EMPLOYMENT/JOB CHANGE

There are three main categories for Job Data Changes to select from:

1. **Position/Assignment Change** – includes Internal/External Transfers; Shifts within Student Groups A-D

2. **Modify Job Attributes** – includes FTE, Pay Rate, Expected End Date

3. **Position Life Cycle** – includes Promotion within the same position with a title change, or just a title change

➢ UAccess
➢ Request MSS Transactions
➢ Employment and Job Change
➢ Request Employment/Job Change
➢ Job Data Change – New Request
➢ Enter employee information and select the employee
   o Select Position/Assignment Change - for Internal/External Transfers, -OR -
   o Select Modify Job Attributes – to change FTE, pay rate, expected end date, -OR-
   o Select Position Life Cycle – for a promotion within the same position
➢ Go down to Job Title and/or UA Title/Working Title to change

Attachments Needed
- Depending on the transaction type, attachments may include LOO, applicant materials, Talent requisition, or department head/authorized approval justification request, or Incumbent Review letter, etc.

Notes
- Use the comments section to explain what changes are taking place.
- If the Job Title or Working Title is being changed, attach an email that supports the request.
- Such things as Additional Jobs and Leaves of Absences should be submitted using a MSS Exception Request and attaching a completed PAF.