

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

Empl ID: begins with []

Action: = []

Transaction ID: = []

Transaction Status: = []

Last Name: begins with []

First Name: begins with []

Date Created: = []

Case Sensitive

Limit the number of results to (up to 300): [300]

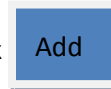
Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

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



Employee Data Action Form

Find an Existing Value | Add a New Value

Action: 10-Change To Salary Dist. Only

00-New Hire

10-Change To Salary Dist. Only

20-Change Employee Job Data

31-Transfer

30-Extend Limited Appointment

31-Interim Appointment Ext

40-Termination

50-Leave Request

60-Leave Extension

70-Leave Return Request

80-Personal Information Update

IMPORTANT

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.

THE UNIVERSITY OF RHODE ISLAND
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form

Employee Data Action Form
Workflow Map

Employee Information

Empl ID: 100 Name - First: Roscoe Middle: Last: Murray (Budget & Financial Planning Will Complete)

'DeptID: 4010 Home Department: Human Resource Administration State Appr Acct No: 5510-10000 *Pay Check Dist Bldg: KC23B

Reason: ▼

Replaces:

- Add/Delete Shift Differential
- Add/Delete Supplement
- Appoint to New Position
- Career ladder promotion
- Change Academic/Calendar year
- Change Approp and/or State Pos
- Change Lmt/Perm Posn Status
- Change in Scheduled Hours
- Cost Center Change
- Extend Limited Position
- Interim Position
- Lateral Transfer
- Presidents Reduced Work Year
- Promotion
- Reclassification
- Return to Original Position
- Salary Adjustment
- Salary Increase
- Step Increase

Job Data

Empl ID: Title: Trans Promo Leave Term

Title: Senior Information Technolgst 'Union: 10 NUNC Shift: First Second Third

Wk Hrs: 35 *Schd Hrs/Week: 35.0 Work Year: C # Wrk Wks /Yr: Grade: 12 Step:

Annual Salary: 50,000.00 or Hrly Rate: Appointment Status: Perm Temp Limited

Soft Position No: 00004682 Effective Start: End Date:

Comment

Return to Original Position

Salary d

From	Fund	DeptID	Program	Proj/Grt	Req Per	Changed		
<input checked="" type="checkbox"/>	100	4010	0000	00000000	100.0	<input type="checkbox"/>		
<input type="checkbox"/>	100	4010	0000	00000000	100.0	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Action: **Chg Job**

TranID:

Employee Data Action Form | [Workflow Map](#)

- 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.

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

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:

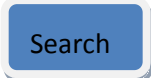
- Grade/Step, if applicable
- Annual Salary or Hourly Rate

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  button.
- Click on the form from the list that comes up:

ORACLE

Home | Worklist | Add to Favorites

Favorites | Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form

 New Window

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

Empl ID: begins with []

Action: = []

Transaction ID: = []


Transaction Status: = []

Last Name: begins with []

First Name: begins with []

Date Created: = []

Case Sensitive

Search | Clear | Basic Search |  Save Search Criteria

Search Results

View All First 1-30 of 30 Last

Empl ID	Name	Action	Transaction ID	Transaction Status	Department	Department Description	Date Created	Creator	HR Flag
100	Simeone,David	Chg Dist	1	Submitted	3310	University Computing Systems	09/30/2013	Shi-Jun Shen	(blank)
100	Johnson,Paul	Chg Dist	2	Submitted	2009	Cellular & Molecular Biology	10/01/2013	Shi-Jun Shen	(blank)
100	Belkin,Igor	Chg Pos	3	Completed	2805	GSO Research	10/01/2013	Jeanne Nava	(blank)
100	Cyler,Azure	Chg Dist	3	Submitted	2806	GSO Coastal Resources Center	10/01/2013	Shi-Jun Shen	(blank)
100	Davis,Heather	New Hire	5	Submitted	2000	Dean Environment& Life Science	10/02/2013	Jacqueline Croce	(blank)
100	Blackwood,Colleen	Chg Dist	5	Submitted	2000	Dean Environment& Life Science	10/02/2013	Colleen Blackwood	(blank)
100	Drmonis Emmanouil	New Hire	13	Submitted	2000	Dean Environment& Life Science	10/02/2013	Colleen Blackwood	(blank)

At the bottom of the form, under **Approvals**, you will find the date/time and names of those who have approved this form.

Approvals				
Date/Time Approved	Approver Name	Department	Action	Comments & Messages
10/02/13 03:23 PM	Colleen Blackwood	Dean Environment& Life Science	SUBMIT	
10/03/13 12:44 PM	John Kirby	Dean Environment& Life Science	APPROVE	

Low Hire | Workflow Man

Click on the **Workflow Map** to see where the form is currently awaiting approval:

ORACLE
 Home | Worklist | Add to Favorites
 Favorites | Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form

Employee Data Action Form | Workflow Map

Employee Information:
 Empl ID: 1000000000 Name - First: Roscoe Middle: M Last: Murray (Budget & Financial Planning Will Complete)
 DeptID: 2000 Home Department: Dean Environment & Life Sciences State Appr Acct No: 5510-10000 Pay Check Dist Bldg: KC56A
 Reason/Remarks: Change Salary Distribution Only

Replaces
 Empl ID: Name: Title: Trans Promo Leave Term

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.

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 Favorites | Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form

New Hire | Workflow Map

URI Action Form Work Flow Map

Form ID: USP2NC Tran-ID: 13 **New Hire or Change Position Job Data** Refresh

Name: Drymonis,Emmanouil

Step	Type	Description	GRP	ACTN	Approver	Department	Description 2	State	Date Time Stamp
0	BGN			ORIG	Colleen Blackwood			DONE	10/02/2013 03:...
1	DPTR	Department Tree		APRV	Catherine Curtin-Miller	Dean Environment& Life Science	100-2000-00000000000	SKIP	10/03/2013 12:...
1	DPTR	Department Tree		APRV	John Kirby	Dean Environment& Life Science	100-2000-00000000000	DONE	10/03/2013 12:...
2	DPTR	Department Tree		APRV	Clifford Katz	Provost for Academic Affairs	100-2000-00000000000	CURR	10/03/2013 12:...
2	DPTR	Department Tree		APRV	Donald Dehayes	Provost for Academic Affairs	100-2000-00000000000	CURR	10/03/2013 12:...
3	4020	Budget Off	B	VRFY	Steven Thompson			WAIT	
3	4020	Budget Off	B	VRFY	Diana Macdonald			WAIT	
4	4020	Budget Off		APRV	Linda Barrett			WAIT	
5	1004	AffmAction		APRV	Roxanne Gomes			WAIT	
6	4010	Human Reso	N	VRFY	Leslie Pojda			WAIT	
6	4010	Human Reso	N	VRFY	Paula Murray			WAIT	
6	4010	Human Reso	N	VRFY	Beatrice Price			WAIT	
7	4010	Human Reso	A	APRV	Susan Golet			WAIT	
7	4010	Human Reso	A	APRV	Anne Marie Coleman			WAIT	
7	4010	Human Reso	A	APRV	Laura Kenerson			WAIT	
8	4004	Payroll	B	COPY	Jeanne Nava			WAIT	
8	4004	Payroll	B	COPY	Joanne Jones			WAIT	
8	4004	Payroll	B	COPY	Susan Ryan			WAIT	
8	4010	Human Reso	N	COPY	Paula Murray			WAIT	
8	4010	Human Reso	N	COPY	Leslie Pojda			WAIT	
8	4010	Human Reso	N	COPY	Beatrice Price			WAIT	
8	DEPT	Department		COPY	John Kirby			WAIT	

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.