EPM Process

U of U Health-Academics

Extract Job Data from PS into EPM → Depts make pay changes → Changes are approved → Final data is loaded into PS → Error report sent to HS → End

Campus

Depts enter budget information → Budget approved by President → End

Dept Mass Update (DMU) eForm Process

Review accuracy of all data in D-Jobs

Is ALL data accurate?

Yes → End

No, Incorrect Data → Change distributions in D-Jobs or Edit Job eForm → End

No, Job Changes Needed → Other Job Changes Needed

Start DMU eForm

Select EE population

Enter changes for selected EE population

Dept Head approves

Dept Head approves

Enter changes for selected EE population

Change salary, FTE, home dept, supervisor or terminate

Dept Head approves

Dept Head approves

Univ Budget Office is NOT approving DMU eForms

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.

Form executes to PS → End