EPM Process

U of U Health-Academics

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

Campus

- Depts 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
  - Change distributions in D-Jobs or Edit Job eForm
  - Change salary, FTE, home dept in DMU eForm
  - Start new DMU eForm

- No
  - Change distributions in D-Jobs or Edit Job eForm

Select EE population

Budgeted (used only by U of U Health-Academics)

Enter changes for selected EE population

Dept Head approves

Dept Head approves

University Health – or SOM Budget Office approves (when applicable)

Form executes to PS

Non Budgeted (use by ALL)

Available from 6/12/17 – 6/23/17

Available for review 6/5/17