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.



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:	= 🗸		31					
Case Sensitive								
Limit the number of re	esults to (up to 3	00): 300						
Search Clea								

Find an Existing Value Add a New Value

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

button.

Add

THE UNIVERSITY OF RHODE ISLAND	
Favorites Main Menu > Manager Self Service	> URI Action Forms > Employee Data Action Form
Employee Data Action Form	
Eind 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 Add 21-Transfer	
Your 21-Fransien 30-Extend Limited Appointment 31-Interim Appointment Ext 40-Termination 50-Leave Request 60-Leave Extension 70-Leave Return Request 80-Personal Information Update	

THE UNIVERSITY OF RHODE ISLAND e-Campus	All 👻 Search	» Advanced Search 🛛 🗖 Last Search	Results
New Hire Workflow Map			_
Employee Information Empl ID: *Dept ID: Reason/Remarks: New Hire Reason/Action (Budget Office):	Middle: Last:	*Pay Check Dist Bldg:	Save Print
Replaces Empl ID: Name:	Title:	🖱 Trans 🖱 Promo 🖱 Leave 🔘 Term	Attach Cancel
Job Data Information PS Position No: Job Code: Image: Standard Image: Sta	State Appr Acct No: *Union:Q iecond © Third # Wrk Work Year:Q Annual Salary:	Classified/Nonclassified: Eff Start: Grade: Step: Appointment Status: Perm Temp Limited or Hrly Rate:	
Personal Data Information Residence Street:		City: State: Zip:	
Mailing Street: Campus Building Address: Birth Gender: Q Race: Date: Citizen Perm Res of US: •	Q Disabled: Veteran Cd: Spouse Name:	City: State: Zip: City: State: Zip: Q Marital Status: Q Education Level: Q Spouse Birth Date: Spouse Birth Date: State:	
Comments: Salary distribution			Test Workflow
From To Start Dt End Dt Image: Comparison of the start of the st	Fund Dept ID Program Q Q Q Q	ram Project Reg Per Changed Image: Change of the state of the st	

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:

ORACLE	Home Worklist Add to Favorit
Favorites Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form	
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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: Y -Transaction Status: v v Last Name: begins with 💙 First Name: begins with 💙 Date Created: = 31 * Case Sensitive

Search Clear Basic Search 58 Save Search Criteria

Search Results

View All First 💽 1-30 of 30									
Empl ID	Name	Action	Transaction ID	Transaction Status	Department	Department Description	Date Created	Creator	HR Flag
<u>100</u>	Simeone,David	Chq Dist	1	Submitted	3310	University Computing Systems	09/30/2013	Shi-Jun Shen	(blank)
100	Johnson,Paul	Chq Dist	2	Submitted	2009	Cellular & Molecular Biology	10/01/2013	Shi-Jun Shen	(blank)
100	Belkin,Igor	Chq Pos	3	Completed	2805	GSO Research	10/01/2013	Jeanne Nava	(blank)
100	Cygler,Azure	Chq 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	Chq Dist	5	Submitted	2000	Dean Environment& Life Science	10/02/2013	Colleen Blackwood	(blank)
100	. Drymonis Emmanou	il 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.

Approvais										
Date/Time Appro	ved Approver Name	Department	Action	Comments & Messages						
10/02/13 03:23 P	M Colleen Blackwood	Dean Environment& Life Science	SUBMIT							
10/03/13 12:44 P	'M John Kirby	Dean Environment& Life Science	APPROVE							

Jow Hiro I Morkflow Man

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

ORACLE					Home Worklist	t Add to I
Favorites Main Menu > Manager S	Self Service > URI Action F	orms > Employee Data	Action Form			
Employee Data Action Ferm	Vorkflow Map					J Ni
Employee Information						
Empl ID: 10000 Na ne	- First: Roscoe	Middle: M Last: Murra	У	(Budget & Financial Pla	nning Will Complete)	
DeptID: 2000 nome Departm	nent: Dean Environment &	Life Sciences	State Appr Acct No:	5510-10000	Pay Check Dist Bldg:	KC56A
Reason/Remarks	: Change Salary Distribution	n Only				
Replaces						
Empl ID: Nam	ie:	Title:		🗆 Trans (OPromo OLeave O	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.

ORACLE	Home Wo	orklist Add to Favorites
Favorites Main Menu > Manager Self Service > URI Action Forms > Employee Data Action Form		
New Hire Workflow Map		New Wind(

URI Action Form Work Flow Map

F	Form ID: USP2NC Tran-ID: 13 New Hire or Change Position Job Data								Refresh	
	Name:	Drymonis,E	mmanoui			-				
Step	Туре	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		в	VRFY	Steven Thompson			WAIT	
3	4020	Budget Off		в	VRFY	Diana Macdonald			WAIT	
4	4020	Budget Off			APRV	Linda Barrett			WAIT	
5	1004	AffmAction			APRV	Roxanne Gomes			WAIT	
6	4010	Human Res	8 <mark>0</mark>	N	VRFY	Leslie Pojda			WAIT	
6	<mark>4010</mark>	Human Res	8 <mark>0</mark>	N	VRFY	Paula Murray			WAIT	
6	4010	Human Res	8 <mark>0</mark>	N	VRFY	Beatrice Price			WAIT	
7	4010	Human Res	8 0	A	APRV	Susan Golet			WAIT	
7	4010	Human Res	80	A	APRV	Anne Marie Coleman			WAIT	
7	4010	Human Res	8 0	A	APRV	Laura Kenerson			WAIT	
8	4004	Payroll		в	COPY	Jeanne Nava			WAIT	
8	4004	Payroll		в	COPY	Joanne Jones			WAIT	
8	4004	Payroll		в	COPY	Susan Ryan			WAIT	
8	<mark>4010</mark>	Human Res	8 <mark>0</mark>	N	COPY	Paula Murray			WAIT	
8	4010	Human Res	8 <mark>0</mark>	N	COPY	Leslie Pojda			WAIT	
8	<mark>4010</mark>	Human Res	<mark>80</mark>	N	COPY	Beatrice Price			WAIT	
8	DEPT	Department			СОРҮ	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.