DCC Rollover FY16

MSS QUICK REFERENCE GUIDE
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1. GUIDE OVERVIEW

Designated Campus Colleagues (DCC) relationships must be renewed on an annual basis to avoid interruption of access to services.

This guide outlines the Manager Self Service (MSS) – DCC Year-End Dept. Rollover process to End/Extend multiple DCC relationships for individuals up to but no later than June 30th of every fiscal year.

1.1 DCC ROLLOVER INFORMATION

- The DCC rollover process requires action from the sponsoring department to prevent the relationship from expiring.
- DCC rollover requests may be submitted 90-days prior to the end of the current fiscal year.
- The DCC Year-End Dept. Rollover process to End/Extend multiple DCCs does not provide the ability to add attachments.
  - Please submit transactions requiring attachments using the “Modifying Existing DCC” request page in MSS. Please see the Designated Campus Colleague Guide for detailed instructions.

2. IMPORTANT DATES AND DEADLINES

- May 04, 2015 – DCC Year-End Dept. Rollover available in MSS
- May 29, 2015 - Approved MSS DCC Rollover Requests due to Systems Control

3. MSS DCC YEAR-END DEPT ROLLOVER

This section outlines the process to initiate and submit DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

3.1 NAVIGATION – CREATE MSS DCC YEAR-END DEPT ROLLOVER LIST

Manager Self Service > MSS Online Forms > People > DCC Year-End Dept. Rollover
3.2 CREATE DCC ROLLOVER LIST

- Enter the DeptID of the Sponsoring Department and click Search
  - This displays a list of individuals who currently have DCC relationships (this includes only DCCs whose expiration dates are within 30 days of the current date).

- **DCC not appearing in the list?**
  - DCC relationships with expiration dates that go back more than 30-days from the current date may be extended by using the “MSS -Campus College Request”. This form allows the selection of the “Modify Existing Relationship” and “Add Relationship” options to extend DCC relationships. Please see the Designated Campus Colleague Guide for detailed instructions.
  - A new DCC agreement must be accepted by these individual(s) for the relationship(s) to be recognized in the UAccess Employee, Analytics and EDS systems.

3.3 EXTENDING DCC END DATES

Once the DCC Year-End Rollover List appears, the New Expiration dates can be entered for individuals continuing their DCC relationship (not to exceed 6/30 fiscal year end date).

1. Enter the **New Expiration Date** for individual(s) who will continue DCC relationships with Sponsoring Departments.
   - Transaction Pending? The DCC expiration dates can be updated for the full or partial list of individuals displayed. If a partial list is submitted, the record(s) updated will display a check mark in the “Transaction Pending?” box. The remaining DCC expiration dates are available for update.
   - Expired Visa – DCC Expiration dates cannot be extended beyond the VISA EXP DT. by way of the DCC list. Use the MSS DCC Extend/End request to extend both the end date and the visa status expiration date.

2. Click **Submit** to route the list for approval.
4. APPROVING / DENYING REQUESTS

This section outlines the process to approve/deny DCC Year-End Dept. Rollover lists to extend DCC relationships for the next fiscal year.

4.1 NAVIGATION – APPROVE/DENY MSS DCC YEAR-END DEPT ROLLOVER LIST

Campus Colleague (DCC) requests pending approval can either be accessed through the “pagelet” or the “Manage DCC Year-End Rollover” page. Once the page is open, follow the instructions in the next Section.

- **Pagelet:**

  ![MSS Approval Summary](image)

  - Transaction Type: MSS Year End Rollover

- **Navigation to Open Page Directly:**

  Manager Self Service > MSS Online Forms > People > Manage DCC Year-End Rollover
  - Enter the DeptID of the Sponsoring Dept to see current list to Approve/Deny.

4.2 HOW TO APPROVE/DENY DCC YEAR-END REQUESTS

Once the Manage DCC Year-End Rollover page is open, follow the instructions below to Approve/Deny DCC requests on the list.

1. Check the appropriate box for each DCC on the list:
   a. Select the **Mark for Approval** box to approve the extended end dates for the individual(s) listed.
   b. Select the **Mark for Denial** box to deny the extended end date for the individual(s) listed.
2. Click on the Approve/Deny as Marked button when finished selecting approve or deny for the individual(s) listed.

*Note: Users are able to approve/deny partial lists. They may return to the list and continue to approve/deny individual(s) at a later time if needed.*

See example below:

![Manage Campus Colleague Year-End Rollover](image)

### 5. DCC TYPES AND CATEGORY CODES

A Designated Campus Colleague (DCC) matrix which provides a quick glance of descriptions and available services for each of the DCC categories and sub-categories is available on the [Systems Control website](#). An example of this matrix is provided below:

Navigation: Systems Control Website>UAccess Resources > Designated Campus Colleague (DCC) Quick Reference Matrix
6. REVISION HISTORY

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Change Control Log

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