



# MSS Online Transaction Matrix

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



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| <b>Job Data Change - Modify Job Attributes</b><br>(Such as FTE, Pay Rate, Expected End Date, Extensions)  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes      | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Modify Job Attributes      | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change                            | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change                            |
| <b>Job Data Change - Position Life Cycle</b> (Promotions within same position, Staff Reclassifications, Appointed Title Change) <i>Must change title.</i> | N/A   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles       | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles                                  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position Life Cycles                                  |
| <b>Job Data Change - Student Worker or Graduate Assistant/Associate to Staff or Appointed</b>   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change                            | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Job Data Change-New Request>Position/Assignment Change                            |
| <b>Leaves - Unpaid or Sabbaticals</b>   | N/A   | N/A   | <a href="#">PAF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Leaves – Unpaid or Sabbaticals | <a href="#">PAF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Leaves – Unpaid or Sabbaticals |
| <b>New Hires</b>  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire   |
| <b>Notice of Appointment</b> (Faculty/Appointed)  | N/A   | N/A   | N/A  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>Utilities>Administer NOAs  |

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| <b>Other Professional Services</b>                              | N/A   | N/A   | N/A   | <a href="#">Other Professional Services (OPS)</a> - Not available in MSS. Route hardcopy documents to the Provost's office prior to Workforce Systems   |
| <b>Personal Information Changes</b>                             | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms> People > Request Personal Info Changes  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms> People > Request Personal Info Changes  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms> People > Request Personal Info Changes  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms> People > Request Personal Info Changes  |
| <b>Position Distribution</b>                                    | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position>Request Position Dist. (New)  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position>Request Position Dist. (New)  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position>Request Position Dist. (New)  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position>Request Position Dist. (New)  |
| <b>Position Management</b>                                      | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position> Create/Modify Position   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position> Create/Modify Position   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position> Create/Modify Position   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Position> Create/Modify Position   |
| <b>Position Management - (To Activate an Inactive Position)</b> | <a href="#">PCF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management | <a href="#">PCF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management | <a href="#">PCF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management | <a href="#">PCF*</a> with <a href="#">MSS</a> Exception - UAccess Employee Manager Self Service>MSS Online Forms>MSS Exception>Request MSS Exception>Create New Exception Request>Position Management |
| <b>Rehires</b>  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request New Hire  |
| <b>Retirements</b>  | N/A   | N/A   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement   | <a href="#">MSS</a> - UAccess Employee Manager Self Service>MSS Online Forms>Employment and Job>Request Employment/Job Changes>Retirement   |

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| <b>Sabbatical Compensation</b> - (For employees on 60% sabbatical who will receive up to 40% additional compensation) | N/A  | N/A  | N/A  | Supplemental Compensation <a href="#">Form</a> with <a href="#">MSS</a> Exception - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;MSS Exception&gt;Request MSS Exception&gt;Create New Exception Request&gt;Additional Job</i>   |
| <b>Summer/Winter Session</b>  | <a href="#">Contact Summer Session Office</a>  | <a href="#">Contact Summer Session Office</a>  | <a href="#">Contact Summer Session Office</a>  | <a href="#">Contact Summer Session Office</a>  |
| <b>Supplemental Compensation</b>  | N/A  | <a href="#">MSS</a> – UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Adn'l Compensation</i>   | <a href="#">MSS</a> – UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Adn'l Compensation</i>   | <a href="#">MSS</a> – UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Adn'l Compensation</i>   |
| <b>Terminations</b>   | <a href="#">MSS</a> - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</i>  | <a href="#">MSS</a> - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</i>  | <a href="#">MSS</a> - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</i>  | <a href="#">MSS</a> - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</i>  |
| <b>Title Management</b><br>(Additional titles)  | N/A  | N/A  | N/A  | <a href="#">MSS</a> - UAccess Employee <i>Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Title Management</i>   |
| <b>Visa Extension</b>   | <a href="#">USCIS form (Hard Copy)</a> - Complete section 3 of I-9 form. <i>Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans # - For job expected end date changes, use MSS Job Change. For just visa extensions, use MSS Exception &gt; Visa Extension.</i> | <a href="#">USCIS form (Hard Copy)</a> - Complete section 3 of I-9 form. <i>Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans # - For job expected end date changes, use MSS Job Change. For just visa extensions, use MSS Exception &gt; Visa Extension.</i> | <a href="#">USCIS form (Hard Copy)</a> - Complete section 3 of I-9 form. <i>Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans # - For job expected end date changes, use MSS Job Change. For just visa extensions, use MSS Exception &gt; Visa Extension.</i> | <a href="#">USCIS form (Hard Copy)</a> - Complete section 3 of I-9 form. <i>Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans # - For job expected end date changes, use MSS Job Change. For just visa extensions, use MSS Exception &gt; Visa Extension.</i> |

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