Department Mass Update (DMU)
eForm Online Training

For questions related to DMU contact:
Meggan Smith: meggan.smith@utah.edu, (801) 587-1930
Ryan Smith: ryan.k.smith@utah.edu, (801) 581-8412
or your HR Rep or Analyst
Training Agenda:

1. DMU overview and process flow
2. How to complete the DMU
3. Form routing and approvals
4. Viewing the DMU form status
What is the DMU?

- DMU is the tool used to update employee salaries for the new fiscal year.
- Edit information for an entire department on a single eForm.

Why is the DMU Important?

- For CAMPUS employees: if the DMU is not submitted, employees will not receive any salary increases effective 7/1 which may cause them to be paid incorrectly.
- For U of U Health – Academic employees: the DMU is used to update non-budgeted employees and make changes or corrections needed in the budgeted category.
Dept Mass Update (DMU) eForm Process

U of U Health-Academics - Use DMU eForm to change salary for any Non-Budgeted employees and/or correct salary for Budgeted employees.

Campus - Use DMU eForm to change salary, FTE, home dept or supervisor for Non Budgeted employee population only.
### JUNE

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
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<td>9</td>
<td>10</td>
</tr>
<tr>
<td><strong>Begin reviewing data in D-Jobs</strong>&lt;br&gt;• Make distribution changes if needed&lt;br&gt;• Confirm DMU approvers are available</td>
<td><strong>DMU Opens</strong></td>
<td></td>
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<td>20</td>
<td>21</td>
<td><strong>DMU Closes @ 5pm</strong></td>
<td></td>
</tr>
</tbody>
</table>

DMU Closes @ 5pm
Begin with the end in mind.

Just remember, the goal of this process is to make sure everyone’s pay is correct effective July 1st.
Reclass?  FTE Change?  Other info to consider?
ALLOWABLE CHANGES

1. Compensation Rate
2. FTE
3. Home Department
4. Supervisor ID
5. Staff Terminations
6. Faculty Summer Pay Terminations

ALL CHANGES EFFECTIVE JULY 1ST
With the exception of faculty summer pay terminations which can be effective through 8/16
Review accuracy of data loaded in D-Jobs

- Log into CIS
- Select *HR Administrative Services* from the drop down menu
- Click on *Dept. Job Summary (D-Jobs)* tile
Enter “As Of” Date as 7/1/2018
Review data for accuracy

- Click *Show Distributions*
- If data is accurate, NO further action needed.
- If changes are needed, submit a DMU.
If distributions need to be changed:

- Change the “As Of” date back to the current date
- Click on red “D” to the left of the employee name
To initiate the DMU:

- Log into CIS
- Select *HR Administrative Services* from the drop down menu
- Click on the *eForms* tile
Click on **Start a New eForm**
Click on ePAF

Start a New eForm

ePAF
Click here to process Personnel action eForms like Hire, Edit Job, Change Employment Status, Update Employee Personal Data & Manual Request for employees in your department.

Return to HR Electronic Forms (eForms) Home page

Click on Submit a Department Mass Update Request

Submit a Department Mass Update Request

Use this form to submit a Department Mass Update Request. *NOTE: This eForm works best in the MOZILLA FIREFOX browser, on both PC and Mac.*

Submit a Department Mass Update Request
Enter *Reporting Department ID* and click *search*
Select *Budgeted* or *Non Budgeted* employees:

- Campus departments will only use the Non Budgeted form.
**Budgeted:**

- Employees budgeted for individually
- Employee’s budget information is loaded into PeopleSoft
- If information is correct, no DMU change is needed
- Process used only by U of U Health – Academics

**Non Budgeted:**

- Not included individually in budget “snapshot”
- Employees budgeted together as a lump sum
- No budget information loaded to PeopleSoft
- Used by both Campus and U of U Health – Academics
Select *Budgeted* or *Non Budgeted* employees:

- Campus departments will only use the Non Budgeted form.
Excluded Employees

- You will not be able to make changes on the DMU for anyone on the excluded list.
Two Options

1. WAIT UNTIL PENDING FORM(s) ARE PROCESSED
   - Exit the DMU and start again once the form has executed to the system.

   OR

2. CONTINUE SUBMITTING THE DMU
   - Any changes to someone who is excluded would need to be submitted on an edit ePAF.
Consider the following:

- What is the pending ePAF trying to accomplish?
- Does this person have any changes that need to be made effective 7/1?
Excluded employee does not have a change effective 7/1

**EXAMPLE:**

- ✔ Pending ePAF
- ✔ Job Reclassification
- ✔ Salary increase
- ✔ Effective 6/1
- ✔ **No 7/1 salary increase or other data change**

Continue with DMU

No need to hold up the process if you weren’t going to update any of their information anyway!
Check the *Exclusions Acknowledgement* box and click *Next*. 
The DMU eForm
**Future Rows** link will display this informational box

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>00068746</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl Record</td>
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</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Effective Sequence</th>
<th>Action</th>
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<tr>
<td>07/21/2018</td>
<td>0</td>
<td>PAY</td>
<td>ADJ</td>
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</table>
• Click on the column titles to sort data as needed.
• Be sure to use the arrows on the right to navigate to additional pages to review all employees.
Entering and Applying % Increase

- If you enter a % increase, it will apply that to everyone on the form.
- You can edit percentages and comp rates individually.
Changes can be made to:

- Home department
- FTE
- Compensation rate
- Supervisor ID
- Staff terminations
- Faculty summer terminations

**Employee in Active and Leave status**

<table>
<thead>
<tr>
<th>Review Comments</th>
<th>Name</th>
<th>Emp ID</th>
<th>Emp ID</th>
<th>Job Code</th>
<th>Description</th>
<th>Home Dept</th>
<th>FTE</th>
<th>Current Comp Rate</th>
<th>New Comp Rate</th>
<th>Status</th>
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<tbody>
<tr>
<td>2</td>
<td>Diggory, Cedric</td>
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<td>9176</td>
<td>Profe</td>
<td>00298</td>
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<td>Profe</td>
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Terminations

**Department Mass Update**

**Step 3 of 5: Enter Employee Changes**

Make any form data changes needed, then click Next.

**Current Department Info**

- **eForm ID**: 760104
- **Department**: 00288 Equal Opprt - Affirm Action
- **Effective Date**: 07/01/2018
- **Action**: PAY Pay Rate Change
- **Reason Code**: FYF PY Increase
- **Enter % Increase**: 2.00
- **Apply Increase**:

**Employees in Active and Leave status**

<table>
<thead>
<tr>
<th>Review Complete</th>
<th>Name</th>
<th>EmpID</th>
<th>EmpRecd</th>
<th>Job Code</th>
<th>Description</th>
<th>Home Dept</th>
<th>FTE</th>
<th>Current Comp Rate</th>
<th>CF</th>
<th>Chng %</th>
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<td>7.500000</td>
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<tr>
<td>8</td>
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</table>

**Termination Date**: 08/16/2017
Save For Later button will:

- Save your changes
- Keep you on the eForm
- NOT start approvals
Complete a form you have saved for later

HR Electronic Forms (eForms) Home page

Start a new eForm
Start a new eForm, which will then be routed to the appropriate approvers.
Start a new eForm

Resubmit, Change, or Withdraw an eForm
Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
Resubmit, Change, or Withdraw an eForm

View an eForm
View a recently submitted eForm, including information about its handling so far. eForms submitted in the last month are listed here. This is a read-only view.
View an eForm

Return to eForms Home Page
You can pick up right where you left off

Click **Resubmit** to begin approval process

<table>
<thead>
<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Home Dept</th>
<th>Current Comp Rate</th>
<th>FTE</th>
<th>CF</th>
<th>Change Percent</th>
<th>New Comp Rate</th>
<th>Term</th>
<th>Summer Term</th>
<th>Termination Date</th>
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<td>50800</td>
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<td>06/30/2017</td>
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<td>OFFICE OF EQUAL OPPORTUNITY</td>
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<th>Distribution</th>
<th>Description</th>
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<tr>
<td>1</td>
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<td>07/18/2016</td>
<td>06/30/2017</td>
<td>1.000000</td>
<td>OFFICE OF EQUAL OPPORTUNITY</td>
</tr>
</tbody>
</table>
• Make sure you’ve marked each person as “Review Complete.” You can check each box individually, or use the “Check/Uncheck All” feature.
Click *Submit* to begin approval process.
DMU eForm is now routing for approvals!
Campus Department Routing:

#1: Org Head Approves
#2: Org Head Approves
Executes to PeopleSoft

U of U Health–Academic Routing:

#1: Org Head Approves
#2: Org Head Approves
#3: Budget Office Approves
Executes to PeopleSoft
To find out who your department approvers are, look in HRIL

Click on Security folder, then HR ePAF role by DeptID
• Enter Dept ID for the **second** Org Head level (the org your department rolls up to)
• Check the box for Dept ID Rollup
• Click *Get Results*
• For example: if you are submitting the DMU for department 00089, enter the depart ID 00081 in the query.
Remember, ePAF Alternates cannot approve the DMU!
Department approvers can either use the link in the ePAF email notification or navigate to their worklist in CIS to approve the DMU.
View Department Mass Updates

Step 2 of 4: View Employees Excluded

View the form data below. Click Next for the form History page.

Current Department Info

eForm ID 760104
Department 00288 Equal Oppor - Affirm Action
Effective Date 07/01/2018

Form Data

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<thead>
<tr>
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<th>Empl Record</th>
<th>Name</th>
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<th>New Comp Rate</th>
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<tbody>
<tr>
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<td>LOVEGOOD,LUNA</td>
<td>760075</td>
<td>Pending ePAF</td>
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Form Messages

<table>
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<tr>
<th>Message Text</th>
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</thead>
<tbody>
<tr>
<td>Exclusions Acknowledgement</td>
</tr>
</tbody>
</table>
Be sure to navigate through ALL pages of DMU when evaluating.
Approve, Deny, or Recycle the eForm

- **APPROVE**: Moves form to the next approver or sends to system (if final approver)
- **DENY**: Ends the form and a new form would need to be started
- **RECYCLE**: Sends it back to the initiator
To see the status of an eForm, go to your eForms Home Page and select “View an eForm”.

![eForms Home Page](image)
Search by form type: DMUF and enter your Department ID
All submitted and/or pending DMU eForms will show in the list.

<table>
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<tr>
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<th>Workflow Form Type</th>
<th>Workflow Form Status</th>
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<th>Empl Record</th>
<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
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<th>Originated Date From</th>
<th>Originated Date Thru</th>
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<td>U0552027</td>
<td>05/23/2017</td>
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</table>
At the end of the eForm, you will be able to see a history of the approvals, as well as see who can currently approve the form.
It is recommended that **ALL** approvals are completed by 5:00 pm on June 22nd.

If needed, multiple DMU forms can be submitted for each department.

Consider timing. The last eForm entered is what takes effect in PeopleSoft.

ABAs are updated daily.

DMU website: [https://www.hr.utah.edu/serviceTeams/FY.php](https://www.hr.utah.edu/serviceTeams/FY.php)

Contact your HR Team with additional questions.

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**June 4**
- Begin reviewing data in D-Jobs
- Make distribution changes if needed.

**June 11**
DMU Opens

**June 22**
DMU Closes
Forms must be submitted by 5pm

Use 7/1/18 'as of' date