Assign Additional Appointment for Employee in Different Department via MSS

**Purpose**

Use this procedure to create an additional appointment for an employee who does not currently work in your department.

**Trigger**

Perform this procedure when and employee will be concurrently employed by working in more than one department.

**Procedure**

1. Enter the web address for **MSS via Portal**: [https://ibis.sap.txstate.edu:50001/irj/portal](https://ibis.sap.txstate.edu:50001/irj/portal)
2. Input user ID and password.
3. Click **Logon** button.
4. Click the **Manager Self-Service tab**
5. Click **Launch Blank PCR Form** section.
6. Click **Launch Blank PCR Form** located in the **Launch Blank PCR Form** section.
7. Click **Launch Blank PCR Form** located in the **Launch Blank PCR Form** section.
8. Complete the following fields in the **Employee Lookup** section:
   - **Last Name**
   - **First Name**
   - or **Social Security #**
9. Click **Start Search**.
10. Complete the following fields:
    - **Effective Date**
    - **Reason**
10. Review the following fields in the Accounting Information section:

- The funding information for a position will default from Organizational Management. The information will only be changed when there is a change in funding. This information will always change for Work Study students.

- The system requires Fund field plus one of the following elements (Cost Center, Internal Order, WBS Element.) The exception is for Internal Orders. If the Internal Order starts with a "5" then a Cost Center is required.

- Percent
- Cost Center
- Order
- WBS
- Fund

If Grant funded, enter Funding End Date mm/dd/yyyy

11. Additional Appointment – Comments- REQUIRED

Input the reason for the PCR in the Comments - REQUIRED field.
12. Click **Check For Errors**.

13. Click **Print**.

![Error symbol](Image)

Save a copy of the document to your desktop or print an extra copy. The system will not store a copy of the PCR until we have Workflow in place.

14. Click **Close**.

![Information symbol](Image)

Route the printed document with any required paperwork for approval signatures. Student worker PCRs are sent directly to the HR Master Data Center. All graduate student PCRs are routed to the Graduate College. Grant funded PCRs are routed to OSP for approval. After approvals or for all other PCRs, route to Human Resources or Faculty Records for processing.

15. You have completed this transaction.

**Result**

You have created a PCR to create an additional appointment for an employee who works in a different department.