

# DMU eForm

## Important Tips and Reminders

- University of Utah Health budget data (EPM) changes will be loaded to the system on June 5<sup>th</sup>.
- **Starting June 7<sup>th</sup> review data in D-Jobs for accuracy** by entering the 7/1/2021 'As of' date

**Department Job Summary**  
**Reporting Department: 00410 -- Human Resources Management**

As of

- Change distribution in D-Jobs first, if needed
- **DMU eForm is available for 2 weeks starting from June 14<sup>th</sup> - June 25<sup>th</sup>.**


*University of Utah Health-Academics* - No need to submit DMU if all data in D-Jobs is accurate

- Same process and routing as last year for U of U Health departments
  - It will route to two levels for approval, then route to the budget office, when applicable. *No Human Resources approval*

*Campus* – Will need to submit DMU or individual eForms to make compensation rate, FTE, home dept, staff termination, or summer termination.

- Routing for Campus:
  - The form will route to two levels for approval and then save to the system. *No Budget Office or Human Resources approval will take place on the eForm.*
  - All employees will be located in the Non-Budgeted employee group.

- 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

- 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](#)

- ABAs are updated daily