Instructions for completing the Salary Change form to accommodate Temporary Additional Duties

Access the form through Manager Self Service [MSS], Personnel Actions

- Highlight the employee
- Select Form
- Select Salary Change

- Enter date temporary additional duties are to begin
- Click Continue Editing Form
- Select Action Reason: Commence Additional Duties
- Confirm Temporary Additional Duties

- Enter Temporary Additional Duties End Date

- Enter temporary Hourly Rate

- Complete Cost Distribution if necessary
- Attach documentation
- Enter reason for temporary additional duties under Comments
- Review form accuracy
- Submit form