University Analytics
& Institutional Research

EXPLORE ARIZONA THROUGH DATA

FOCUS ON FISCAL YEAR ROLLOVER

Presentation Outline

- Welcome / Introduction
- Overview of Fiscal Year End Rollover
- Focus on Financial Reporting
- Focus on Employee Reporting
- Conclusion

Who We Are & What We Do

UAIR is committed to providing data that empowers campus decision makers, informs policy and practice, and tells the Arizona story.

- Data Warehouse
- UAccess Analytics & Reporting
- External Reporting & Rankings
- Interactive Fact Book
- Customer Experience & Support
- Data Science
- System Performance

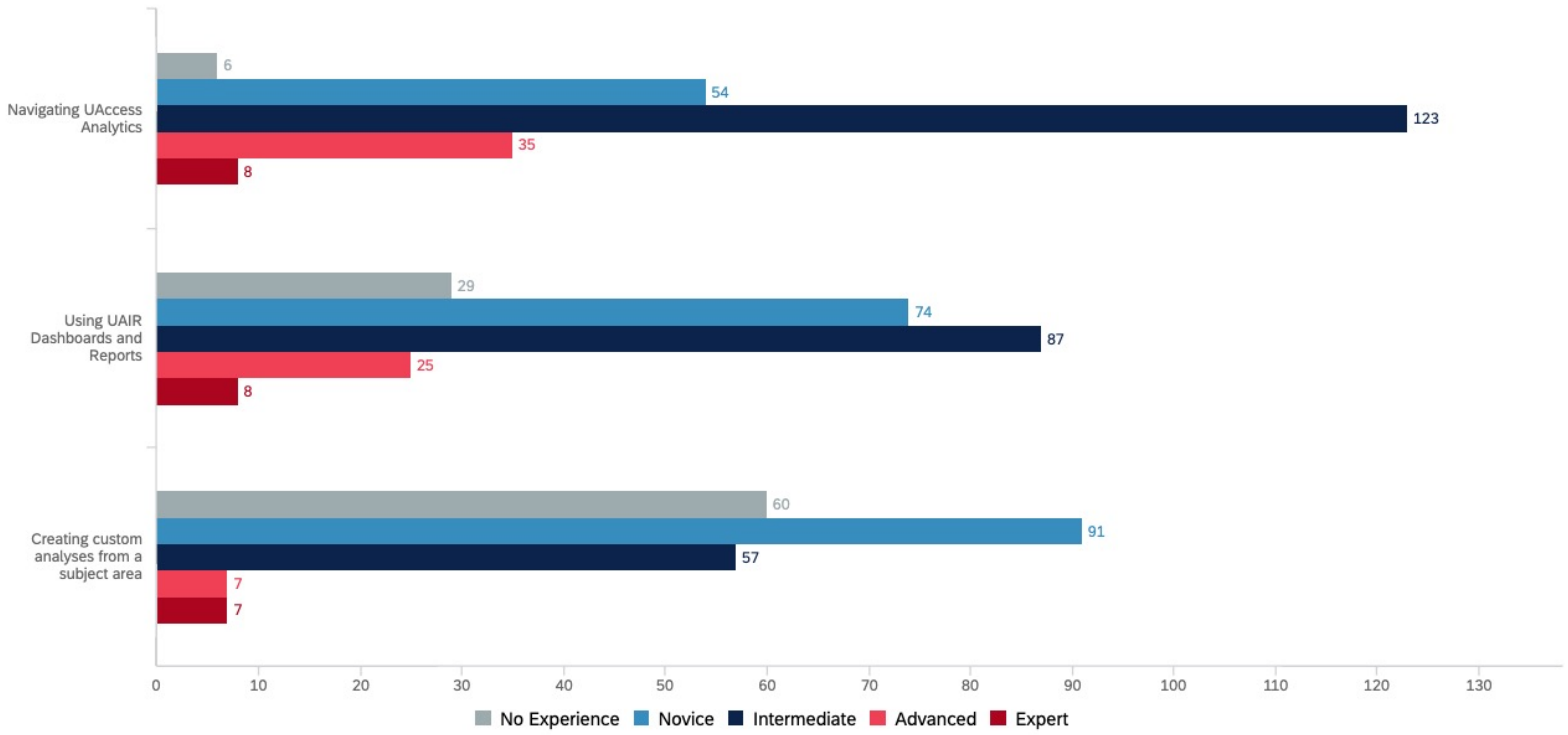
ACKNOWLEDGEMENTS

In collaboration with Financial Services and Human Resources, UAIR has developed this presentation to provide information on accessing data for fiscal year end rollover and reporting.

Thank you to the UAIR Administrative Data Team and our campus partners in Financial Services and Human Resources who contributed to this effort!

Welcome | Who is here today?

Survey Question: Please rank your level of experience with the following UAccess Analytics products/services.



Fiscal Year-End Background & Critical Deadlines

FISCAL YEAR-END BACKGROUND

- The University's Fiscal Year accounting period is July 1 – June 30.
- Financial data is collected, audited, and reported in the University's Comprehensive Annual Financial Report.
- This report provides the institution's financial position and activities.

PREPARING FOR YEAR-END

- Departments play a critical role in the fiscal year-end process.
- Revenues and expenditures must be appropriately classified and recorded in the correct fiscal year.
- Goods or services received and/or provided on or before June 30 should be processed in FY2021.
- Supporting documentation must be attached in UAccess Financials.

YEAR-END INFORMATION

Financial Services provides information and resources related to fiscal year-end:

https://www.fso.arizona.edu/financial-management/year-end

Year-End Information

Fiscal Year End 2021

- Year-End Overview
- Important Dates
- Communications
- Year-End Calendar Spreadsheet

See Prior Fiscal Years

Tutorials and Training

- Accounts Payable Year-End 2021
- A/R - Inventory Year-End 2021
- Data Exploration Guide: Fiscal Year-End
- Data Exploration Series: Focus on Fiscal Year Rollover (Must RSVP by May 14)

A/R - Inventory Reporting Resources

- Worksheets:
  - Accounts Receivables Schedules
  - Inventory Schedules
  - Other Schedules

    Used to report Deposits, Unearned Revenue, Prepaid Expenses, and Accrued Expenses

A/R - Inventory Document Upload

DOCUMENT UPLOAD

YEAR-END OVERVIEW

Interim close of FY 2021 is June 30, however corrections can be made through July 16, 2021.

https://www.fso.arizona.edu/financial-management/year-end/overview-fy2021

Important Dates

- **June 30, 2021:** Interim close of fiscal year 2021 period 12. Interim reports will be available in UAccess Analytics for this period on Thursday, July 1.
- **July 12, 2021:** Line Item Receiving and PREQ documents will continue to post back to Period 12 through this date.
- **July 14, 2021:** Administrative Service Charge will post back to Period 12.
- **July 15, 2021:** PELs will be available after noon. Salary Expense Transfers related to the split payroll can be processed using the YEST.
- **July 17, 2021:** Administrative Service Charge runs for Period 13.

Corrections identified during the reconciliation of period 12

These corrections will need to be initiated using the year-end version of the corresponding document. For example, use the Year-End Distribution of Income and Expense (YEDI) instead of the standard Distribution of Income and Expense document (DI). This chart identifies the year-end version of the standard eDocs:

STANDARD EDOC	YEAR-END EDOC
Distribution of Income & Expense (DI)	Year-End Distribution of Income & Expense (YEDI)
General Error Correction (GEC)	Year-End General Error Correction (YEGC)
Transfer of Funds (TF)	Year-End Transfer of Funds (YETF)
Salary Transfer (ST)	Year-End Salary Transfer (YEST)

- **July 16, 2021:**
  - All department originated corrections need to be initiated by noon and approved by 5 p.m.
  - Administrative Service Charge (ASC) distributions to sub-accounts, sub-object codes, and project codes can be made using the YEDI and YEGC. Documents for movement of ASC must be initiated by noon and approved by 5 p.m.
  - All YESTs related to Salary Expense Transfers must be initiated by noon and approved by 5 p.m.
- **July 17, 2021:** Period 12 will close.
- **July 30, 2021:** Final FY 2021 period 13 close, with reports expected in Analytics on July 31.

FY2021 IMPORTANT DATES

A detailed list of dates can be found here:

https://www.fso.arizona.edu/financial-management/year-end

Sign up for the University Business Offices email list to receive weekly year-end updates.

Important Dates - Fiscal Year End 2021

For general year-end assistance, please contact **outreach@fso.arizona.edu**.

ITEM	DEADLINE	ANALYTICS	NOTES
Last day for departments to submit Purchase Requisitions	Friday, May 7	N/A	Last day for departments to submit fully approved Purchase Requisitions to Purchasing to ensure the order is placed, delivered, and paid in FY 2021.
Begin departmental review of FY 2021 account setups and attributes	Friday, May 7	N/A	Departments should begin review of their accounts for any FY 2021 changes that need to be made.
Requisitions and POs can be created for FY 2022	Monday, May 10	N/A	Requisitions and Purchase Orders can now be created for FY 2022.
Begin dual updating of maintenance tables	Monday, May 10	N/A	All Sub-Object Codes and Project Codes will need to be maintained in both FY 2021 and FY 2022.
Budget Organization Changes (Reorganization/Dept. Title/Account Remapping)	Friday, May 14	N/A	Deadline for approved reorganization/ department title/account remapping changes to the Office of Budget and Planning.
Purchase Order Amendments	Friday, May 14	N/A	Last day for departments to submit fully approved amendments to Purchasing to assure the amendment is processed in FY 2021.
Transfer of Funds (TFs) for Endowments	Friday, May 14	N/A	Last day to submit endowment TFs to guarantee they will be processed for FY 2021.
Change expiration dates for accounts	Wednesday, May 26	N/A	Last day to update account expiration dates in UAccess Financials to extend an account into the new FY for purposes of payroll funding. Transactions to update account expiration dates must show final in Financials by May 28. Account expiration changes made after this date will require account changes to funding in UAccess Employee as well.

How can UAccess Analytics tools help?

UAIR has created several reports and tools in UAccess Analytics that are here to assist you in planning for fiscal year-end rollover.

What are some useful tools to help manage my accounts for year-end reporting?

Focus on Financial Reporting

What reports can help me monitor financial accounts?

The **General – Financial Management** dashboard delivers tools to monitor general financial information. It is a practical means for account reconciliation. On this dashboard, you can find reports on transactions, payroll, income, and expenses.

Path to Reports:
UAccess Analytics Dashboards > Financial > General – Financial Management

Where can I go to find information for account reconciliation?

The **Account Reconciliation** tool provides six different reports on one page for a selected account number. Reports include account balance, income, expenses, transactions, and more.

Please note: The tool will only work for one account number at a time.

Path to Reports:
UAccess Analytics Dashboards > Financial > General – Financial Management > Account Reconciliation

How does this relate to Fiscal Year End?

The **Account Reconciliation** provides a good overall view of a given account’s current position. The tool lets you know if you have any transactions that have occurred in the current period (period 12 for FYE) that may require adjustment.

ACCOUNT RECONCILIATION REPORTS

- Current Account Balance
- Income / Expense
- Encumbrances and Pre-Encumbrances
- Transactions
- Open Operational Encumbrances
- Payroll Expenditure Listing
- Position Encumbrance Detail

Select the fiscal year, period number, and account number to filter reports.

Current Account Information

This report gives the current information for the account including supervisor and manager names.

Current Account Balance

This report details information on budget, income, expense, transfers, current balance, etc. for the selected account.

Income / Expense

This report gives details on income and expenses for the selected account.

This report details encumbrances and pre-encumbrances for the selected account.

General - Financial Management

Home | My Roles | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As [redacted] ▾

Overview | Current Account Balances | Income/Expense | Assets, Liabilities, and Fund Balance | Transactions | **Account Reconciliation** | Ledger Summary | FedEx Report | Transactions in Process | Cost Share | Check Lookup | Organization Roll-Up »

Account Reconciliation - Transactions

Select Report View: Reconciliation View ▾

Account Number	Account Name	Category Description	Object Code	Object Code Name	Transaction Date	Document	Document Number	Reference Document Number	Origin	Entry	Document Description	Vendor Name	Current Budget Amount	Current Month Actuals	Encumbrance Amount
[redacted]	[redacted]	ASSETS	[redacted]	*Equity in Pooled Cash	05/01/2020	SB	[redacted]	-	01	TP Generated Offset	Service Billing - Ricoh March/April Activity	-	[redacted]	[redacted]	[redacted]
					05/05/2020	ACHD	[redacted]	-	02	GENERATED OFFSET	-	-	[redacted]	[redacted]	[redacted]
					05/06/2020	LLPR	[redacted]	-	UE	GENERATED OFFSET	-	-	[redacted]	[redacted]	[redacted]
			[redacted] Total												
		EXPENSES	[redacted]	Fiscal App/Fac Salaries (ere 4)	05/06/2020	LLPE	[redacted]	-	MF	PAYROLL ENCUMBRANCES					
						LLPR	[redacted]	-	UE	NORMAL PAYROLL ACTIVITY					
			[redacted] Total												

Select a view for the report.

- ✓ Reconciliation View
- Summary by Account and Object Code
- Detail by Account and Object Code
- Reconciliation View by Period

This report details transactions for the selected account.

Open Operational Encumbrances

This report details transactions for the selected account.

Payroll Expenditure Listing

This report details payroll expenditures for the selected account.

Position Encumbrance Detail

This report details position encumbrances for the selected account.

Did you know there is a tool to help reconcile your PCard statements?

The **PCard Statement Reconciliation** dashboard contains transaction level detail for transactions occurring during a given period. This tool can be used in lieu of a Purchasing Card Statement.

Please note: The Post Date range defaults to the dates of the previous billing cycle and should match your most current PCard Statement.

Path to Reports:
UAccess Analytics Dashboards > Financial > General – Purchasing Card > Statement Reconciliation

How does this relate to Fiscal Year End?

Since PCard statements and reconciliation do not align perfectly with the University's fiscal periods, the **PCard Statement Reconciliation** dashboard will facilitate the PCard reconciliation process for the statement that crosses the two fiscal years.

https://pacs.arizona.edu/purchasing_card/news

What information and documentation is required for PCard purchases?

All PCard transactions (PCDO) must include:

1. An **original invoice/receipt** attached to the Notes and Attachments tab on the PCDO.
2. A **business purpose** for the expenditure. The business purpose provides justification for why the expenditure was incurred, how it benefited the University of Arizona, and how it complied with all laws and regulations. https://www.fso.arizona.edu/financial-management/business-purpose
3. In addition to the business purpose, some common PCard purchases require additional documentation.

See the PCard Compliance page for details: https://www.fso.arizona.edu/compliance/pcard

Select the filters for the report.

This report details purchasing card transactions for a selected account and time period (Post Date).

What tools will help assist with verifying PCard transactions for my department?

The **General - Purchasing Card - Action Items** dashboard contains several informational tiles to give you a quick overview of important PCard indicators during the *current billing cycle*.

Path to Reports:
UAccess Analytics Dashboards > Financial > General – Purchasing Card > Action Items

The report provides a way to stay on top of some of the more critical aspects of managing PCards including transactions auto approving soon, PCards expiring soon, and other PCard related items.

Note: This only shows the current period until you open it, so even if it says 0, you will still want to open the box.

Purchasing Card Transactions with No Supporting Documentation

This report shows the details on PCard transactions with no supporting documentation for the current billing period.

Purchasing Card Transactions with No Supporting Documentation

This report shows the details on PCard transactions with no supporting documentation for the selected post dates.

How do I track payroll expenses and salary expense transfers?

The **Payroll Expenditure Listing with SET** dashboard report shows payroll expenditures and salary expense transfers (SET) for a department. There are pivots to show the data in summary and in detail, listed by department, object code, employee, etc.

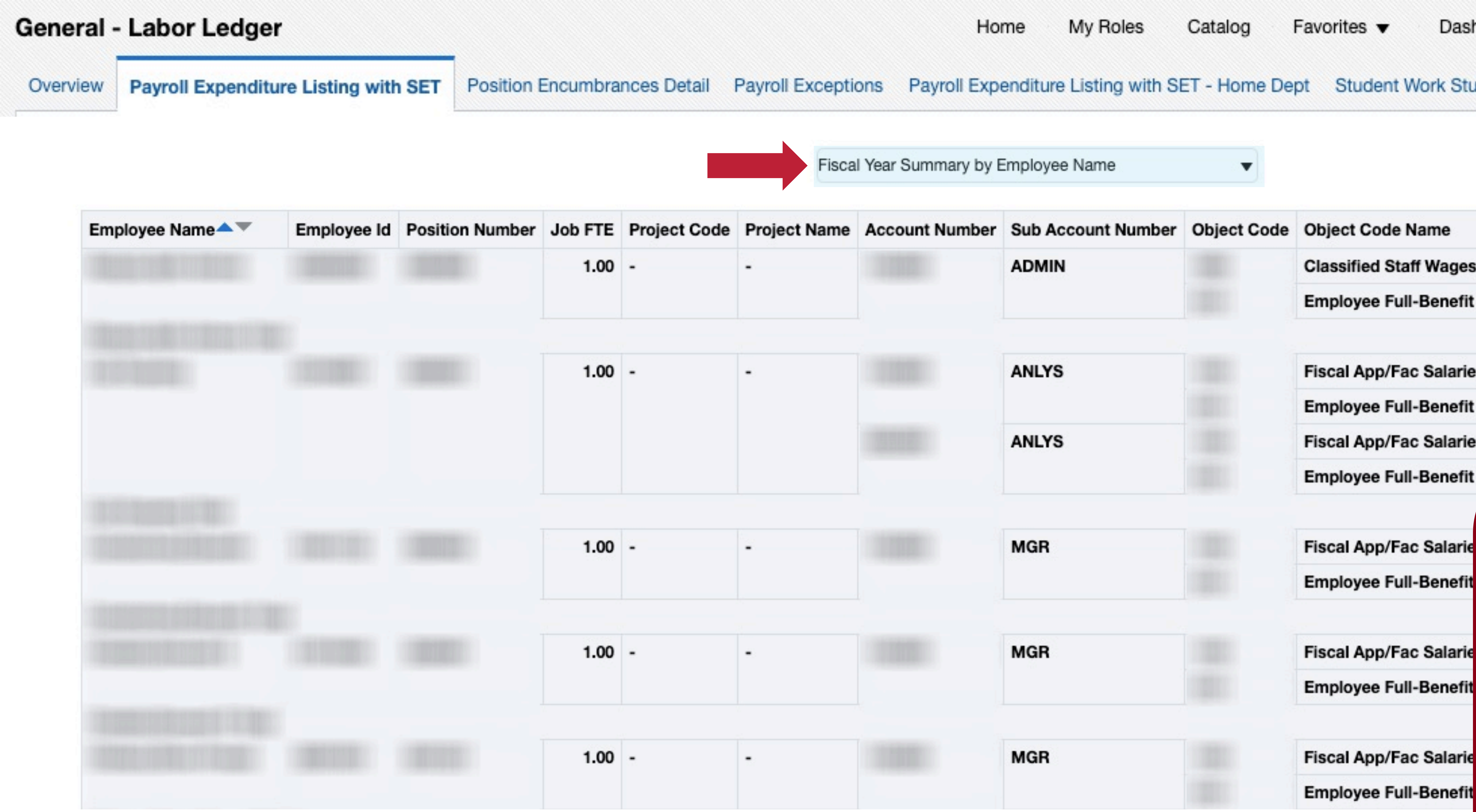
Path to Reports:
UAccess Analytics Dashboards > Financial > General – Labor Ledger > Payroll Expenditure Listing with SET

How does this relate to Fiscal Year End?

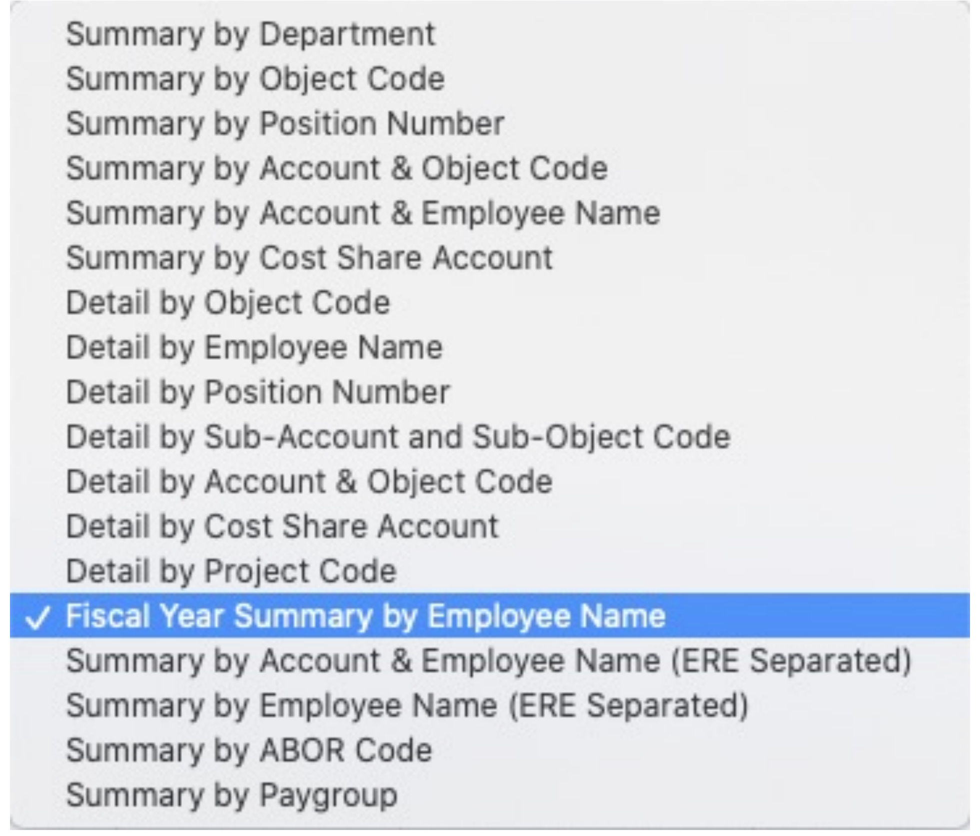
The **Payroll Expenditure Listing with SETs** allows you to review payroll and make any necessary adjustments prior to the end of the Fiscal Year. There is a specific view titled *Fiscal Year Summary by Employee Name* that provides a good overview of where an employee was paid from throughout the year.

Select the fiscal year, fiscal period, and organization code to filter the report.

Payroll Expenditure Listing with SET



Select a view for the report.



This report details Payroll Expenditures and Salary Expense Transfers.

How do I know what fund transfers are allowed between different accounts?

The **Allowable Transfers** dashboard is designed to assist you in learning the rules and appropriate transfer documents to use in processing the movement of funds between different accounts and sub-funds.

Path to Reports:
UAccess Analytics Dashboards > Financial > General – Financial Management > Overview
Listed under the ***Reconciliation Reports***

UAccess Analytics Dashboards > Financial > General – System Value Sets > Allowable Transfers

How does this relate to Fiscal Year End?

Since departments are working on cleaning up accounts at the end of the fiscal year, **Allowable Transfers** is a helpful tool to find the forms and documentation needed to transfer funds. You can filter the report by account number or sub-fund group code.

Select Account Number or Sub-Fund Group Code and set the values you would like to use to filter the data.

This report shows an allowable transfer of funds result. You can pull detailed lists of accounts and sub-fund groups this account can transfer to. Additionally, you can see what transfer options are available to you in the YES outcome.

General - System Value Sets

Home | My Roles | Catalog | Favorites | Dashboards | New | Open | Signed In As

Account Authorized Approvers and Management | Account Value Set Lookups | Account Funding Lookups | Account Analysis | Vendor Lookups | Core Value Lookups | Unit Value Lookups | Building Information | Account/Item Type Detail | **Allowable Transfers**

Allowable Transfers

1. Would you like to search by Account Number or Sub-Fund Group?

- (•) Account Number
- ( ) Sub-Fund Group Code

From Account

Account Number: 1

Account Name:

Sub Fund Group: Main Campus (A1) (MC)

Fund Group: State (ST)

List of Accounts That This Account Can Transfer Funds To

Sub Fund Groups This Account Can Transfer Funds To

Sub Fund Groups This Account Can Transfer Funds To

To Fund Group Code	To Fund Group Name	To Sub-Fund Group Code	To Sub-Fund Group Name
PL	Plant	CONDBT	State
		CONSTR	State
		DBTSVC	State
		INTLN	State
		LAND	State
		MISSPL	State
ST	State	MC	State

Return

Here is the detailed report of the Sub-Fund Groups this account can transfer funds to.

Here we see an account where the transfer of funds is not allowed. Even with a negative result, you can still pull the detailed lists of accounts and sub-fund groups this account can transfer to.

How do I discover what transactions are still en route for FY2021?

The **En Route Transaction** dashboard is designed to allow the user to view en route transactions across all UAccess Systems. Transactions can be viewed by:

- **Transactions Pending Approval**
- **Transactions Initiated**

Path to Reports:
UAccess Analytics Dashboards > Employee > Business Manager Home Page > UAccess Enroute Transactions

How does this relate to Fiscal Year End?

The **En Route Transactions** lets you know what transactions are still routing and risk being impacted by FYE procedures. Once year end adjustment transactions begin to route, they must be processed in a timely manner.

Please refer to the detailed list of important dates:
https://www.fso.arizona.edu/financial-management/year-end/dates-fy2021

Select the individual, organization, or college. Then select a transaction type you would like to use to filter the data.

UAccess Enroute Transactions

Click on the number of transactions to bring up a detailed report of items.

Business Manager Home Page Home | My Roles | Catalog | Favorites ▼ | Dashboards ▼ | New ▼ | Open ▼ | Signed In As ▼

UAccess Enroute Transactions

Financials (KFS) Transaction Details

Document Type Disbursement Voucher

Date Created	Document Number	Document Title	Link to eDoc	Initiator	Pending With
			View Document		
			View Document		

Return - Create Bookmark Link

Where can I find information on expiring accounts, ending positions, and ending Designated Campus Colleagues (DCC) relationships?

How do I keep track of my unit's employee information and expiring accounts?

The **Business Manager Home Page** provides a means of monitoring employee information. It can provide reports on expiring accounts, ending positions, and ending Designated Campus Colleagues (DCC) relationships.

Path to Reports:
UAccess Analytics Dashboards > Employee > Business Manager Home Page > Home

How does this relate to Fiscal Year End?

The **Business Manager Home Page** dashboard provides several reports that will support the management of positions, DCC Relationships, and funding that may expire with the end of the fiscal year. Using this dashboard, you can take action to ensure your positions, DCCs and funding sources are all updated prior to the start of the new year.

BUSINESS MANAGER HOME REPORTS

- **Positions Ending** (30, 60, 90, or 120 days)
- **DCC Relationships Ending** (one month)
- **Employees with Visa Expiring** (six months)
- **Accounts Expiring** (90 days)
- **Positions Funded from Expiring Accounts** (30 days)
- **Month's Birthdays & Work Anniversaries**

Positions Ending

The first report details positions which are ending within 30, 60, 90, or 120 days.

DCC Relationships Ending

This report details Designated Campus Colleague Relationships which are ending in the month.

Employees with Visa Expiring

This report details employees with expiring Visas for a six-month period.

Accounts Expiring in 90 Days

Business Manager Home Page

Home · My Roles · Catalog · Favorites ▾ · Dashboards ▾ · New ▾ · Open ▾ · Signed In As ▾

Overview · **Home** · Payment Requests · Pay Check · Service Awards · Supplemental Compensation · SUP Comp History · Retirement Eligibility · Unenrolled Student Employees · Affordable Care Act(ACA) · Weekly Reported Time for ACA · Benefits Enrollment »

Accounts Expiring in 90 Days

Organization Code	Expiration Date	Account Number	Account Name	Closed Flag	Fiscal Officer Name	Manager Name	Supervisor Name	Sub Account Number	Continuation Account Number

Analyze - Refresh - Print - Export

This report details expiring accounts for a 90-day period.

Positions Funded from Expiring Accounts

This report details positions that are funded from accounts that will expire in the next 30-days.

What are some useful tools to help manage my employees for year-end reporting?

Focus on Employee Reporting

Is there a way I can identify positions or individuals that will be ending?

The **Rollover Home** page has two dashboard tools to retrieve information on individuals and jobs with expected end dates and no expected end dates.

Path to the Reports:

UAccess Analytics Dashboards > Employee > Rollover > Home > Individuals/Jobs with Expected End Date

UAccess Analytics Dashboards > Employee > Rollover > Home > Individuals/Jobs with NO Expected End Date

How does this relate to Fiscal Year End?

The **Rollover Home** is a page to support the management of positions and employees. It allows you to review jobs and personnel with expected end dates and make any necessary adjustments prior to the end of the Fiscal Year.

Rollover

Home | My Roles | Catalog | Favorites ▼ | Dashboards ▼ | New ▼ | Open ▼ | Signed In As

Overview | Home | Funding and Compensation Details | Budget and Position Distribution

Individuals/Jobs with Expected End Date | Individuals/Jobs with NO Expected End Date

Rollover Reference Report

Individuals/Jobs with Expected End Date

College Id for Job Department	Job Department °	Employee ID	Position Number	Class Indicator	ABOR Code Description	Compensation Rate Code	Visa Expiration Date
--Select Value--		--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	Between
College Name For Job Department	**Job Department Name**	**Name**	**Supervisor Name**	**Paygroup**	**Contract Length**	**Jobcode Description**	**Expected End Date**
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	Between

Apply | Reset ▼

To capture particular employee groupings, complete the prompt as indicated below:

9Pay12 Employees
Compensation Rate Code = 'SAL'
Contract Length = 'A'

9Pay9 Employees*
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Faculty; Service Professional; Postdoctoral Scholar'
Compensation Rate Code = 'SAL9'

Fiscal Employees
Compensation Rate Code = 'SAL'
Contract Length = 'F'

Wage Employees
ABOR Code Description = 'Academic Professional; Administrative; Classified Staff; Postdoctoral Scholar; Service Professional'
Compensation Rate Code = 'HRLY'

Graduate Academic Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL9'

Graduate Fiscal Employees
ABOR Code Description = 'Graduate Assistant/Associate'
Compensation Rate Code = 'SAL'

Clinical Assistants
Class Indicator = 'Clinical Assistant'

Student Employees
ABOR Code Description = 'Student Worker'

****Please note that jobs for 9Pay9 employees with an EED action/reasons of RFB, OFF and SBR will continue through the next academic year automatically. MSS job change requests are not required to "return" this population from short work break.**

Select the job department, college ID, employee ID, etc. to filter the report.

UAccess Analytics

Individuals/Jobs with Expected End Date

Rollover

Home | My Roles | Catalog | Favorites ▼ | Dashboards ▼ | New ▼ | Open ▼ | Signed In As [illegible] ▼

Overview | **Home** | Funding and Compensation Details | Budget and Position Distribution

Individuals/Jobs with Expected End Date | Individuals/Jobs with NO Expected End Date

College Id for Job Department	College Name For Job Department	Job Department	Job Department Name	Employee ID	Name	Employee Record Number	Position Number/Type	Supervisor Name	UA Title	ABOR Code Description	Class Indicator	Paygroup	Employee Status	Job/Combined FTE	Compensation Rate	Expected End Date	EED Action Reason	Visa Expiration Date
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	03/17/2022	VSA	03/17/2022
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	08/31/2020	VSA	08/31/2020
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	06/02/2022	VSA	06/02/2022
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	Graduate Assistant/Associate	Graduate Assistants/Associates	GRD - Graduate Student	Active	.5 /.5	[illegible]	05/24/2020	SBU	05/20/2021
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	Graduate Assistant/Associate	Graduate Assistants/Associates	GRD - Graduate Student	Active	.5 /.5	[illegible]	05/24/2020	SBU	05/20/2021
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	12/11/2020	VSA	12/11/2020

This report details Jobs and Employees with expected end dates (Graduate Assistants/Associates, VISA expirations, etc.).

UAccess Analytics

Individuals/Jobs with NO Expected End Date

Select the job department, college ID, employee ID, etc. to filter the report.

Individuals/Jobs with NO Expected End Date

Rollover

Home | My Roles | Catalog | Favorites ▾ | Dashboards ▾ | New ▾ | Open ▾ | Signed In As [illegible] ▾

Overview | **Home** | Funding and Compensation Details | Budget and Position Distribution

Individuals/Jobs with Expected End Date | **Individuals/Jobs with NO Expected End Date**

College Id for Job Department	College Name For Job Department	Job Department	Job Department Name	Employee ID	Name	Employee Record Number	Position Number/Type	Supervisor Name	UA Title	ABOR Code Description	Class Indicator	Paygroup	Employee Status	Job/Combined FTE	Compensation Rate	Expected End Date	EED Action Reason	Visa Expiration Date
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Classified/University Wage	USP - University Staff Positive Rpt	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900
				[illegible]	[illegible]	0	[illegible]	[illegible]	[illegible]	University Staff	Reg App/Fac/Unv Fiscal	USE - University Staff Exception	Active	1 /1	[illegible]	01/01/1900	-	01/01/1900

This report details Jobs and Employees with NO expected end dates (a value of 01/01/1900).

What reports will provide information on FY 2021 and FY 2022 Position Distribution?

UAccess Analytics and UAccess Employee provides information on budget, funding, and position distribution for your employees in the following reports:

Funding and Compensation Details Report:
UAccess Analytics > Employee > Rollover > Funding and Compensation Details

Budget and Position Distribution Report:
UAccess Analytics > Employee > Rollover > Budget and Position Distribution Report

Position Distribution History:
UAccess Employee > Manager Self Service > MSS Online Forms > Position > Request Position Dist (New) > Position Distribution History Link

How does this relate to Fiscal Year End?

It is important to review current and future funding reports in UAccess to determine if funding updates are needed.

Deadlines

May 29th: Fiscal Year 2022 Position Distribution account snapshot taken

June 1st: Fiscal Year 2022 Position Distribution is available

Effective Dates 07/01/2021-06/26/2022

June 26th: MSS Position Distribution Changes for Fiscal Year 2021

Effective Dates 06/14-06/27

July 10th: MSS Position Distribution Changes for Fiscal Year 2022

Effective Date 06/28-07/11

Funding and Compensation Details

This report provides the latest job change for an employee. Also, the current and future position funding for a position.

Budget and Position Distribution Report

This report provides data on the budget and position distribution for the selected college, department, or account organization.

How do I identify outstanding employee FY/AY 2021 Contracts?

The **Contracts Past Due** and **Contracts Not Sent to Employees** reports provide details on outstanding employee contracts.

Path to Reports:
UAccess Analytics > Employee > Manager Self Service > Contracts Past Due

UAccess Analytics > Employee > Manager Self Service > Contracts Not Sent to Employees

Deadline
06/14 College Approvers remove, deny or withdraw contracts not accepted for FY 2021

How does this relate to Fiscal Year End?

College and Department Contract Approvers must remove, deny, or withdraw outstanding contracts by the end of the fiscal year, or you will not be able to generate new contracts for these employees for FY/AY 2022.

Contracts Past Due

Manager Self Service

Home | My Roles | Catalog | Favorites | Dashboards | New | Open | Signed In As

Overview | MSS Transactions Summary | MSS Workflow Metrics | MSS Home | MSS Transaction Status Report | MSS Transaction Audit Report | MSS Activity Reports | MSS Security | Contract Status Details | **Contracts Past Due** | Contracts Not Sent to Employees | Update

Job Department Id	Job Department Name	College Id for Job Department	College Name for Job Department	Employee Id	Contract Length	ABOR Code Description	First Name	Last Name	
--Select Value--	--Select Value--	--Select Value--	[illegible]	--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	Apply Reset

Select the Job Department ID, College ID, Employee ID, etc. to filter the report.

Contracts Past Due

Fiscal Year	College Id for Job Department	College Name for Job Department	Job Department Id	Job Department Name	Employee Id	Last Name	First Name	Position Number	UA Title	FTE	Transaction Number	Contract Status Description	Contract Length Description	ABOR Code Description	Sent On	Days Since Contract Sent
2021	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
			[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Fiscal	Post Doctoral Scholar	03/03/2021	54
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	01/29/2021	87
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Administrative	02/19/2021	66
2021		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Waiting For Acceptance	Academic	Faculty	02/02/2021	83

This report lists employees with contracts “Waiting For Acceptance” after 13 days for the Fiscal and 29 days for Academic contract lengths. The 13- or 29-day period begins when the contract is forwarded to the employee for acceptance.

Contracts Not Sent to Employees

Select the Job Department ID, College ID, Employee ID, etc. to filter the report.

This report provides a list of employees who have not received a contract in Employee Self Service for the current fiscal year. Contracts for employees listed have not been generated by the College or are awaiting action by the College or HR Department Approvers.

What reports will provide information on Designated Campus Colleagues?

UAccess Analytics and UAccess Employee provides information on DCCs that may require action:

DCCs Not Extended Report:

UAccess Analytics > Employee > Manager Self-Service> DCC Not Extended

Deadlines

June 30th: DCC Rollover transactions need to be fully approved

DCC Not Extended

Select the College ID, Department ID, etc. to filter the report.

This report provides a list of all Designated Campus Colleagues that have not been extended.

HUMAN RESOURCES - WORKFORCE SYSTEMS

Website:

- https://hr.arizona.edu/workforce-systems
- https://hr.arizona.edu/hr-resources/calendars
- https://hr.arizona.edu/hr-resources/training-guides

Questions:

- Workforcesystems@arizona.edu

THE VALUE OF CUSTOMER EXPERIENCE

UAIR is here to provide ongoing customer experience, training, and support. We want the campus community to have the knowledge and the know-how to take full advantage of our products and services.

STILL WANT TO KNOW MORE?

TAKE ADVANTAGE OF OUR KNOWLEDGE. UAIR is here to enhance data literacy and customer experience for campus.

- **UAIR Newsletter**
  (providing information and news to the campus community)
- **UAccess Analytics Training**
  (basic & intermediate level workshops)
- **Analytics Office Hours**
  (visit with our staff to have your individual questions answered)
- **UAccess Community**
  (a community of users and resources)
- **Data Exploration Series**
  (providing quarterly data literacy presentations)

Visit our website for more information or to sign-up: https://uair.arizona.edu/

Connect with us.

uair.arizona.edu
uair@arizona.edu

University Analytics & Institutional Research

THANK YOU

Let us know how we did. Please take our survey!