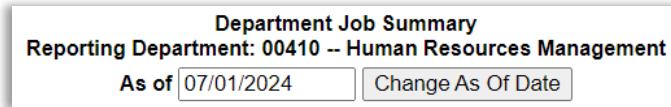


DMU eForm

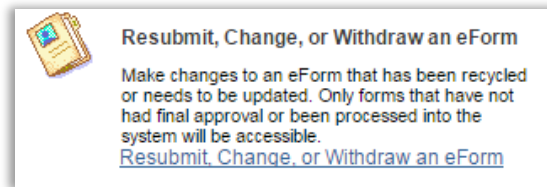
Important Tips and Reminders

- Please refer to the DMU website for exact dates as they may change from year to year.
- EPM budget data changes for both University of Utah Health Academics and Campus will be loaded to the system the first weekend in June.
- **Review data in D-Jobs for accuracy** by entering the 07/01/YYYY 'As of' date. YYYY is the new fiscal year.



Department Job Summary
Reporting Department: 00410 -- Human Resources Management
As of 07/01/2024 Change As Of Date

- Change distribution in D-Jobs first, if needed.
- **DMU eForm is available for 2 weeks in June.** Check the DMU website for exact dates.
 - If all data in D-Jobs is accurate there is no need to submit a DMU eForm.
 - If data is *not* accurate, submit a DMU to change compensation rate, FTE, home dept, supervisor, staff termination, or summer termination.
 - To view, update or submit an eForm with a *Save For Later* status:

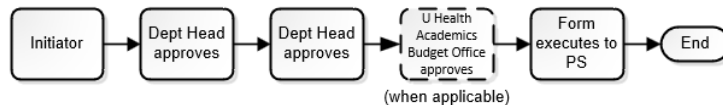


Resubmit, Change, or Withdraw an eForm
Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
[Resubmit, Change, or Withdraw an eForm](#)

- Click "Resubmit" to route to next approver

DMU Routing

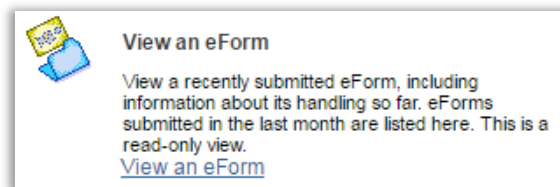
- University of Utah Health Academics - *no Human Resources approval*



- Campus - *no Budget Office or Human Resources approval*



- To view the completed eForm after submission or approval:



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](#)

- **Final data review in D-Jobs for accuracy** by entering the 07/01/YYYY 'As of' date
- ABAs are updated daily