Department Mass Update (DMU) eForm

Fiscal Year 2018
Begin with the end in mind.

Just remember, the goal of this whole process is to make sure everyone’s pay is correct effective 7/1/17.
EPM Process

**U of U Health-Academics**
- Extract Job Data from PS into EPM
- Deps make pay distribution changes
- Changes are approved
- Final data is loaded into PS on 6/2/17 (HR)
- Error report sent to HS

**Campus**
- Deps enter budget information
- Budget approved by President

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 or home dept for Non Budgeted employee population only.

- Review accuracy of BPC data in D-Jobs
- Is data accurate?
  - Yes
  - No
- Start new DMU eForm
- Change distributions in D-Jobs or Edit Job eform
- Select EE population
- Enter changes for selected EE population
- Dept Head approves
- Dept Head approves
- Form executes to PS
• Reminders from last year:
  
  – Campus departments will only use “Non Budgeted” group.
  
  – Campus routing is shorter! No Budget Office approval.
  
  – You can update contract salaries on the DMU.
  
  – Final terminations for staff are allowed.
• **June 2\(^{nd}\):** Budget data for U of U Health-Academics loads into PeopleSoft.

• **June 5\(^{th}\):** Review accuracy of data loaded in D-Jobs by entering 7/1/2017 and clicking the “Change As Of Date” button.

![Department Job Summary](image)

• If no changes are needed, you may not need to submit the DMU.

• Distribution changes are processed in D-Jobs or ePAF.

• If you need to make changes to comp rate, FTE, home department or process terminations you may need to submit the DMU eForm.

• **The DMU eForm is available June 12\(^{th}\) - June 23\(^{rd}\).**
STEP 1: Review accuracy of data loaded in D-Jobs

- Log into CIS
- Click on Department Job Summary (D-JOBS)
Enter “As Of” Date as 7/1/2017
Review data for accuracy

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

- Correct by changing the “As Of” date to today
- Click on red “D” to the left of the employee name

<table>
<thead>
<tr>
<th>Name</th>
<th>Emplid</th>
<th>#</th>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Emp Stat</th>
<th>CF</th>
<th>Comp Rate</th>
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<th>Future Term Dat</th>
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<td>0648 EODefault</td>
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<td>03/01/2018</td>
<td>DTA OTH</td>
<td></td>
</tr>
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</table>
• Faculty contracts (9/12, 10/12, 11/12) will be automatically renewed for those currently on contract.

• To NOT have an employee renewed automatically, run the HRIL report called ‘Employee Contract Data’ for the current fiscal year.

  – Email the spreadsheet with ONLY the employee(s) that should be taken off contract to HRIS@lists.utah.edu by 6/23/2017.
• Changes to contract distributions (for activities) can ONLY be made in D-Jobs from June 1\textsuperscript{st} to June 30\textsuperscript{th}.

• To set up new faculty on contract, use the Hire ePAF.

• REMEMBER: You can update contract salaries on the DMU.
• U of U Health–Academics may need to complete **TWO** DMU eForms:
  – One for **Budgeted employees**
    • Submit one eForm for the first group of employees
    • Then go back and submit an eForm for the second group
  – One for **Non Budgeted employees**

• CAMPUS departments may only need to complete **ONE** DMU eForm:
  – All campus employees will be located in the **Non Budgeted** group.
Allowable Changes Effective 7/1/17

- Compensation Rate
- FTE
- Home Department
- Staff Terminations
- Faculty Summer Pay Terminations effective through 8/16/17

Changes Not Available on the DMU

- Distributions
- Other Faculty Record Terminations
- Staff Benefit Eligibility
In CIS click on eForms Home Page

Click on Start a New eForm
Click on **ePAF**

![Start a New eForm](image)

**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](link)

Click on **Submit a Department Mass Update Request Form**

![Submit a Department Mass Update Request](image)

**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](link)
Enter *Reporting Department ID* and click search.
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.
Resorting and Moving to the next page of employees in the department

- Be sure to use the arrows on the right to navigate to additional pages to review all employees.

- You may click on the column titles to sort the data as needed.
Entering and Applying % Increase

If you enter a % increase, it will automatically apply that to everyone in the department. However, you can edit percentages individually.
Terminations and Future Rows

### 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**: 00298 Equal Oppot - Affirm Action
- **Effective Date**: 07/01/2017
- **Action**: PAY Pay Rate Change
- **Reason Code**: FYF FY Increase
- **Enter % Increase**: 2.00

#### Employees in Active and Leave status

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<th>Name</th>
<th>Empl ID</th>
<th>Empl Record</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>
<th>New Comp Rate</th>
<th>Term</th>
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</table>
Future Rows link will display this informational box
**Save For Later button will:**
- Save your changes
- Keep you on the eForm
- NOT start approvals

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</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.
• Review completed eForm, then click “Next.”
Click *Submit* to begin approval process
DMU eForm is now routing for approvals!

**Department Mass Update**

**Step 5 of 5: Form Finalized**

Congratulations, you have successfully updated this form!

- **Header Information**
  - eForm ID: 760104

- **Form Status**
  - You have just SUBMITTED this form. This action passed the form to Org Head Primary for further processing.

**Process Visualizer**

1: MACDONALD, AMANDA CATHERINE (U0552027) → 2: g7OrgHeadPrim → 3: g7OrgHeadPrim → 4: Integration Broker → 5: System

Go To Worklist
View This Form
Go To ePAF Home Page
Close This Form
Resubmit This eForm
To complete a form you have saved for later go to:

Resubmit, Change or Withdraw an eForm
You can pick up right where you left off. Click **Resubmit** to begin approval process.

<table>
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<tr>
<th>Name</th>
<th>Empl ID</th>
<th>Org ID</th>
<th>BU</th>
<th>Org ID</th>
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<th>Account</th>
<th>Allow</th>
<th>Beg Dt</th>
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</tbody>
</table>

**Comments**

- **Your Comment:**

  - Resubmit
  - Withdraw
  - << Previous
  - Close

**Comment History:**
DMU eForm is now routing for approvals!
• **Campus Departments:**
  – Two Org Head approvals, then execute to system.
  – No Budget Office approval, no HR approval.

• **U of U Health–Academics:**
  – Two Org Head approvals, Budget Office, then execute to system.

*Review who your department approvers are and their availability prior to June 12th!*

Only ePAF Dept Head and ePAF Dept Head Proxies have the ability to approve the DMU; ePAF Dept Head Alternates DO NOT have the ability to approve the DMU. Make adjustments accordingly.
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
- Select *Yes* for the Dept ID Rollup
- Click *Get Results*
How to Evaluate DMU

The department approver can either select link in email notification or navigate to their work list in CIS.
• The review process is similar to other eForm types.
• Each page is displayed and the reviewer clicks “Next” to advance through to the end of the form.
Be sure to navigate through ALL pages of DMU when evaluating.
Approve, Recycle or Deny the eForm

- APPROVE: Moves form to the next approver or sends to system (if final approver)
- RECYCLE: Sends it back to the initiator
- DENY: Ends the form and a new form would need to be started
To see the status of an eForm, go to your eForms Home Page and select “View an eForm”.
Search by form type: DMUF and enter your Department ID
All submitted and/or pending DMU eForms will show in the list.
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.
• DMU eForm is available **June 12th - June 23rd** at 5:00 pm – *it must be submitted by 5:00 pm on June 23rd.*

• **It is recommended that ALL approvals are also completed by 5:00 pm on June 23rd.**

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

• ABAs are updated daily.

• Contact your HR Rep/Analyst with questions.

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