

OPS Process

Provost Business Office-HR

Step 1- Verify Employee OPS Eligibility: Departments must verify that employees are eligible to receive Other Professional Compensation. Please reach out to provosthr@arizona.edu to confirm eligibility PRIOR to extending an offer for such arrangement. Employees must NOT perform any work until confirmation is received by Provost HR Team. For more information on *general* OPS eligibility criteria, please visit the University of Arizona's Other Professional Services Compensation (OPS) [website](#).

Step 2- Electronic OPS Form: Due to the number of units we service, and volume of HR requests processed by our office, our HR Team utilizes an electronic form to collect OPS information. This form allows our HR team to 1) gather necessary information to create OPS positions, 2) stay organized and 3) track the number of requests received and processed by our team. Electronic submissions are reviewed daily. Please use this [link](#) when ready to submit your OPS request to our team for processing.

- You will need to log in using your UA e-mail, UA Net ID and Password. The minimum timeline for processing OPS requests is 1 pay period. This timeline takes into consideration the following:
 - PCN Approval: 1- 3 days
 - Routing of form for Home/College signatures: 3-5 business days.
 - Processing and approval of MSS Transaction: 3-5 business days.

Timeline may be extended depending on workload and when forms are signed by employees' Home/College and received by our office.