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![MSS Online Transaction Matrix](image)

* Revised 7/17/2017

Page 1 of 5
### MSS Online Transaction Matrix

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Student Group B-D</th>
<th>Grad Assist/Associate</th>
<th>Classified Staff</th>
<th>Faculty/Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9 (Remote Hires)</td>
<td>USSC I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #</td>
<td>USSC I-9 form (Hard Copy) - Deliver original of I-9 form and copies of I-9 documents to Workforce Systems noting the MSS Trans #</td>
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</tr>
<tr>
<td>Job Data Change – Position Life Cycle (Promotions within same position, Staff Reclassifications, Appointed Title Change) Must change title.</td>
<td>N/A</td>
<td>USCC – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Job Data Change-New Request&gt;Position/Assignment Change</td>
<td>USCC – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Job Data Change-New Request&gt;Position/Assignment Change</td>
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</tr>
<tr>
<td>Job Data Change – Student Worker or Graduate Assistant/Associate to Staff or Appointed</td>
<td>USCC – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Job Data Change-New Request&gt;Position/Assignment Change</td>
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<tbody>
<tr>
<td>Leaves – Unpaid or Sabbaticals</td>
<td>N/A</td>
<td>N/A</td>
<td>PAF* with MSS Exception – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;MSS Exception&gt;Request MSS Exception&gt;Create New Exception Request&gt;Leaves – Unpaid or Sabbaticals</td>
<td>N/A</td>
</tr>
<tr>
<td>Notice of Appointment (Faculty/Appointed)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>MSS – UAccess Employee Manager Self Service&gt;Utilities&gt;Administer NOAs</td>
</tr>
<tr>
<td>Other Professional Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Other Professional Services (OPS) – Not available in MSS. Route hardcopy documents to the Provost’s office prior to Workforce Systems.</td>
</tr>
<tr>
<td>Personal Information Changes</td>
<td>MSS – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;People &gt; Request Personal Info Changes</td>
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</tr>
<tr>
<td>Position Management</td>
<td>MSS – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Position&gt; Create/Modify Position</td>
<td>MSS – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Position&gt; Create/Modify Position</td>
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<td><strong>Position Management</strong></td>
<td>PAF* with MSS Exception – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;MSS Exception&gt;Request MSS Exception&gt;Position Management</td>
<td>PAF* with MSS Exception – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;MSS Exception&gt;Request MSS Exception&gt;Position Management</td>
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<td>PAF* with MSS Exception – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;MSS Exception&gt;Request MSS Exception&gt;Position Management</td>
</tr>
<tr>
<td><strong>Summer/Winter Session</strong></td>
<td>Contact Summer Session Office</td>
<td>Contact Summer Session Office</td>
<td>Contact Summer Session Office</td>
<td>Contact Summer Session Office</td>
</tr>
<tr>
<td><strong>Supplemental Compensation</strong></td>
<td>N/A</td>
<td>Supplemental Compensation Authorization – Graduate Assistants/Associates - Not available in MSS. Route hard copies to approvers prior to Workforce Systems</td>
<td>Supplemental Compensation Authorization – Classified Staff - Not available in MSS. Route hard copies to approvers prior to Workforce Systems</td>
<td>Supplemental Compensation Authorization – Appointed Personnel - Not available in MSS. Route hard copies to approvers prior to Workforce Systems</td>
</tr>
<tr>
<td><strong>Terminations</strong></td>
<td>MSS – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</td>
<td>MSS – UAccess Employee Manager Self Service&gt;MSS Online Forms&gt;Employment and Job&gt;Request Employment/Job Changes&gt;Termination</td>
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