



MSS Online Transaction Matrix

Transaction Type	Student Group B-D	Grad Assist/Associate	Classified Staff	Faculty/Appointed
Additional Jobs	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire	PAF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Job Change	PAF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Job Change	PAF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Job Change
Contingent Workers	New Hire Forms Packet – Not available in MSS. Route hard copies to approvers prior to Workforce Systems.	N/A	N/A	N/A
Department Transfers	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service> MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change
Designated Campus Colleagues (DCCs) – <u>Pre-hires Only</u>	N/A	N/A	MSS – UAccess Employee Manager Self Service> Online Forms>People>Campus Colleague Request	MSS – UAccess Employee Manager Self Service> Online Forms>People>Campus Colleague Request
Graduate NOA (Contracts)	N/A	MSS – UAccess Employee Manager Self Service> Utilities >NOA Grads>Administer NOAs	N/A	N/A
I-9 (excluding Remote Hires)	MSS - Do not attach I-9 documents to MSS transaction. Deliver copies of I-9 documents to Workforce Systems noting the MSS Trans #	MSS - Do not attach I-9 documents to MSS transaction. Deliver copies of I-9 documents to Workforce Systems noting the MSS Trans #	MSS - Do not attach I-9 documents to MSS transaction. Deliver copies of I-9 documents to Workforce Systems noting the MSS Trans #	MSS - Do not attach I-9 documents to MSS transaction. Deliver copies of I-9 documents directly to Workforce Systems noting the MSS Trans #

*Personnel Action Forms (PAFs) and Position Control Forms (PCFs) are available in UAccess Analytics – Dashboards>Employee>Business Manager Home Page>Home>Forms. PAFs will route within MSS for signature approvals; however, unpaid leaves and sabbaticals for appointed personnel require advance approval of the leave request from the Provost’s office before initiating the MSS Exception Request. For MSS Exception Requests, include any additional documentation required for the requested action with the PAF (see [Employment Transaction Requirements](#))



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I-9 (Remote Hires)	USCIS I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #
Job Data Change – Modify Job Attributes (Such as FTE, Pay Rate, Expected End Date, Extensions)	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes
Job Data Change – Position / Assignment Change (Internal transfers within dept, External Transfers to new dept, Shifts within Student B-D.) <i>Must change position number</i>	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change
Job Data Change – Position Life Cycle (Promotions within same position, Staff Reclassifications, Appointed Title Change) <i>Must change title.</i>	N/A	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles
Job Data Change – Student Worker or Graduate Assistant/Associate to Staff or Appointed	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change

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Leaves – Unpaid or Sabbaticals	N/A	N/A	PAF* with MSS Exception – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > MSS Exception > Request MSS Exception > Create New Exception Request > Leaves – Unpaid or Sabbaticals	PAF* with MSS Exception – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > MSS Exception > Request MSS Exception > Create New Exception Request > Leaves – Unpaid or Sabbaticals
New Hires	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Employment and Job > Request New Hire	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Employment and Job > Request New Hire	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Employment and Job > Request New Hire	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Employment and Job > Request New Hire
Notice of Appointment (Faculty/Appointed)	N/A	N/A	N/A	MSS – UAccess Employee <i>Manager Self Service</i> > Utilities > Administer NOAs
Other Professional Services	N/A	N/A	N/A	Other Professional Services (OPS) – Not available in MSS. <i>Route hardcopy documents to the Provost’s office prior to Workforce Systems.</i>
Personal Information Changes	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > People > Request Personal Info Changes	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > People > Request Personal Info Changes	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > People > Request Personal Info Changes	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > People > Request Personal Info Changes
Position Distribution	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Request Position Dist. (New)	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Request Position Dist. (New)	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Request Position Dist. (New)	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Request Position Dist. (New)
Position Management	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Create/Modify Position	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Create/Modify Position	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Create/Modify Position	MSS – UAccess Employee <i>Manager Self Service</i> > MSS Online Forms > Position > Create/Modify Position

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Position Management – (To Activate an Inactive Position)	PCF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management	PCF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management	PCF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management	PCF* with MSS Exception – UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management
Rehires	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire
Retirements	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement
Summer/Winter Session	Contact Summer Session Office	Contact Summer Session Office	Contact Summer Session Office	Contact Summer Session Office
Supplemental Compensation	N/A	Supplemental Compensation Authorization – Graduate Assistants/Associates - Not available in MSS. Route hard copies to approvers prior to Workforce Systems	Supplemental Compensation Authorization – Classified Staff - Not available in MSS. Route hard copies to approvers prior to Workforce Systems	Supplemental Compensation Authorization – Appointed Personnel - Not available in MSS. Route hard copies to approvers prior to Workforce Systems
Terminations	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Termination	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Termination	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Termination	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Termination

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Title Management (Additional titles)	N/A	N/A	N/A	MSS – UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Title Management
Visa Extensions	USCIS form (Hard Copy) – Complete section 3 of I-9 form. Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS form (Hard Copy) – Complete section 3 of I-9 form. Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS form (Hard Copy) – Complete section 3 of I-9 form. Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #	USCIS form (Hard Copy) – Complete section 3 of I-9 form. Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #

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