

Employee Action Form: Limited/Temporary Appointment Extension

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 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 a Limited/Temporary Appointment Extension.

Click on **Add a New Value**. Choose **Extend Limited Appointment** from the drop-down menu and then click the



New Window

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

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

Employee Action Form: Limited/Temporary Appointment Extension

The following will appear:

Employee Information

Empl ID: 10000 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/Remarks: Extend Limited Position

Replaces

Empl ID: Name: Title: Trans Promo Leave Term

Job Data Information

CLS: Classified Job Code: 004233 Title: Sr Word Processing Typist Union: 00 NUCL Shift: First Second Third

Standard Non-Standard Basic Wrk Wk Hrs: Schd Hrs/Week: 14.0 Work Year: C # Wrk Wks /Yr: Grade: 12 Step: 5

SUP AMT: Period Annual Annual Salary: 14641.00 or Hrly Rate: Appointment Status Perm Temp Limited

(Budget & Financial Planning Will Complete)

State Position Number: 910122 Peoplesoft Position No: 00005159 Effective Start: [] End Date: []

Comments: []

Salary distribution

From	To	Start Dt	End Dt	Fund	DeptID	Program	Proj/Grt	Reg Per	Changed		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	03/30/2008		100	4010	0000	0000000	100.0	<input type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>			100	4010	0000	0000000	100.0	<input type="checkbox"/>		

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

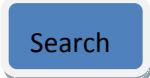
- Type in the Employee ID and tab out. All of the employee’s current job information will automatically fill in.
- Click on the **Reason** drop-down button and choose **Extend Limited Position**.
 - If **changing** salary distribution also, be sure to **include** the Reason/Remarks of Change Salary Distribution.
 - If salary distribution is **not changing**, do **not include** Reason/Remarks of Change Salary Distribution.
- The highlighted fields are required.

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:



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	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	Drymonis,Emmanuil	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.

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	

Employee Action Form: Limited/Temporary Appointment Extension

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.

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 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 the originator.