Assign Additional Appointment for Employee in Same Department via MSS

Purpose
Use this procedure to create an additional appointment for an employee in the same department in which they currently work.

Trigger
Perform this procedure when an employee is paid two different rates of pay, has two different positions with different job duties or has two different reporting lines in the same department.

Procedure
1. Enter the web address for MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal

SAP Netweaver Portal

2. Input user ID and password.

3. Click Logon button.

Portal Welcome Screen

4. Click Manager Self-Service tab

Selection of Personnel Change Requests

5. Click on the name of the employee you are creating the PCR for

6. Click To Form Selection,

Selection of Personnel Change Requests

7. Click Additional Appointment.

Additional Appointment

8. Click to enlarge the PCR screen.

Additional Appointment

9. Complete the following fields:
   - Effective Date Click Update
   - Reason
   - Position
   - Employment Percentage
10. Review the following fields:

- **Monthly Salary/Hourly Rate**
- **Time Administrator**

The funding information for a position will default from the information that is stored on the position when it is set up on 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 general rule is that the system requires Fund plus one of the following elements (Cost Center, Internal Order, WBS Element.) The exception to the general rule 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 Icon] 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 Icon] 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 PCR.**

**Result**

You have created a PCR to create an additional appointment for an employee in the same department.