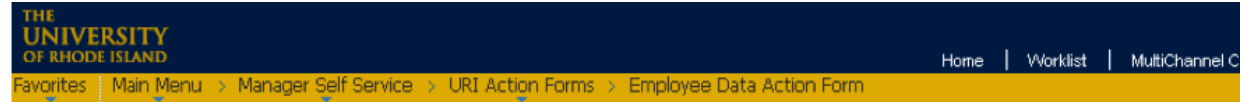


## Navigation

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

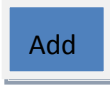
Limit the number of results to (up to 300): [ 300 ]

Search | Clear | Basic Search | Save Search Criteria

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

Once you're on the Employee Action Form page, there are 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 Leave Request.

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



### Employee Data Action Form

Find an Existing Value | Add a New Value

Action: 50-Leave Request

00-New Hire

10-Change To Salary Dist. Only

20 -Change Employee Job Data

21-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

The following will appear:

**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

Leave (Extension) Request | Workflow Map

**Employee Information**

Empl ID: 10000 Employee Name: Murray, Roscoe

Originating Dept: 4010 Human Resource Administration Job Title: Senior Information Technolgst

**Leave Request/Extension**

Start Date: 12/29/2013 End Date: 06/29/2014  With Pay  Without Pay Code: Sab/Edu Leave w Full Pay

Reason/Remarks:

Comments:

**Salary distribution**

From	To	Start Dt	End Dt	Fund	DeptID	Program	Proj/Grt
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/22/2008		100	4010	0000	0000000

Continue Education (no pay)  
Family Medical Leave  
Maternity  
Military Leave with Pay  
Military Leave without Pay  
Personal  
Personal Illness  
Sab/Edu Leave w 1/2 or 1/4 Pay  
Sab/Edu Leave w Full Pay  
Summer Leave, Health Services  
Workers Compensation

Action: Leave

TransID:

Sub  
Sa  
Pri  
Atta  
Can  
Show

Provost Approval

Test Workflow

Leave (Extension) Request | [Workflow Map](#)

## Required Fields for Leave Request Form

### Employee Information:

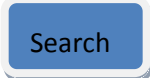
- Empl ID: Enter the Employee ID #.
- Start Date
- End Date
- Indicate if leave is with pay or without pay. If with pay, indicate in the box provided the percentage of pay to be received.
- Code: Choose the appropriate leave from the drop down-menu.
- Reason/Remarks field, if necessary
- Salary distribution, if necessary

### 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 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	Cyqler,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	Dymonis,Emmanuel	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	

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: 10000 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.

ORACLE® Home | Worklist | Add to Favorites

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 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.