

# Additional Appointments

---

## Scope

This procedure covers submitting transactions to affect special types of payment not necessarily related to the employee's primary position, also known as additional appointments via Manager Self-Service.

## Policy

## Distribution

Manager Self-Service User\*

## Ownership

The HRIS Director [[bgriffin@ithaca.edu](mailto:bgriffin@ithaca.edu)] is responsible for ensuring that this document is necessary and that it reflects actual practice.

## Activity Preface

This activity is performed whenever a payment needs to be made to an employee who will perform services not within his/her job description (AKA Additional Appointment). You will send the MSS transaction through the workflow as a "zero salary increase transaction". In this way, you can attach the communication to the employee into the employee's permanent salary history record in Parnassus while also initiating the pay process that will be completed by Human Resource Information.

The job title Manager refers to:

- Manager Self-Service User

## Manager

1. Access Manager Self-Service

Refer to *[Accessing Manager Self-Service \[NAVHRI04\]](#)*

2. Select "Change Assignment"

**If you are not presented with a hierarchical view of "My Employees", goto task #3.  
Otherwise, goto task #4.**

3. Search for the employee by entering the last name of the employee who has taken on and click on the "Go" button.

Name    
 Enter the name of the employee you wish to find, and click the "Go" button.



4. Click the [Action] icon for the employee who has taken on additional duties.

Focus Name	Assignment Number	Position	Department	Click button below to continue
▼ Bonita Griffin Another Hire	900033163	HRINF.EEO5NER1.Temp.00	HR Information	

5. Enter the effective date for transaction

- Select month and year from the drop down list on top of the calendar.
- Click on the correct day within the calendar and then click

Effective Date of Change    
 (example: 20-Sep-2006)

September 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- This is the pay period begin date that the payment for additional duties begin.
- **Note:** Since Parnassus tracks and processes future-dated transactions, you can enter the transaction as soon as the information becomes available to you.
- **Important:** The date that you use **MUST** be a Pay Period Begin Date. Refer to the Biweekly payroll schedule for Pay Period Begin Dates and the MSS Cutoff Schedule for respective cutoff dates for submitting the transaction. For help with understanding the MSS Cutoff Schedule, refer to [An Overview of the MSS Cutoff Schedule \[REFHRI02\]](#).

6. This page is for changing the Assignment of the employee.

If there are no desired changes on this page, click .

7. This page is for changing the Location of the employee.

If there are no desired changes on this page, click .

8. This page is for changing the employee's schedule.

If there are no desired changes on this page, click .

9. Click the **Next** button to go to Pay Rate screen.
10. Select “Other” as the salary change reason from the dropdown list in the first column of the Proposed Pay Rate change grid.

**Salary Change Reason**

▼

- Annual Review
- Demotion-Involuntary
- Demotion-Voluntary
- Equity
- Grade / Step Progression
- Market Adjustment
- New Hire
- Other**
- Performance
- Promotion
- Reappointment
- Reclassification
- Rehire
- Reorganization
- Step Promotion
- Summer Wages
- Transfer

11. Make a Zero Salary Increase.

In order to attach the letter regarding the payment details for the Additional Appointment, you will need to create a Zero Salary Increase, which will enable Parnassus to accept the letter into the employee’s permanent salary record.

You can enter information in any of the fields to affect the employee's pay rate according to the function. The top left region of the window displays the current pay rate information.

- Enter a 0 (zero) in the Percent field

By entering 0% increase, you are telling Parnassus that there is no actual change to the salary.

Salary Change Reason	Annual Salary Basis	Annual Equivalent	Percent
▼			0
New Pay Rate			

- Press the <TAB> key. This will calculate the change in all the boxes. It will calculate zero (0.00) change.

12. Click the **Next** button to go to the Review Screen.

13. Review the transaction details.

- Check to be sure that all the appropriate changes are registered. Any field that has been changed will be marked by a blue dot.
- If any changes are incorrect or incomplete, use the [Back] button to return to the proper page to make corrections. Then, continue forward as before.

14. Additional Information, Attachments.

- This attachment and the “zero salary increase” are many times the only “changes” for an additional appointment transaction. The letter is extremely important for all manager self service transaction. In this case the letter is all we have to work from.
- This electronic communication can be an email notification, an electronic version of a paper letter, or a transcribed copy of a paper letter. This information helps to clarify and ensure accuracy of the transaction and becomes a permanent part of the employment record.

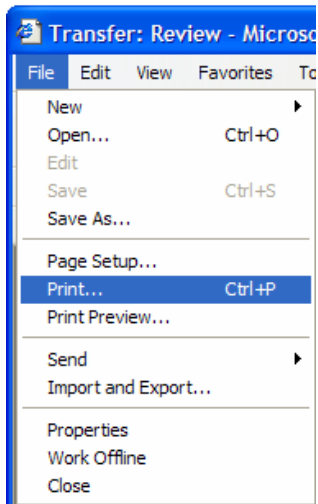
15. Add Comments to Approver on the Review page.

- Here you can add comments to the record which will only be viewed by the parties in the workflow approval process. Add approval comments to provide additional information to aid in the workflow approval process, such as when an employee’s wages should be charged to an account that is not the default (primary) account for salaries in that department.
- This comment will not be attached to the employee's permanent record; rather, it will be attached to the workflow and will assist those who approve the transaction. Comments will help the transaction to move through the workflow faster.

16. Print the Review page for your records if you desire. (This step is optional).

- Click the  button to print the page.

This will open a new window from which you should select File and Print from the tool bar.



17. Close the new window after you have printed your review page.

It is helpful to retain a hardcopy of the confirmation for your temporary records. When you receive notification that your transaction has been completed, you can dispose of the hardcopy.

18. Click the [Submit] button on the Review screen.

This should be done when all the data is confirmed correct and all comments have been added.

You will receive a confirmation that the transaction was submitted to the workflow for approval. This is not confirming that the transaction was approved; it simply confirms that it was submitted.

19. Click the “Home” link or button to return to the Home Page when you are finished.

You can continue to work with Manager Self-Service from the Home Page.

20. Click the Logout link when finished with Manager Self-Service to properly disconnect from Parnassus.

**End of activity.**

