Employee Action Form: Change Employee Job Data

You can make up to four changes on the Change Employee Job Data form providing the start date is the same. For example: change employee hours, extend limited appointment, and change salary distribution.

Navigation
Main Menu>Manager Self Service>URI Action Forms>Employee Action Form

Employee Data Action Form
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria
- Search
Clear
Basic Search
Save Search Criteria

Once you’re on the Employee Action Form page, you have two options:
1. Find an Existing Value – Search for a form previously created in your department.
2. Add a New Value – Open a new form to initiate a Change Employee Job Data action.

Click on Add a New Value. Choose Change Employee Job Data and then click Add.
If you enter information incorrectly, the form will be rejected and returned to you. Once you make corrections, submit the form again. This will restart the approval process.

- Type in the Employee ID and tab out. All of the employee’s current job information will automatically fill in.
- Click on the Reason drop-down button to see all the actions that can be done on this form. You can choose up to four (4) reasons.
- Be sure to adjust the information that corresponds to the reason(s) chosen. See next page for details.
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Required Fields for REASONS:

All Employee Data Action forms require that the Employee ID and Effective Start Date Fields are filled in.

Add/Delete Shift Differential:
- Check off the shift to which the employee is moving: First, second, third.

Add/Delete Supplement:
- Enter the Supplement Amount (SUP AMT).
- Indicate a period of time or annual.
- If deleting supplement amount, choose this action and leave the SUP AMT blank.

Appoint to New Position:
- DeptID.
- State Appropriation Acct No., if known.
- PayCheck Dist Bldg

Replaces box:
- Employee ID # of the employee who is being replaced, if applicable.
- Check off the reason the employee left, if known.

Job Data Information box:
- PeopleSoft Position Number (*indicates information defaulting in from this position #)
- CLS (Classification): Non-Cls, Classified, Faculty, Coach *
- Job Code*
- Union*
- Shift
- Standard/Non Standard, if known. If not, HR will complete.*
- Scheduled Hours/Week *
- Work Year *
- Grade/Step, if applicable*
- Supplement Amount, if applicable
- Period/Annual, if applicable
- Annual Salary/Hourly Rate
- Appointment Status
- State Position Number*
- Effective Start Date
- End Date, if applicable

Salary Distribution box:
- Start Date/End Date: Choose the appropriate pay period begin/end date from the drop-down.
- Fund
- Dept ID
- Program
- Project/Grant number
- Percentage
- If charging more than one account, click on the plus (+) sign on the right side of the row and continue entering information as above.
Required Fields for REASONS (continued):

Career Ladder Promotion:
- CLS (Classification): Non-Cls, Classified, Faculty, Coach
- Job Code
- Union
- Shift
- Standard/Non Standard, if known
- Scheduled Hrs/Week
- Work Year
- Grade/Step
- Annual Salary or Hourly Rate
- Appointment Status
- State position #
- PeopleSoft Position #
- Effective Start Date
- End Date if appointment status is temporary or limited
- Salary distribution if necessary

Change Academic/Calendar Year:
- Work Year

Change Appropriation and/or State Position #:
- State Appr Acct No
- State Position Number

Change Limited/Permanent Position Status:
- Appointment Status - Choose Perm/Temp/Limited

Change in Scheduled Hours:
- Schedule Hours/Week – indicate # of hours employee will be working

Cost Center Change:
- Dept ID – indicate the new department number

Extend Limited End Date:
- Effective Start Date
- End Date
**Employee Action Form:**

**Change Employee Job Data**

**Required Fields for REASONS (Continued):**

**Interim Position:**
- Pay Check Dist Bldg, if changing
- State Appropriation Acct No., if known
- CLS
- Job Code
- Union
- Shift
- Standard/NonStandard, if known
- Scheduled Hrs/Week
- Work Year - Academic or Calendar
- Grade/Step, if applicable
- SUP AMT, if applicable
- Period/Annual - timeframe for supplement amount, if applicable
- Annual Salary Rate or Hourly Rate
- Appointment Status
- State Position #
- PeopleSoft Position #
- Effective Start Date
- End Date
- Salary Distribution

**Presidents Reduced Work Year:**
- Scheduled Hours/Week

**Promotion:**
- Pay Check Dist Bldg, if changing
- State Appropriation Acct No., if known
- CLS - Classification
- State Appropriation Acct No., if changing
- Job Code
- Union
- Shift
- Standard/NonStandard, if known
- Scheduled Hrs/Week
- Work Year - Academic or Calendar
- Grade/Step, if applicable
- SUP AMT, if applicable
- Period/Annual - timeframe for supplement amount, if applicable
- Annual Salary Rate or Hourly Rate
- Appointment Status
- State Position #
- PeopleSoft Position #
- Effective Start Date
- End Date, if applicable
- Salary Distribution
Required Fields for REASONS (Continued):

Reclassification:
- CLS (Classification)
- Job Code
- Union
- Standard/NonStandard, if known
- Grade /Step, if applicable
- Annual Salary Rate or Hourly Rate
- Appointment Status
- State Position #
- PeopleSoft Position #
- Effective Start Date
- End Date, if applicable
- Salary Distribution

Salary Adjustment:
- Annual Salary or Hourly Rate

Salary Distribution:
- Start Date/End Date: Choose the appropriate pay period begin/end date from the drop-down.
- Fund
- Dept ID
- Program
- Project/Grant number
- Percentage
- If charging more than one account, click on the plus (+) sign on the right side of the row and continue entering information as above.

Salary Increase:
- Grade/Step, if applicable
- Annual Salary or Hourly Rate

Step Increase:
- Grade/Step, if applicable
- Annual Salary or Hourly Rate

Once all the required information has been entered, the following actions can be done:

- **Submit** sends the form to the first approver on the workflow list and begins the approval process.
- **Save** allows you to save the form without submitting it.
- **Print** lets you print the form as it currently appears on your screen.
- **Attach** enables you to attach a document to the form.
- **Cancel** cancels the form without saving anything.
Form Approval Workflow and Tracking

After the form has been submitted by the department originator, it can be tracked through the system. To do this, follow these steps:

- Navigation >Main Menu>Manager Self Service>URI Action Forms>Employee Data Action Form
- Under Find an Existing Value, Click the Search button.
- Click on the form from the list that comes up:

At the bottom of the form, under Approvals, you will find the date/time and names of those who have approved this form.
Click on the **Workflow Map** to see where the form is currently awaiting approval:

The Workflow Map shows in which office the form is located and the status of the form. The department/office information is displayed in the **Department** and **Description2** columns. On the right under **State**, all approval actions for this form are displayed, as well as the date and time the action was completed.

**Status Descriptions:**

**DONE:** The form has been approved by this person and has proceeded to the next approver.

**SKIP:** Signifies an approver for the department has already approved the form, thereby skipping this approver.

**CURR:** This is the office in which the form is currently awaiting approval.

**WAIT:** The form has not yet reached the offices where this status appears.

**RJCT:** Indicates the form has been rejected by this approver and has been returned to originator.