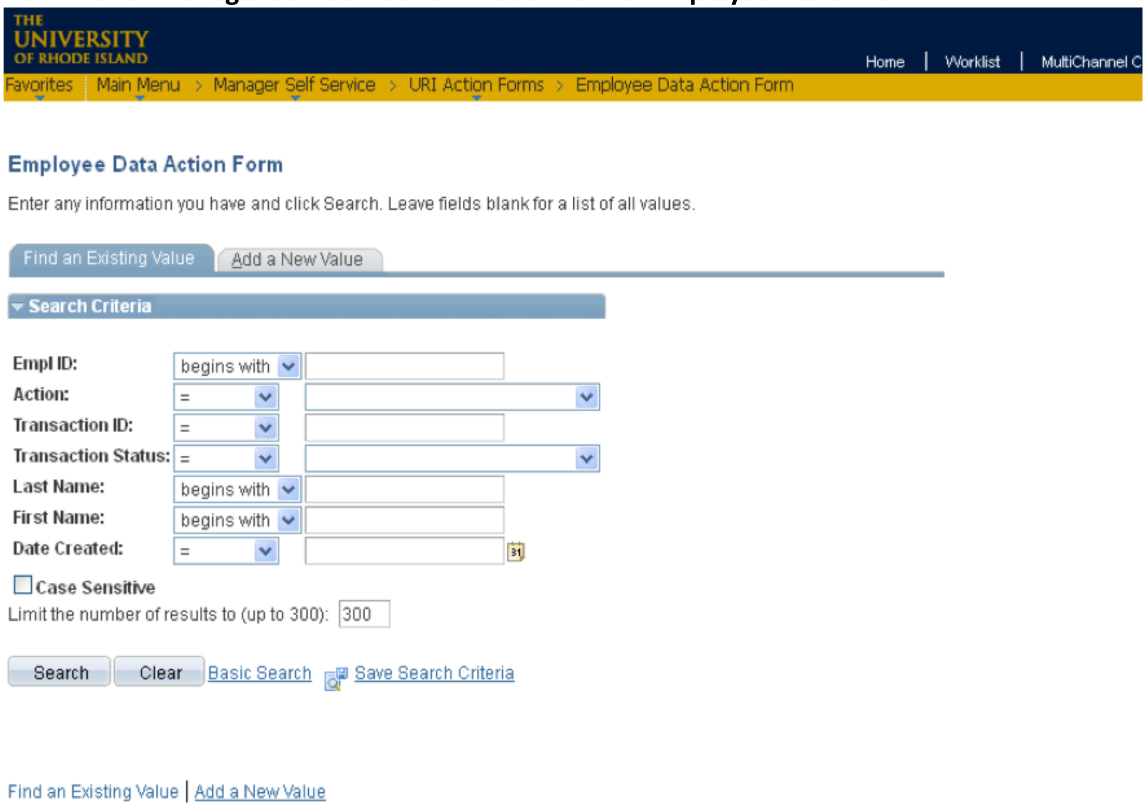
An employee transfer form for classified employees is normally processed in the Office of Human Resources.

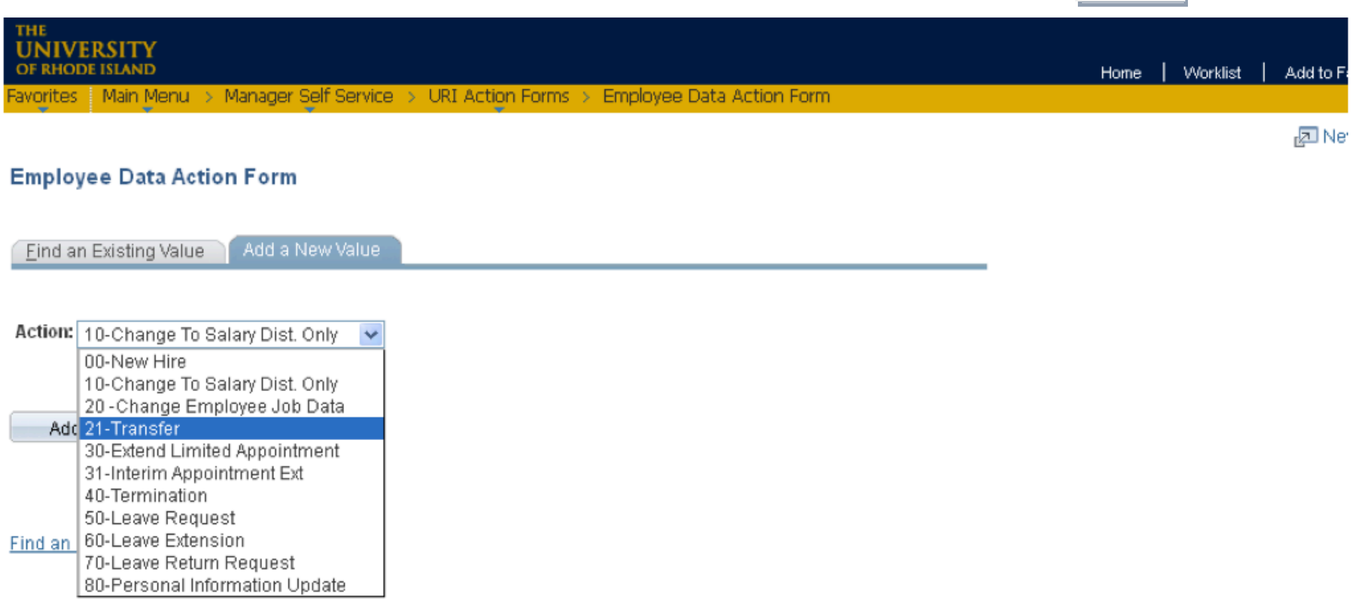
Navigation
Main Menu>Manager Self Service>URI Action Forms>Employee Action Form



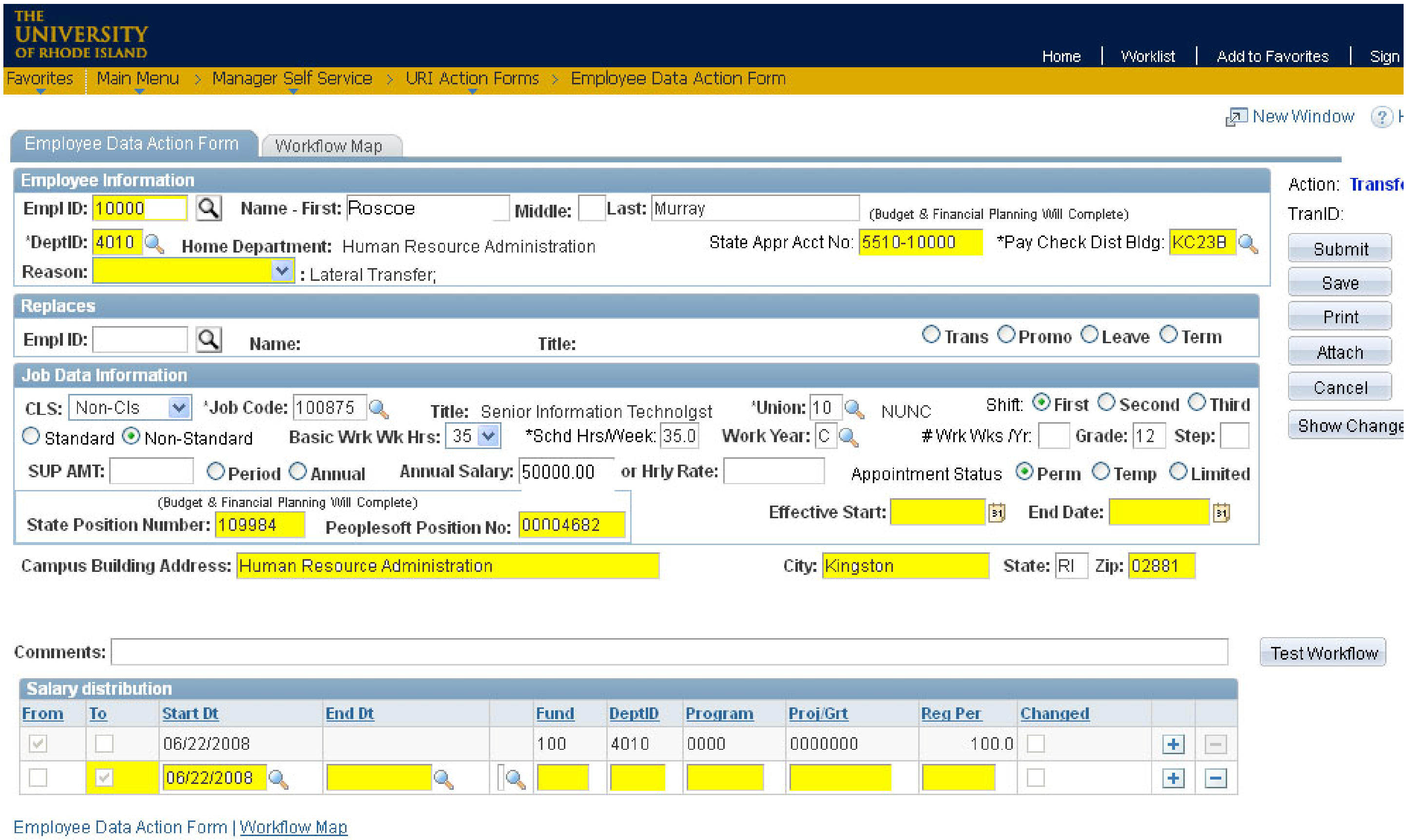
Once you're on the Employee Action Form page, you have two options:

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 an employee Transfer.

Click on **Add a New Value**. Choose **Transfer** from the drop-down menu and then click the Add button.



The following will appear:



- 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 and choose **Lateral Transfer.**
- The highlighted fields are required. The end date is required for limited or temporary positions only.

Classified employee action forms for all transfers are initiated by the Office of Human Resources. Once this form is ready for the department to complete, it will show on the department list under **Find an Existing Value** and the HR Flag as **HR READY**.

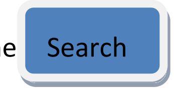
- Open the form and complete the **Salary Distribution** information.

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

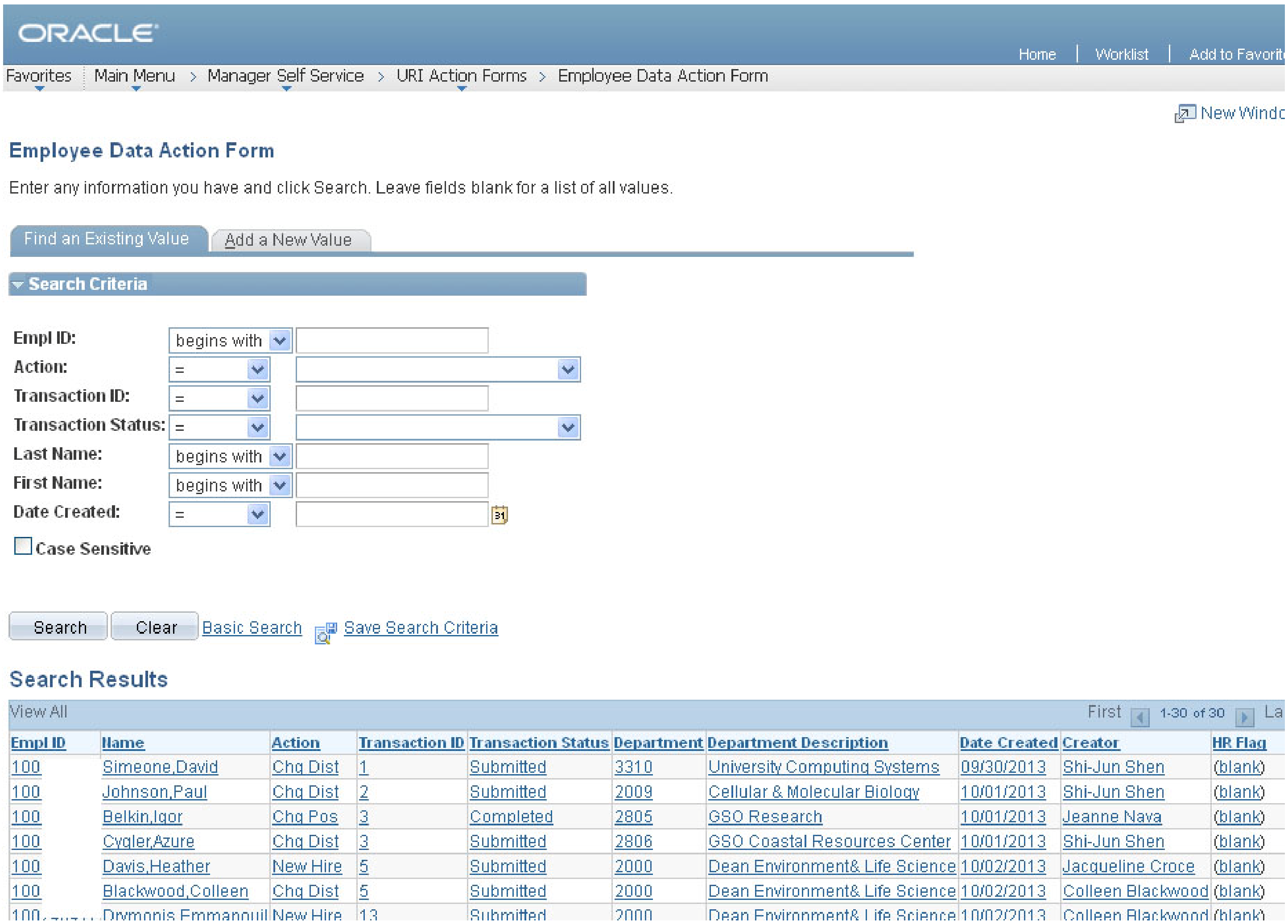
- **Submit** sends the form to the first approver on the workflow list and begins the approval process.
- **Save** allows you to save the form without submitting it.
- **Print** lets you print the form as it currently appears on your screen.
- **Attach** enables you to attach a document to the form.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

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

New Windc

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

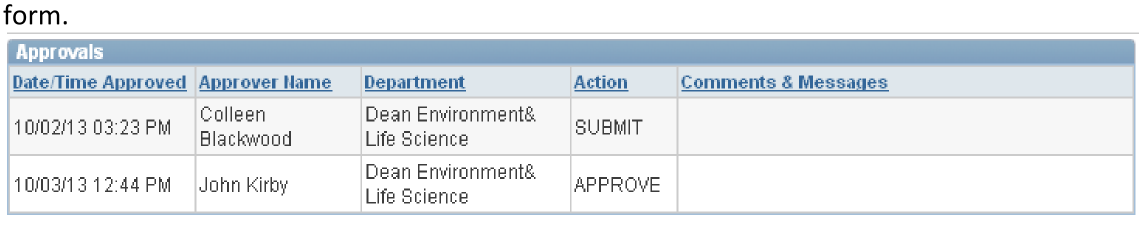
Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First 1-30 of 30 La

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	Cygler,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	Drymonis,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.

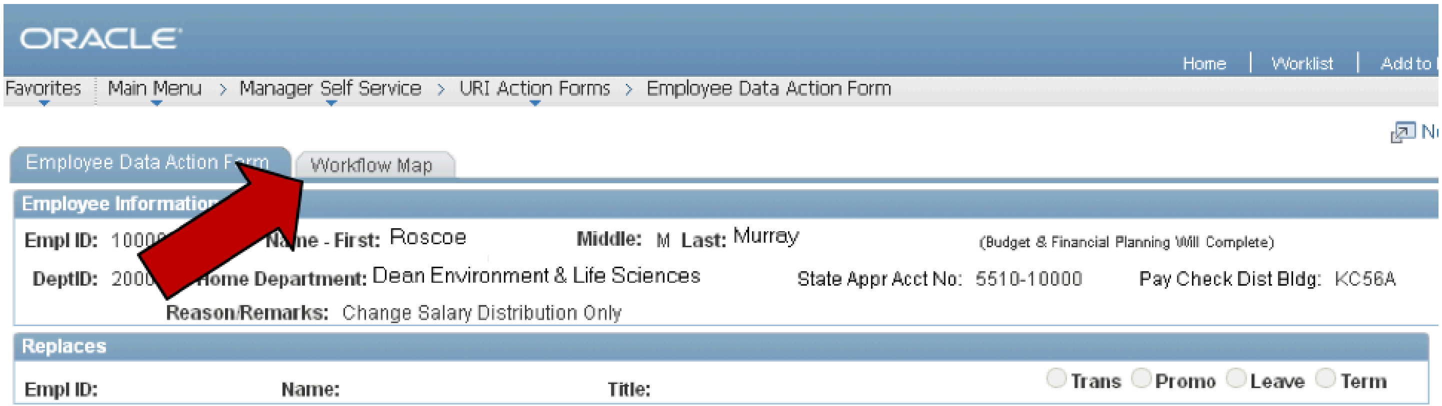


Approvals

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	

New Hire | Workflow Map

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.

Step	Type	Description	GRP	ACTN	Approver	Department	Description 2	State	Date Time Stam
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.