

ADDITIONAL DUTIES INCREASE Request

Discuss the Additional Duties Increase with Richard and Jerie in COM-T HR before submitting a request.

Submit the following to Richard and Jerie, who will review:

1. Completed Additional Duties Request Form
2. Recent Career Conversation

If the Additional Duties Increase is Approved, then:

- Submit a Job Change (Manager Self Service)
- Request MSS Transactions Tile
- Employment and Job
- Request Employment/Job Change
- Job Data Change
- New Request
- Select Modify Job Attributes).
- Include detailed comments

Attachments Needed

- Completed signed form
- Approval email

Notes

- If the request is for 10% or less, we can approve.
- If the request is above 10%, we will seek approval from Jenna Elmer and Compensation.
- The timeframe for an Additional Duties Increase is up to two weeks, depending on our workflow.

Resources

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