor is in UAccess
   a. Select the Position Cross-Reference tile on the UA Manager Self Service homepage
   b. Enter search criteria to locate employee’s record
   c. Click on the Position number link
   d. Select the Supervisor/Time Approver tab
   e. Determine if the supervisor listed is correct

2. What action do I take if an employee does not appear on a supervisor’s mapping list, but is correct in Position Cross-Reference?
   The employee may be in a category that is out of scope for the University Career Architecture Project (UCAP). Categories excluded from mapping are:
   - Postdoctoral Scholars
   - Faculty
   - Graduate Assistant/Associates
   - Student Workers
   - Positions with a SUP pay group such as Supplemental Compensation and Other Professional Services
   - Employees with a contract status of Tenure, Tenure-Eligible, Continuing, or Continuing-Eligible
3. **How do I add or update an employee's supervisor?**
   a. Select the **Request MSS Transaction** tile on the UA Manager Self Service homepage
   b. Select **Position** as the Transaction Type
   c. Click on **Create/Modify Position Request**
   d. Select **Modify Existing Position**
   e. Enter the **Position** number of the employee, and click **Continue**
   f. Enter the **Supervisor Position** number and click **Submit**

4. **Who can I contact if I have additional questions?**
   For questions about the University Career Architecture Project (UCAP), New Job Titles, Functions and Families for your employees, and related questions, contact
   **UCAP Project Team**
   hr-ucap@email.arizona.edu

   For questions about the UCAP Mapping Tool in UAccess Manager Self Service, contact
   **Workforce Systems**
   workforcesystems@email.arizona.edu
   (520) 621-3664

10. **REVISION HISTORY**

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**Change Control Log**

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