ADDITIONAL JOB

ADDITIONAL JOB FOR A STAFF
- ➢ UAccess
- ➢ Request MSS Transactions
- ➢ MSS Exceptions
    - o MSS Exception Request
    - o Create New Exception Request
    - o Enter effective date
    - o Select Transaction Type: Additional Job
    - o Enter Employee ID
    - o Enter Department ID for Routing
    - o Complete Request Description and Request Justification

Attachments Needed
- • PAF (Personal Action Form)
- • Signed Offer Letter
- • Resume/application materials

Notes
- • MSS Exceptions additional jobs are submitted for staff employees

ADDITIONAL JOB FOR A STUDENT
If a student already has an existing job and you want to add a new one:
- ➢ UAccess
- ➢ Request MSS Transactions
- ➢ Employment and Job
    - o Request New Hire
    - o Initiate Hiring Request
    - o Enter Employee ID
    - o Select Additional Job Type: Student
    - o Enter PCN
    - o Complete form

Attachments Needed
- • None

Notes
- • A new PCN for the position will be needed to submit an Additional Job request for a student.

ADDITIONAL JOB FOR A GRAD STUDENT

If you are adding another Grad position (GRA or GTA), then you will need to submit a MSS Exception.

- ➢ MSS Exceptions
    - o MSS Exception Request
    - o Create New Exception Request
    - o Enter effective date
    - o Select Transaction Type: Additional Job
    - o Enter Employee ID
    - o Enter Department ID for Routing
    - o Complete Request Description and Request Justification

Attachments Needed
- • PAF (Personal Action Form)
- • Signed Offer Letter

If you are adding another position to a Grad that **is NOT** another Grad position, then you will need to submit a Supplemental Compensation Transaction.