MSS Faculty Workload Guide
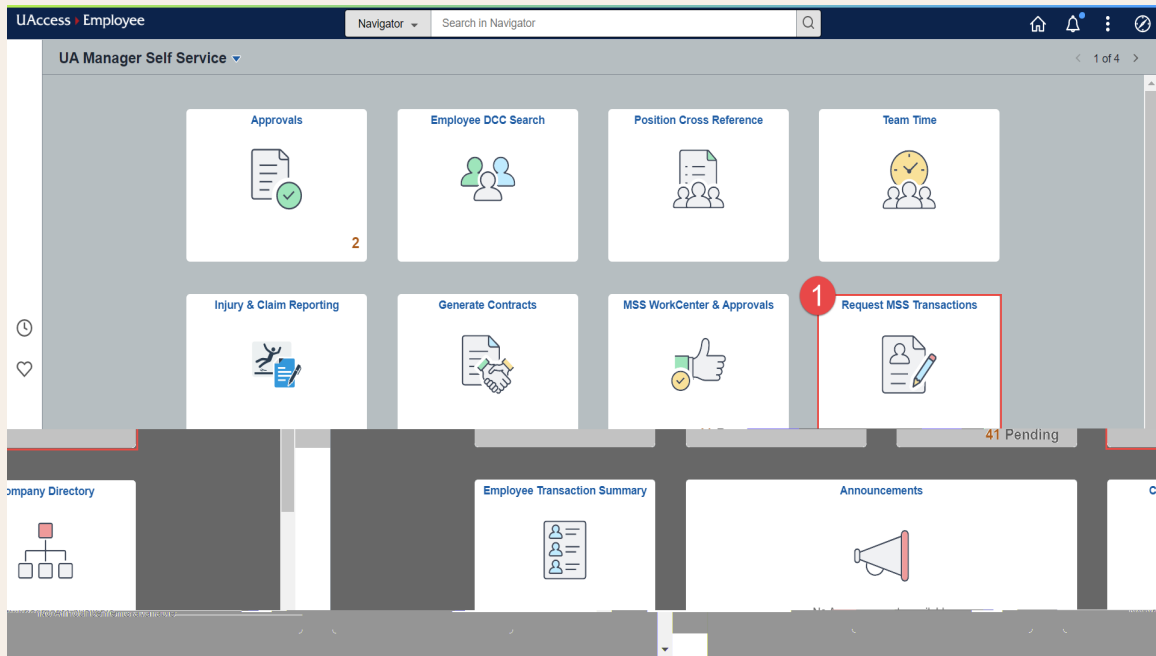
Faculty Workload
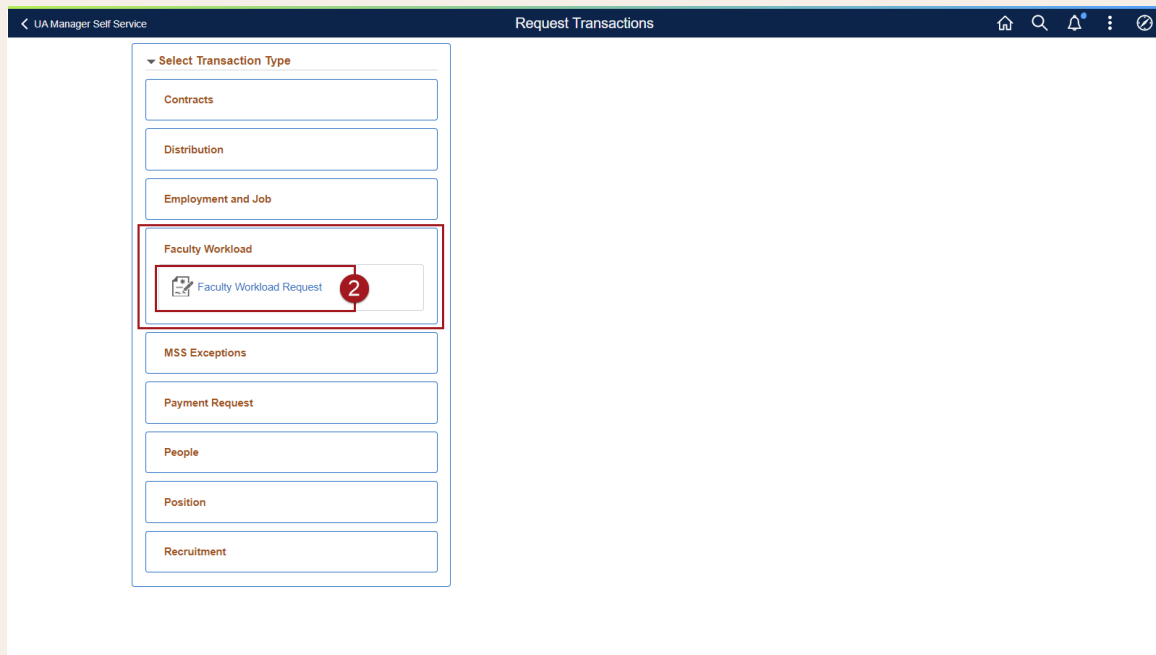
Log in to **UAccess.** On the **Manager Self Service** page, select the **Request MSS Transactions** tile.

STEP 2

On the **Request MSS Transactions** tile, select **Faculty Workload** > **Faculty Workload Request.**

On this page, the user can search by a variety of fields. Selecting the lookup icon for each field may assist the user in narrowing down their search results.

Selecting "**Include History**" will display historical Faculty Workload records for an employee's position. Historical records cannot be edited, this function is for informational purposes only.

Once the user has filtered their search using the lookup fields, select "**Search**."

The page will populate with available results based on the search criteria. If no results are found, an error message will display (see second image below).

Users can edit the entire population by selecting the switch icon in the top left of the results, selecting a **Workload Duty** type from the drop down menu, inputting a value, and then applying values by clicking the "**Apply**" button. Clicking the "**Apply**" button with an input of 0 will clear desired selections.
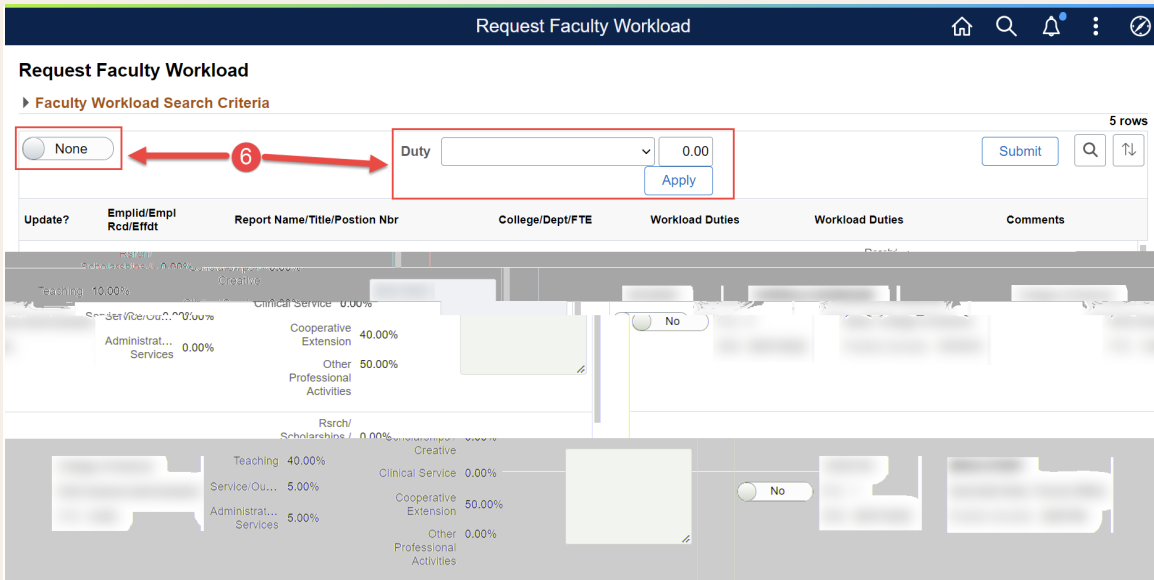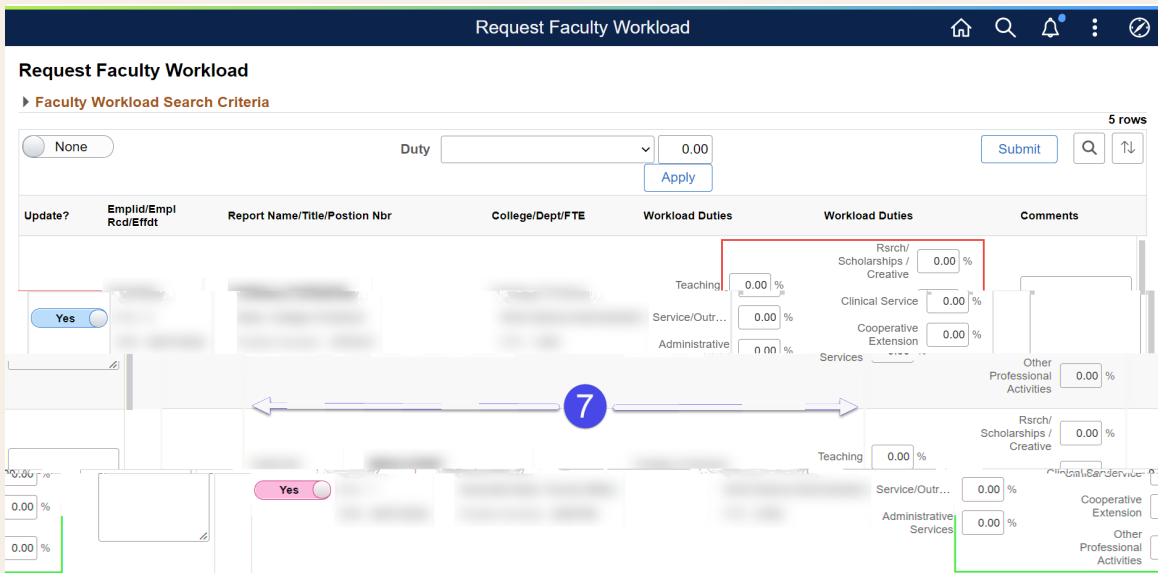
Individual results may also be edited by selecting the switch icon on a particular job, directly inputting **Workload Duty** values into the corresponding boxes, and clicking "**Submit**."

The total of all Workload Duties must equal 100% or the user will be unable to submit. Additionally, some Workload Duty fields may require a comment upon submission. If these conditions are not met, the following errors will appear.
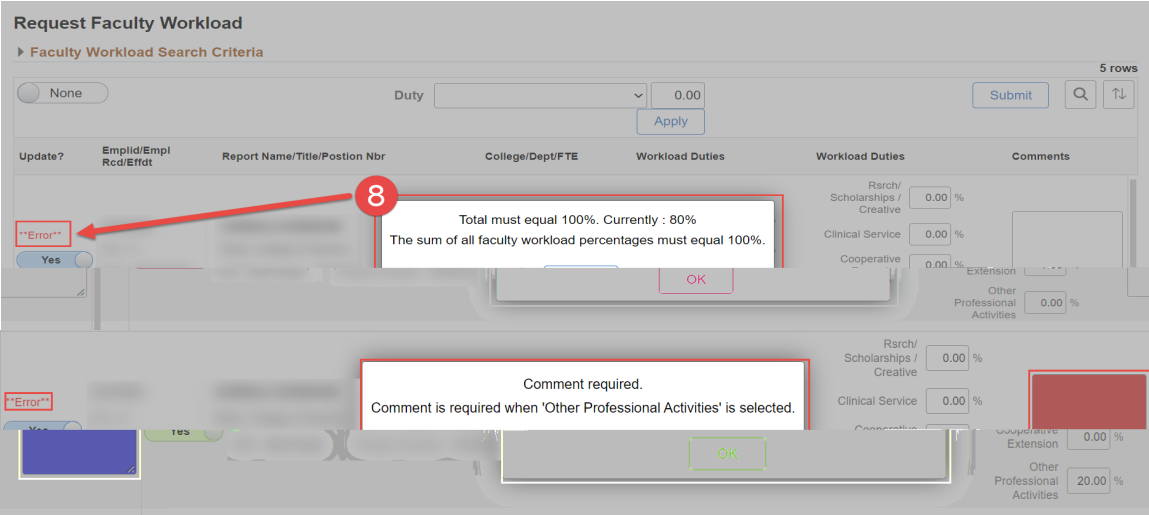
Once the desired values have been entered into the Workload Duty fields, click "**Submit**" to create Faculty Workload data for the employee to view in UAccess.
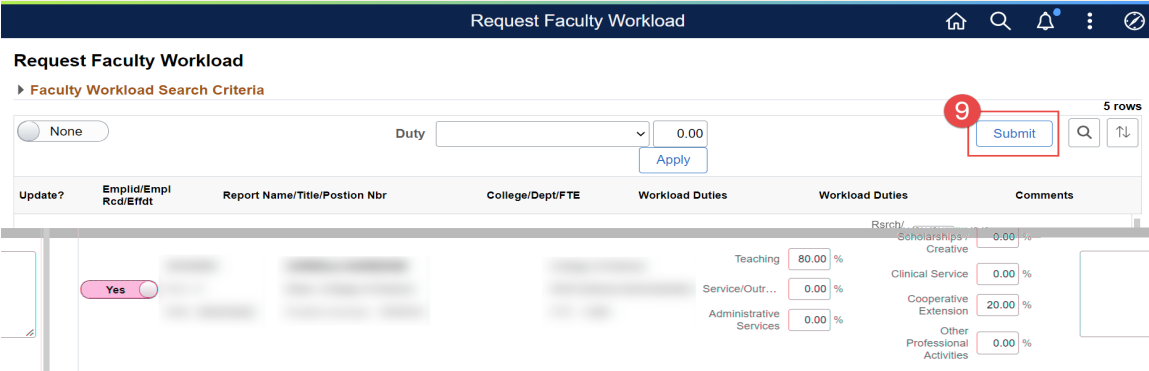
If you have technical difficulties with Faculty Workload, please reach out to
WorkforceSystems@email.arizona.edu.