Navigation

Main Menu>>URI Action Forms>Employee Action Form

* New Classified appointments are initiated in HR and then completed and submitted by the hiring department.
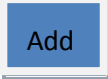
For a new Non-Classified Appointment (including faculty), click on **Add a New Value**.

Choose **New Hire** from the drop-down menu and then click the   [Add]   button.

THE UNIVERSITY OF RHODE ISLAND

Human Resources

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New Hire | Workflow Map

Employee Information

Empl ID: [　　] 🔍 Name - First: [　　] Middle: [　] Last: [　　]

*Dept ID: [　] 🔍 Home Department: [　　] *Pay Check Dist Bldg: [　] 🔍

Reason/Remarks: New Hire

Reason/Action (Budget Office):

Action: New Hire

TranID:

[Submit]
[Save]
[Print]
[Attach]
[Cancel]

Replaces

Empl ID: [　　] 🔍 Name: Title: ○ Trans ○ Promo ○ Leave ○ Term

Job Data Information

PS Position No: [　　] State Position No: State Appr Acct No: Classified/Nonclassified: [　▾]

Job Code: *Union: [　] 🔍 Eff Start: [　] 📅 End Date: [　] 📅

○ Standard ○ Non-Standard Shift: ◉ First ○ Second ○ Third   # Wrk Wks/Yr: [　]   Grade: [　]   Step: [　]

Basic Wrk Wk Hrs: [　▾] *Schd Hrs/Week: [　] Work Year: [　]🔍 Appointment Status: ○ Perm ○ Temp ○ Limited

SUP AMT: [　] ○ Period ○ Annual   Annual Salary: [　]   or Hrly Rate: [　]   Posting No: [　]

Personal Data Information

Residence Street: [　　] [　　] City: [　] State: [　] Zip: [　]

Mailing Street: [　　] [　　] City: [　] State: [　] Zip: [　]

Campus Building Address: [　　] City: [　] State: [　] Zip: [　]

Birth Date: [　] Gender: [　]🔍 Race: [　]🔍 Disabled: ☐ Veteran Cd: [　]🔍 Marital Status: [　]🔍 Education Level: [　]🔍

Citizen Of: [　] Perm Res of US: [　▾] Spouse Name: [　　] Spouse Birth Date: [　]

Comments: [　　]   [Test Workflow]

Salary distribution

From	To	Start Dt	End Dt		Fund	Dept ID	Program	Project	Reg Per	Changed		
☐	☑	[　]🔍	[　]🔍	🔍	[　]	[　]	[　]	[　]	[　]	☐	＋	－

New Hire | Workflow Map

Required Fields for New Hire Form

Employee Information:
- Empl ID: The employee's 9-digit employee number, if known. If not, leave field blank.
- Name: First name, Middle Initial, Last name.
- DeptID: The four-digit number of the department in which the employee will be working.
- PayCheck Dist Bldg: Code of the building in which the employee's check or direct deposit slip will be distributed.

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

Job Data Information:
- PeopleSoft Position Number: * indicates information that will default in from position #
- CLS: Classified, Faculty and Non-Classified. *
- Job Code: Choose the appropriate title from the drop-down menu.*
- Union: Choose the appropriate union for this appointment.*
- Shift: Indicate the shift for which this employee is being hired.*
- Standard/Non-Standard, if known. If not, HR will complete this field.*
- Basic Work Week Hours: This defaults in from the job code and should not be changed.*
- Scheduled Hours/Week: Enter the hours this employee will be working.
- Work Year: Academic or Calendar Year.*
- Grade/Step: Enter the salary pay grade and step, if applicable.*
- Supplement Amount: If applicable, enter the supplement amount the employee will receive.
- Period/Annual: Check off if the supplement is for a period of time or on an annual basis.
- Annual Salary/Hourly Rate: Salary the employee will be paid. If hourly, enter in the hourly rate.
- Appointment Status: Check off if this appointment is permanent, temporary, or limited.
- Effective Start Date: Begin date of the new appointment.
- End Date: Job limitation end date. This is required for all limited, temporary, and interim appointments.
- Posting No: This is the position posting number. If position was not posted, enter Waived in the field.

Personal Data Information:
- Residence Street/City/State/Zip: Enter the employee's home address.
- Mailing Street/City/State/Zip: Enter a mailing address *only if it is different* than the residence address.
- Campus Building Address: Building name and street where the employee is located.

- Enter the following information only if it is available; leave blank if it is not:
  - -Birth Date
  - -Gender
  - -Race
  - -Disabled
  - -Veteran Code
  - -Marital Status
  - -Education Level
  - -Citizen of
  - -Permanent Resident of US

Comments:
- Enter any comments pertinent to the new hire appointment.

Salary Distribution:
- Enter the salary distribution chartfield string(s) and percentage(s) for this appointment:
  - -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.

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.

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 Man...

5/11/17

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.

URI Action Form Work Flow Map

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

Name: Drymonis,Emmanouil

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

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