

Department Mass Update (DMU) eForm Training



Training Agenda:

- 1. DMU overview and process flow
- 2. How to complete the DMU
- 3. Form routing and approvals
- 4. Viewing the DMU form status







What is the DMU?

- DMU is the tool used to update employee salaries for the new fiscal year.
- Edit information for an entire department on a single eForm.

Why is the DMU Important?

Campus and U of U Health – Academic departments will use the DMU eForm to

- Make corrections to the 'Budgeted' employee population that was budgeted in the EPM system.
- Update 'Non-Budgeted' employee compensation rate, FTE, home dept or supervisor.



EPM Process

 U of U Health - Academic departments and Campus departments, the salary information entered in EPM will be loaded into PeopleSoft prior to the DMU opening.



This portion of the budgeting process has been completed.

DMU Mass Update (DMU) eForm Process

Processing Dates

- 1st Monday in June
 - Review D-Jobs and update distributions
 - Review DMU eForm approvers
- 2nd Monday in June
 - DMU eForm Opens for 2 weeks
- 3rd Friday in June
 - DMU eForm Closes

Check DMU website for EXACT dates https://www.hr.utah.edu/serviceTeams/FY.php

Begin with the end in mind.

Just remember, the goal of this process is to make sure everyone's pay is correct effective July 1st.

- Consider any other changes that may be occurring in your department on or around July 1^{st.}
- Gathering all of this information prior to the DMU opening can help you identify any employees that might need special consideration and give you time to work with your HR team to form a game plan, if needed.

ALLOWABLE CHANGES

- 1. Compensation Rate
- 2. FTE (must remain in same benefit category)
- 3. Home Department
- 4. Supervisor ID
- 5. Staff Terminations
- 6. Faculty Summer Pay Terminations

ALL CHANGES EFFECTIVE JULY 1ST

With the exception of faculty summer pay terminations which can be effective through 8/16

Review accuracy of data loaded in D-Jobs

- Log into CIS
- Select HR Administrative Services from the drop down menu
- Click on Dept. Job Summary (D-Jobs) tile

Enter "As Of" Date as the beginning of the fiscal year, 7/1/YYYY

| :: departm | MEGGAN E SMITH Employee ID: 00349592 |
|------------|---|
| | Department Search |
| | Enter a department ID and "As Of Date" then press Search to retrieve a summary of employees and jobs in that department. |
| | DeptID: 00288 ● Reporting Dept ✓ Demo mode As Of: 07/01/2018 ● Home Dept Search Reset Sortable D-Jobs |

Review data for accuracy

- Click Show Distributions
- If all data is accurate, NO further action needed.
- If no distribution changes are needed, submit a DMU once it opens.
- If distribution changes are needed, see the next slide.

| | Department Job Summary Reporting Department: 00288 Equal Opport - Affirm Action | | | | | | | | | | | | | | | | |
|--------------------|--|----------|--------|------------|-------|-------|-------------|----|--------------|--------|--------------|--------|----------------------------|----------|----------------|---------------|---------------|
| | | | | | As of | 07/01 | 2018 | | Change | As O | f Date | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | Total Jobs: | 9 | | | | | | | | | | | | | | | |
| | Active | 6 | | | | | | | | | | | | | | | |
| | Terminated | 3 | | | | | _ | _ | | | | | | | | | |
| | Emp Status Filter | | | | | | | Sh | ow Distril | bution | IS | To E | xcel (Jobs) | Sortable | D-Jobs | | |
| pt search | | | | | | | | | | | | | | | | | |
| Na | me | Emplid | # Jol | Code | Grade | Step | Emp Stat | CF | Comp Rate | FTE | Reg/ Temp | ABA | Supervisor | Eff | ective)ate | Action Rea | Action son |
| DHPUBA | GGETT, PHILLIP SCOTT | 00499105 | 0 1095 | DtbsRptWrt | E | 0 | т | А | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 10/1 | 11/2017 | TER | VOL |
| DHPUCE | PHALOPOD,URSULA | 00991252 | 0 0648 | EOConsult | F | 0 | Α | Α | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/0 | 01/2017 | PAY | FYF |
| | CILIER,D.R. | 06008392 | 0 1012 | DirOps | н | 0 | A | Α | 10,000.00 | 1.00 | R | 10,000 | WINTER, ELIZABETH DOLAN | 07/0 | 01/2018 | PAY | FYB |
| | TONGIA,OLIVIA NUTALA'AHO | 00651147 | 0 2813 | Prog Ast | с | 0 | т | н | 10.00 | 0.48 | R | 10,022 | FACILIER, D.R. | 09/1 | 16/2017 | TER | VOL |
| D H P U кн/ | AN, SHERE | 06009655 | 0 0512 | ExecutSecr | С | 0 | A | н | 10.00 | 1.00 | R | 20,880 | FACILIER, D.R. | 07/0 | 01/2017 | PAY | FYF |
| DHPULEO | DNE, SCAR | 00320796 | 0 0648 | EOConsult | F | 0 | А | Α | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 08/ | 16/2017 | HIR | NHR |
| DHPUSAN | NDS,JAFAR | 00122882 | 0 1027 | ADirOps | G | 0 | A | Α | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/0 | 01/2017 | PAY | FYF |
| DHPUWIE | ERSUM, BRETT BENNETT | 00649389 | 0 0648 | EOConsult | F | 0 | т | Α | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/0 | 04/2017 | TER | VOL |
| DHPUwo | UF,B.B. | 00068746 | 0 0648 | EOConsult | F | 0 | A | Α | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/0 | 01/2017 | PAY | FYF |

If distributions need to be changed:

- Change the "As Of" date back to the current date
- Click on red "D" to the left of the employee name to make changes and save.

| :: departme | :: department job summary | | | | | | | | | | | | | | |
|--|---------------------------|------------|----------------|-----------------------|-----------------------------------|-------------------|-------------------------|--|--|--|--|--|--|--|--|
| Department Job Summary Rept Department Job Summary Rept Department over a class opport a menority As of 05/18/2018 Change As Of Date O Active 6 O Terminated 3 Emp Status Filter Show Changes Show Distributions To Excel (Jobs) Sortable D-Jobs | | | | | | | | | | | | | | | |
| Show Selected Name Emplid | # Job Code | Grade Step | Emp Stat CF | Comp R Rate FTE Te | eg/ emp ABA Supervisor | Effective Date | Action/Action Reason | | | | | | | | |
| D H P U BAGGETT, PHILLIP SCOTT 00499105 | 0 1095 DtbsRptWrt | E 0 | т А | 10,000.00 1.00 | R 10,000 FACILIER, D.R. | 10/11/2017 | TER VOL | | | | | | | | |
| D H P U CEPHALOPOD, URSULA 00991252 | 0 0648 EOConsult | F 0 | A A | 10,000.00 1.00 | R 10,000 FACILIER, D.R. | 07/01/2017 | PAY FYF | | | | | | | | |
| D H P U FACILIER, D.R. 06008392 | 0 1012 DirOps | Н 0 | A A | 10,000.00 1.00 | R 10,000 WINTER, ELIZABE DOLAN | 07/01/2017 | PAY FYB | | | | | | | | |
| D H P U FATONGIA,OLIVIA 00851147 | 0 2813 Prog Ast | C 0 | тн | 10.00 0.48 | R 10,022 FACILIER, D.R. | 09/16/2017 | TER VOL | | | | | | | | |
| D H P U KHAN, SHERE 06009655 | 0 0512 ExecutSecr | C 0 | A H | 10.00 1.00 | R 20,880 FACILIER, D.R. | 07/01/2017 | PAY FYF | | | | | | | | |

DMU Approvers

• Only department head and department head proxies can approve a DMU. Alternates do **not** have access to approve a DMU.

• It is important to review your approvers and confirm they are available prior to submitting the DMU.

Reviewing DMU Approvers

To find out who the department approvers are, go to *HR Administrative Services* in CIS. Then click on *HR Human Resources Info Library* (HRIL).

Click on *Security* folder, then *HR ePAF role by DeptID*

• Enter *Dept ID* for the **second** Department/Org Head level (this is the dept/org that the department rolls up to)

Example: if the DMU is for department 00089, the **second** Dept/Org ID is **00081**.

| • | Check | DeptID | Rollup |
|---|-------|--------|--------|
|---|-------|--------|--------|

• Click Get Results

| HR ePAF role by DeptID | | RESET |
|------------------------|---------------------------------|------------------|
| | DeptiD 00658 DeptiD Rollup 🖌 | |
| | | Q GET RESULTS |

Remember, ePAF Alternates cannot approve DMU eForms.

| | HR ePAF role by DeptID (| | | | | | | | | | | | |
|---|--------------------------|-------|----------|------------|---------------------|--------------------|----------------------|-----------------------|-----------|--|--|--|--|
| | | | | | DeptID 00658 | | | | | | | | |
| | DeptID Rollup 🛛 | | | | | | | | | | | | |
| Query Execution Time Q TO EXCEL 0 Minute(s) 0.0 Seconds | | | | | | | | | | | | | |
| Show 100 🗸 | - entries | | | | HIDE/UNHIDE COLUMNS | Search: | SEAR(| CH HELP | | | | | |
| Dant ID | 1 Dept Name | ţ, | ID I | First Name | Last Name 🌐 🕸 | Full Name | 1 HR ePAF Role | 🕸 🕸 Run time date | 11 | | | | |
| 00288 | Equal Opport - Affirm Ad | ction | 06008392 | SHERYL | HAYASHI | SHERYL HAYASHI | ePAF Dept Head | 05-MAR-2018 15:09:30 | ^ | | | | |
| 00288 | Equal Opport - Affirm Ac | ction | 00105463 | ELIZABETH | WINTER | ELIZABETH WINTER | ePAF Dept Head Proxy | 05-MAR-2018 15:09:30 | | | | | |
| 00288 | Equal Opport - Affirm Ad | ction | 00316928 | JAMES | HAISLEY | JAMES HAISLEY | стлі верспеааттолу | 05-MAR-2018 15:09:30 | | | | | |
| 00288 | Equal Opport - Affirm Ac | ction | 00557224 | BRIAN | CHRISTIANSEN | BRIAN CHRISTIANSEN | ePAF Initiator | 05-MAR-2018 15:09:30 | | | | | |
| 00658 | General Counsel | | 00105463 | ELIZABETH | WINTER | ELIZABETH WINTER | ePAF Dept Head | 05-MAR-2018 15:09:30 | | | | | |
| 00658 | General Counsel | | 00108380 | PHYLLIS | VETTER | PHYLLIS VETTER | ePAF Dept Head Proxy | 05-MAR-2018 15:09:30 | | | | | |
| 00658 | General Counsel | | 00316928 | JAMES | HAISLEY | JAMES HAISLEY | ePAF Dept Head Proxy | 05-MAR-2018 15:09:30 | | | | | |
| د و مع ا | of 9 entries | | | | | | | First Previous 1 Next | > Last | | | | |

Initiating the DMU is just like other eForms

- Log into CIS
- Select HR Administrative Services from the drop down menu
- Click on the *eForms* tile

Click on Start a New eForm

HR Electronic Forms (eForms) Home page

My Worklist

Work the items that have been routed to you.

Start a New eForm

Start a new eForm, which will then be routed to the appropriate approvers.

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.

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.

Click on ePAF

| | Start | a New eForm |
|--|------------------|--|
| | ¥. | <u>ePAF</u> 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. |
| | <u>Return to</u> | HR Electronic Forms (eForms) Home page |

Click on Submit a Department Mass Update Request

DMU eForm

Enter Reporting Department ID and click search

| Department Mass Change Request | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| Enter any information you have and click Search. Leave fields blank for a list of all values. | | | | | | | | | |
| Find an Existing Value | | | | | | | | | |
| ✓ Search Criteria | | | | | | | | | |
| Department: begins with 👻 00288 | | | | | | | | | |
| Search Clear Basic Search E Save Search Criteria | | | | | | | | | |

DMU eForm Cont.

Select Budgeted or Non Budgeted employees:

 U of U Health – Academic <u>and</u> Campus departments may have employees in both groups and may need to submit 2 DMU forms, one for each group.

| Departme | ent Mass U | pdate | Authored by | | | | | | | | | |
|----------------------------------|---------------------------------------|-------------------------------------|-----------------|--|--|--|--|--|--|--|--|--|
| Step 1 of 4: | Step 1 of 4: Employee Group | | | | | | | | | | | |
| Make any form d | lata changes need | ded, then click Next. | | | | | | | | | | |
| ▼ Current Depa | irument inio | | | | | | | | | | | |
| eForm ID | 871879 | | | | | | | | | | | |
| Department | 00288 | Equal Opport - Affirm Action | | | | | | | | | | |
| Effective Date | 07/01/2018 | | | | | | | | | | | |
| What group O Budge O Non E | o of employees in eted Budgeted | this department would you like to m | ake changes to? | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Difference between Budgeted and Non Budgeted

Budgeted:

- ✓ Used by both Campus and U of U Health Academics
- Budgeted individually by employees
- ✓ Employee's budget information is loaded into PeopleSoft
- \checkmark If information is correct, no DMU change is needed

Non Budgeted:

- ✓ Used by both Campus and U of U Health Academics
- Not included individually in budget "snapshot"
- ✓ No budget information loaded to PeopleSoft

DMU eForm Cont.

Excluded Employees

- This page will appear only when someone has a pending ePAF.
- Changes on the DMU form are not allowed for anyone on the excluded list.

| Department Mass Update Authored by | | | | | | | | | | | |
|--|--|--|--|--|-----------------------|--|--|--|--|--|--|
| Step 2 of 5: Employees Excl The employees listed on this page will because they have a pending ePAF. | uded I not be updated with changes request | ed in this eForm | 0 | | | | | | | | |
| eForm ID 871879 Department 00288 E Effective Date 07/01/2018 | qual Opport - Affirm Action | | | | | | | | | | |
| Form Data | POD,URSULA | eForm ID Exclude 871846 Pendin | <u>Persons</u> <u>e Type</u> Ig ePAF | e <u>Find</u> 💷 🕌 FTE New Cor | First 🚺 1 of 1 🖸 Last | | | | | | |
| Form Messages Message Text Exclusions Acknowledgem | Description I understand that the above listed not be updated through this Depa eForm. Once this eForm execute submit individual ePAFs to proce listed employee(s). | d employee(s) will artment Mass Update es, if necessary, I will ess changes for the | | | | | | | | | |
| | | < Previous Ne | ext >> | | | | | | | | |

Two Options for Excluded Employees

1. WAIT UNTIL PENDING FORM(s) ARE PROCESSED

• Exit the DMU and start again once the pending form has executed to the system.

OR

2. CONTINUE SUBMITTING THE DMU

 Any changes to someone who is excluded would need to be submitted on an Edit Job ePAF.

Consider the following:

- What is the pending ePAF trying to accomplish?
 AND
- Does this person have any changes that need to be made effective 7/1?

EXAMPLE:

- ✓ Pending ePAF
- ✓ Job Reclassification
- ✓ Salary increase
- ✓ Effective 6/1
- ✓ <u>No</u> 7/1 salary increase or other data change

Excluded employee does **not** have a change effective 7/1.

No need to hold up the process if their information is not being updated.

Excluded Employees

• Check the *Exclusions Acknowledgement* box and click *Next*.

| Department Mass Update Authored by | | | | | | | | | | | | | |
|--|--|-------------|----------|--------------|-----|---------------------------|--|--|--|--|--|--|--|
| Step 2 of 5: The employees I because they ha | Employees Exclude listed on this page will not we a pending ePAF. | 0 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| eForm ID 871879 | | | | | | | | | | | | | |
| Department | Department 00288 Equal Opport - Affirm Action | | | | | | | | | | | | |
| Effective Date | Effective Date 07/01/2018 | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Form Data | | | | | | | | | | | | | |
| | | | | | | 7. * ** 7 1 | | | | | | | |
| Empl ID | Empl Decent Name | | eForm ID | Exclude Type | FTE | New Comp Rate | | | | | | | |
| 1 00991252 | 0 CEPHALOPOD | URSULA | 871846 | Pending ePAF | | | | | | | | | |
| Form Massages | | , | | | | | | | | | | | |
| Messages | age Text | Description | | | | | | | | | | | |
| Exclu | Exclusions Acknowledgement Lucation and that the above listed employee(s) will not be updated through this Department Mass Update eForm. Once this eForm executes, if necessary, I will submit individual ePAFs to process changes for the listed employee(s). | | | | | | | | | | | | |
| | | << P | revious | Next >> | | | | | | | | | |

The DMU eForm

7

8

9

PETTIGREW.PETER

POTTER, HARRY

SNAPE.SEVERIS

00617135

00068746

06008392

- *Effective Date* is always 7/1.
- Action/Reason of PAY/FYF will show in D-Jobs once the form saves to the system.

| | Department Mass Update | | | | | | | | | | | | | | | | |
|---|---------------------------|--------------------|--------------------------|--------------|----------------|--------------------|-------------|--------|-----|------|----------------------|-----------|------------------|------------------|-------------|----------------|----------------|
| | St | ep 3 of | 5: Enter Employee C | hanges | | | | | | | 0 | | | | | | |
| L. | Current Denestreet Infe | | | | | | | | | | | | | | | | |
| Current Department Info | | | | | | | | | | | | | | | | | |
| | eForm ID 760104 | | | | | | | | | | | | | | | | |
| Department 00288 Equal Opport - Affirm Action | | | | | | | | | | | | | | | | | |
| | Effective Date 07/01/2018 | | | | | | | | | | | | | | | | |
| | Ac | tion | PAY Pa | y Rate Chan | ge | | | | | | | | | | | | |
| | Re | ason Co | de FYF FY | Increase | | | | | | | | | | | | | |
| ۴ | Ent | ter % Inc | rease 2.00 Ar | ply increase | | | | | | | | _ |) | | | | |
| Ι. | | | | | _ | | | | | | | | | | | | |
| | Emp | oloyees | in Active and Leave stat | us | | | | | | | | | | | | | |
| | | | | | | | | | | | Personalize | E | ind Vi | ew All 🗖 🎽 | I | First 🚺 1 | -9 of 9 🕨 Last |
| | <u>c</u> | Review Complete | Name | Empl ID | Empl Record | <u>Job</u> Code | Description | Home D | ept | FTE | Current Comp Rate | <u>CF</u> | Chng <u>%</u> | New Comp Rate | <u>Term</u> | Summer Term | Future Rows |
| | 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | Q | 0.48 | 7.500000 | н | 2.00 | 7.650000 | | | |
| | 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | Q | 1.00 | 201265.210000 | С | 2.00 | 205290.510 | | | |
| | 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | Q | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | | |
| | 4 | | DUMBLEDORE, ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | Q | 1.00 | 17.000000 | н | 2.00 | 17.340000 | | | |
| | 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | Q | 1.00 | 78273.700000 | С | 2.00 | 79839.1700 | | | |
| | 6 | | LONGBOTTOM, NEVILLE | E 00501177 | 0 | 9126 | Asc Prof | 00288 | Q | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | | |

0 0672 StudRsrch 00288 Q 0.20

0 1012 DirOps

0 0648 EOConsult 00288 Q 1.00 82400.000000 A 2.00 84048.0000

00288 Q 1.00 125000.000000 A 2.00 127500.000

17.310000 H 2.00 17.660000 🗐

Future Rows

DMU eForm Cont.

Entering and Applying % Increase

- Enter % Increase can only be used for Non Budgeted group.
- Once Apply Increase button is clicked it is grayed out and then % increase is applied to all employees on the form.
- To make changes to the Enter % Increase please start a new form.
- Percentages and comp rates can still be changed individually on each row even after clicking Apply Increase.

DMU eForm Cont.

Entering and Applying % Increase

- Chng % and New Comp
 Rate are linked and will automatically adjust when one field is changed.
- Employees with multiple jobs in this department will have multiple rows, be aware of which record is being edited.

| A | ction | | PAY Pay | Rate Chang | ge | | | | | | | | | | |
|----|--------------------|-----------|------------------|--------------|----------------|--------------------|--------------------|-----------|------------|----------------------|-----------|-----------|------------------|-------------|-----------------------|
| R | eason Co | ode | FYF FY | Increase | | | | | | | | | | | |
| Er | nter % In | crease | 2.00 Ap | ply Increase | | | | | | | | | | | |
| Ēm | ployees | in Active | e and Leave stat | us | | | | | | | | | | | |
| | | | | | | | | | | Personalize | e Ei | | ew 🔨 🖓 📲 | 1 | -irst 🚺 1- |
| | Review Complete | Name | | Empl ID | Empl Record | <u>Job</u> Code | Description | Home Dept | <u>FTE</u> | Current Comp Rate | <u>CF</u> | Chng % | New Comp Rate | <u>Term</u> | <u>Summer</u> Term |
| 1 | | BLACK | SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 🔍 | 0.48 | 7.500000 | н | 2.00 | 7.650000 | | |
| 2 | | DIGGO | RY,CEDRIC | 00414599 | 0 | 9 <mark>7</mark> 6 | Profsr | 00288 🔍 | 1.00 | 201265.210000 | С | 2.00 | 205290.510 | | |
| 3 | | DIGGO | RY,CEDRIC | 00414599 | 1 | 9 <mark>7</mark> 6 | Profsr | 00288 🔍 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | |
| 4 | | DOMPL | EDUKE, ALBUS | 00009000 | U | u 512 | ExecutSecr | 00288 🔍 | 1.00 | 17.000000 | н | 2.00 | 17.340000 | | |
| 5 | | GRANG | ER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 🔍 | 1.00 | 78273.700000 | С | 2.00 | 79839.1700 | | |
| 6 | | LONGB | OTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 🔍 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | |
| 7 | | PETTIG | REW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 🔍 | 0.20 | 17.310000 | н | 2.00 | 17.660000 | | |
| 8 | | POTTER | R,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 🔍 | 1.00 | 82400.000000 | A | 2.00 | 84048.0000 | | |
| 9 | | SNAPE | SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 🔍 | 1.00 | 125000.000000 | A | 2.00 | 127500.000 | | |

Compensation Frequency and Future Rows

- CF stands for compensation frequency, which shows how the employee is being paid; hourly (H), annual (A), or contract pay (C).
- *Future Rows* link shows row(s) that are effective *after* 7/1. Click the link to see the data.

| C |)epart | ment Mass Upda | ate | | | | Authored by | | | | | | | | |
|----|---------------------------|---------------------------------|---------------|----------------|--------------|------------------------|-------------|------|---------------------------|-----------|-----------|-------------------------|-------------|----------------|----------------|
| S | tep 3 of | 5: Enter Employee Ch | anges | | | | | | 0 | | | | | | |
| Ма | ike any fo | orm data changes needed, | then click N | lext. | | | | | | | | | | | |
| Cu | rrent Dep | partment Info | | | | | | | | | | | | | |
| eF | orm ID | 760104 | | | | | | | | | | | | | |
| De | epartmer | nt 00288 Equ | al Opport - / | Affirm Ac | tion | | | | | | | | | | |
| Ff | fective D | ate 07/01/2018 | | | | | | | | | | | | | |
| | ation | DAV Dav | Bata Chap | ~~ | | | | | | | | | | | |
| A | | FAI Fay | Rate Chang | ye | | | | | | | | | | | |
| Re | eason Co | de FYF FYI | ncrease | | | | | | | | | | | | |
| Er | nter % Inc | crease 2.00 Ap | ply Increase | | | | | | | | | | | | |
| - | | | | | | | | | | | | | | | |
| Em | ployees | in Active and Leave statu | IS | | | | | | | | 2 | | | | |
| | | | | | | | | | <u>Personalize</u> | ľ | ind Vie | ew All 🗖 🎽 | | First 🚺 1 | -9 of 9 🕨 Last |
| | <u>Review</u> Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | <u>CF</u> | Chng % | New Comp Rate | <u>Term</u> | Summer Term | Future Rows |
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 🔍 | 0.48 | 7.500000 | н | 2.00 | 7.650000 | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 🔍 | 1.00 | 201265.210000 | с | 2.00 | 205290.510 | | | |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 Q | 1.00 | 268353.610000 | А | 2.00 | 273720.680 | | | |
| 4 | | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 Q | 1.00 | 17.000000 | н | 2.00 | 17.340000 | | | |
| 5 | | GRANGER.HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 Q | 1.00 | 78273.700000 | с | 2.00 | 79839.1700 | | | |
| 6 | | LONGBOTTOM.NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | А | 2.00 | 84627.3600 | | | |
| 7 | _ | | | | | | | | | - | | | | _ | |
| | | PETTIGREWPETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | н | 2 00 | 17.660000 | | | |
| 2 | | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 2.00 | 17.660000 | | _ | |
| 8 | | PETTIGREW,PETER POTTER,HARRY | 00617135 | 0 | 0672 0648 | StudRsrch EOConsult | 00288 0 | 0.20 | 17.310000 82400.000000 | H A | 2.00 | 17.660000 84048.0000 | | ſ | Future Devue |

- The *Future Rows* link will display this informational box.
- *Evaluate* how this information does or does not impact what is being submit on the DMU for this person.

| Group Box | | | | | |
|----------------|----------|------------------------|--------|-------------------------------|------|
| Empl ID | 00068746 | | | | |
| Empl Decord | 0 | | | | |
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| Linpi Record | U | | | | |
| | 0 | Personalize Find 🗐 | 🔜 | First 🕙 1 of 1 🕑 | Last |
| Effective Date | 0 | Personalize Find | Action | First ① 1 of 1 Reason Code | Last |

In this example a future pay adjustment effective 7/21 is already in the system. If a 7/1 pay change is needed AND it should replace the 7/21 PAY/ADJ it is recommend that an Edit Job ePAF be submitted for this employee.

The DMU eForm

- Click on the column titles to sort data as needed.
- Be sure to use the arrows on the right to navigate to additional pages to review all employees.

| 1 | Depart | ment Mass Upda | ate | | | | Authored by | | | | | | | | |
|----|------------|---------------------------|---------------|-----------------------|--------------------|-------------|-------------|------|---------------|---------------|-------------|----------------|------|-----------|----------------|
| 5 | Step 3 of | 5: Enter Employee Ch | anges | | | | | | 0 | | | | | | |
| M | ake any fo | rm data changes needed, | then click N | lext. | | | | | | | | | | | |
| С | irrent Dep | oartment Info | | | | | | | | | | | | | |
| е | Form ID | 760104 | | | | | | | | | | | | | |
| 0 | epartmer | nt 00288 Equ | al Opport - / | Affirm Ad | tion | | | | | | | | | | |
| E | ffective D | ate 07/01/2018 | | | | | | | | | | | | | |
| A | ction | PAY Pay | Rate Chang | ge | | | | | | | | | | | |
| R | leason Co | de FYF FYI | ncrease | | | | | | | | | | | | |
| E | nter % Ind | Ap | ply Increase | • | | | | | | | | | | | |
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| Er | nployees | in Active and Leave statu | IS | | | 7 | | | | | | | F | | |
| | Deview | | | Engl | | | | | Personalize | <u>e Fi</u> | nd Vie | ew All 🗖 🗎 | | First 🚺 1 | -9 of 9 본 Last |
| | Complete | Name | Empl ID | <u>Empi</u> Record | <u>Job</u> Code | Description | Home Dept | FTE | Rate | <u>CF</u> | <u>Cnng</u> | Rate | Term | Term | Future Rows |
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 Q | 0.48 | 7.500000 | н | 0.00 | 7.500000 | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 🔍 | 1.00 | 201265.210000 | С | 0.00 | 201265.210 | | | |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 🔍 | 1.00 | 268353.610000 | A | 0.00 | 268353.610 | | | |
| 4 | | DUMBLEDORE, ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 🔍 | 1.00 | 17.000000 | н | 0.00 | 17.000000 | | | |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 Q | 1.00 | 78273.700000 | С | 0.00 | 78273.7000 | | | |
| 6 | | LONGBOTTOM, NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 🔍 | 0.75 | 82968.000000 | A | 0.00 | 82968.0000 | | | |
| 7 | | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 Q | 0.20 | 17.310000 | н | 0.00 | 17.310000 | | | |
| 8 | | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 🔍 | 1.00 | 82400.000000 | A | 0.00 | 82400.0000 | | | |
| 9 | | SNAPE, SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 Q | 1.00 | 125000.000000 | A | 0.00 | 125000.000 | | | Future Rows |

reminder

Changes can also be made to:

- Home Department
- FTE
- Compensation Rate
- Supervisor ID
- Staff terminations
- Faculty summer terminations

| 1 | Depart | tment Mass Upda | ate | | | | Authored by | | | | | | | | |
|---------------------------------|--------------------|---|---|--|---|--|---|---|---|--|---|---|-------------|---|--------------------------------|
| 0 | Step 3 of | 5 [.] Enter Employee Ch | andes | | | | | | 0 | | | | | | |
| M | ake any fo | orm data changes needed, | then click N | ext. | | | | | | | | | | | |
| Сι | urrent Dep | partment Info | | | | | | | | | | | | | |
| e | Form ID | 760104 | | | | | | | | | | | | | |
| D | epartmen | nt 00288 Equ | al Opport - A | Affirm Ac | tion | | | | | | | | | | |
| E | ffective D | 07/01/2018 | | | | | | | | | | | | | |
| A | ction | PAY Pay | Rate Chang | je | | | | | | | | | | | |
| R | leason Co | ode FYF FYI | ncrease | | | | | | | | | | | | |
| E | nter % Inc | crease | ply Increase | | | | | | | | | | | | |
| En | nplovees | in Active and Leave statu | IS | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | Review Complete | Name | | | | | | | Dense dine | | | | | | 0 - 5 0 1 + |
| 1 | | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | <u>FTE</u> | Personalize Current Comp Rate | <u>CF</u> | nd Ve Chng % | WALCOMP <u>New Comp</u> Rate | <u>Term</u> | first 2 1- Summer Term | 9 of 9 Last <u>Future Rows</u> |
| | | BLACK,SIRIUS | Empl ID 00610781 | Empl Record 0 | <u>Job</u> Code 0091 | Description Custodian | Home Dept | FTE 0.48 | Personalize Current Comp Rate 7.500000 | <u>CF</u> H | nd Vis <u>Chng</u> % 0.00 | New Comp Rate 7.500000 | Term | irst 2 1- <u>Summer</u> <u>Term</u> | 9 of 9 🗳 Last |
| 2 | | BLACK,SIRIUS DIGGORY,CEDRIC | Empl ID 00610781 00414599 | Empl Record 0 | <u>Job</u> <u>Code</u> 0091 9176 | Description Custodian Profsr | Home Dept 00288 Q 00288 Q | FTE 0.48 1.00 | Personalize Current Comp Rate 7.500000 201265.210000 | CE H C | 10 Vis Chng % 0.00 0.00 | New Comp Rate 7.500000 201265.210 | Term | First I 1- Summer Term | 9 of 9 🗳 Last |
| 2 3 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC | Empl ID 00610781 00414599 00414599 | Empl Record 0 0 | <u>Job</u> Code 0091 9176 9176 | Description Custodian Profsr Profsr | Home Dept 00288 Q 00288 Q 00288 Q | FTE 0.48 1.00 1.00 | Personalize Current Comp Rate 7.500000 201265.210000 268353.610000 | CE H C | nd Vis Chng 0.00 0.00 0.00 0.00 0.00 | New Comp Rate 7.500000 201265.210 268353.610 | Term | Summer Term | 9 of 9 2 Last |
| 2 3 4 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS | Empl ID 00610781 00414599 00414599 06009655 | Empl Record 0 1 | Job Code 0091 9176 9176 0512 | Description Custodian Profsr Profsr ExecutSecr | Home Dept 00288 0 00288 0 00288 0 00288 0 00288 0 00288 0 00288 0 00288 0 0 00288 0 0 00288 0 0 0 0 | FTE 0.48 1.00 1.00 1.00 | Personalize Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 | CE H C A H | Image Image Ching % 0.00 0.00 0.00 0.00 | New Comp Rate 7.500000 201265.210 268353.610 17.000000 | | Summer Term | 9 of 9 Lest Future Rows |
| 2 3 4 5 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE | Empl ID 00610781 00414599 00414599 06009655 00586397 | Empl Record 0 1 1 0 | Job Code 0091 9176 9176 0512 9125 | Description Custodian Profsr Profsr ExecutSecr Asc Prof | Home Dept 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q | FTE 0.48 1.00 1.00 1.00 1.00 | Personalze Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 | CF H C A H | Image Oracle Chng % 0.00 0.00 0.00 0.00 0.00 0.00 | New Comp Rate Provide 7.500000 201265.210 268353.610 17.000000 78273.7000 78273.7000 | | Summer Term | S of 9 Last |
| 2 3 4 5 6 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE LONGBOTTOM,NEVILLE | Emp1 ID 00610781 00414599 00414599 06009655 00586397 00501177 | Empl Record 0 1 1 0 0 | Job Code 0091 9176 9176 0512 9125 9126 | Description Custodian Profsr Profsr ExecutSecr Asc Prof Asc Prof | Home Dept 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q | FTE 0.48 1.00 1.00 1.00 1.00 0.75 | Personalce Current Comp 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000 | CE H C A H C A | Chng 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | New Comp Rate 7.500000 201265.210 268353.610 17.000000 78273.7000 82968.0000 | | Summer Term | S of 9 2 Last |
| 2 3 4 5 6 7 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE LONGBOTTOM,NEVILLE PETTIGREW,PETER | Emp1 ID 00610781 00414599 06009655 00586397 00501177 00617135 | Empl Record 0 0 1 0 0 0 0 | Job Code 9176 9176 0512 9125 9126 0672 | Description Custodian Profsr ExecutSecr Asc Prof Asc Prof StudRsrch | Home Dept 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q | FTE 0.48 1.00 1.00 1.00 0.75 0.20 | Personalce Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000 17.310000 | CE H C A H C A H | Chng 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Mark Comp Rate 7.500000 201265.210 268353.610 17.000000 78273.7000 82968.0000 17.310000 | | Summer Term | 9 of 9 2 Last Future Rows |
| 2 3 4 5 6 7 8 | | BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE LONGBOTTOM,NEVILLE PETTIGREW,PETER POTTER,HARRY | Empl ID 00610781 00414599 00414599 06009655 00586397 00501177 00617135 00068746 | Empl Record 0 1 1 0 0 0 0 0 0 0 | Job Code 0091 9176 9176 0512 9125 9126 0672 0648 | Description Custodian Profsr ExecutSecr Asc Prof Asc Prof StudRsrch EOConsult | Home Dept 00288 Q | FTE 0.48 1.00 1.00 1.00 0.75 0.20 1.00 | Personalce Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000 17.310000 82400.000000 | CF H C A H C A H A | Chng 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Mark Comp Rev Comp Rate 7.500000 201265.210 268353.610 17.000000 78273.7000 82968.0000 17.310000 82400.0000 | | | 9 of 9 2 Last Future Rows |

Terminations

- Click the *Term* box for staff terminations effective 7/1.
- Click the Summer Term box for <u>faculty</u> summer terminations and enter a termination date. Allowed dates are between 7/1 – 8/16.

| En | nlovees | in Active and Leave statu | 16 | | | | | | | | | | | | | | |
|----|----------|---------------------------|----------|--------|------|-------------|---------|-------|------|---------------|-----------|----------|----------------|---------------|------------|------------------|----------------|
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| | Review | | | Empl | loh | | | | | Current Comp | | Chng | ersonalize Fin | <u>d</u> Viev | v All Carl | 📔 🖬 First 🗳 1 | -9 of 9 🗳 Last |
| | Complete | Name | Empl ID | Record | Code | Description | Home De | ept (| FTE | Rate | <u>CF</u> | <u>%</u> | Rate | <u>Term</u> | Term | Termination Date | Future Rows |
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | Q | 0.48 | 7.500000 | н | 1.00 | 7.580000 | | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | Q | 1.00 | 201265.210000 | С | 2.00 | 205290.510 | | | | |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | Q | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | • | 08/16/2017 | |
| 4 | | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | Q | 1.00 | 17.000000 | н | 3.00 | 17.510000 | | | | _ |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | Q | 1.00 | 78273.700000 | С | 2.00 | 79839.1700 | | | | |
| 6 | | LONGBOTTOM, NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | Q | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | | | |
| 7 | | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | Q | 0.20 | 17.310000 | н | 3.99 | 18.000000 | | | | |
| 8 | | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 | Q | 1.00 | 82400.000000 | A | 2.00 | 84048.0000 | | | | |
| 9 | | SNAPE, SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 | Q | 1.00 | 125000.000000 | A | 2.00 | 127500.000 | | | | Future Rows |

Save For Later will

- Save your changes
- Keep you on the eForm

• NOT start approvals

| | | | | | | | | | Pers | onalize | Find View A | цØ | | First 🕔 🔣 1-9 o | f 9 р 🕑 Las |
|-------------------------------|---------------------|----------|----------------|-------------|-------------|------------|--------|----------------------|------|-----------|------------------|------|----------------|------------------|-------------|
| Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dep | ot FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Termination Date | Future Rows |
| | BLACK, SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.4 | 8 7.500000 | н | 1.00 | 7.580000 | | | | |
| | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | ٦.0 | 0 201265.210000 | С | 2.00 | 205290.510 | | | | |
| | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.0 | 0 268353.610000 | A | 2.00 | 273720.680 | | | 08/16/2017 | |
| | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.0 | 0 17.000000 | н | 3.00 | 17.510000 | | | | |
| | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.0 | 0 78273.700000 | С | 2.00 | 79839.1700 | | | | |
| | LONGBOTTOM, NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.7 | 5 82968.000000 | A | 2.00 | 84627.3600 | | | | |
| | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.2 | 0 17.310000 | н | 3.99 | 18.000000 | | | | |
| | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 | 1.0 | 0 82400.000000 | A | 2.00 | 84048.0000 | | | | |
| | SNAPE, SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 | ٦.0 | 0 125000.000000 | A | 2.00 | 127500.000 | | | | Future Row |
| Check / omments ur Comm | Uncheck All | E | | | | < Previous | | Close | | | | Qui | ckTi | ρ | |

Use the Save For Later button often.

Complete a form you have saved for later

HR Electronic Forms (eForms) Home page

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Start a new eForm

Start a new eForm, which will then be routed to the appropriate approvers. Start a new eForm

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. <u>Resubmit, Change, or Withdraw an eForm</u>

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. <u>View an eForm</u>

Return to eForms Home Page

 Click on Resubmit, Change or Withdrawn <u>then</u> select Update Department Mass Request. Search by eForm ID or by Department ID

| Find an Existing Value | |
|---|----------|
| Search Criteria | |
| | _ |
| eForm ID begins with V | |
| Workflow Form Type begins with V DMUF | |
| Workflow Form Status | |
| Department begins with V | |
| | <u> </u> |
| Originated Date From >= ~ | 31 |
| Originated Date Thru <= ~ | 31 |
| Limit the number of results to (up to 300): 300 | |

- You can pick up right where you left off.
- Edit, save and exit the form as many times as needed.
- Make sure each row has been marked as "Review Complete."
- Each box can be checked individually, or use "Check/Uncheck All".

| Employees | in Active and Leave statu | s | | | | | | | | | | | | | | |
|-----------|---------------------------|----------|----------------|--------------------|-------------|-------------|------|----------------------|-----------|-----------|------------------|----------------|-----------------------|---------------|------|---------------|
| | | | | | | | | | | P | ersonalize Fin | <u>d</u> Vie | w All 🔽 | First | K 1- | 9 of 9 🖸 Last |
| Comple | Name | Empl ID | Empl Record | <u>Job</u> Code | Description | Home Dept | FTE | Current Comp Rate | <u>CF</u> | Chng % | New Comp Rate | <u>Term</u> | <u>Summer</u> Term | Termination D | ate | Future Rows |
| | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 🔍 | 0.48 | 7.500000 | н | 1.00 | 7.580000 | | | | | |
| . 💌 | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 🔍 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | v | 08/16/2017 | 31 | |
| | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 🔍 | 1.00 | 201265.210000 | С | 2.00 | 205290.510 | | | | | |
| . 🗹 | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 🔍 | 1.00 | 17.000000 | н | 3.00 | 17.510000 | | | | | |
| | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 🔍 | 1.00 | 78273.700000 | С | 2.00 | 79839.1700 | | | | | |
| | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 🔍 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | | | | |
| . 🔊 | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 🔍 | 0.20 | 17.310000 | н | 3.99 | 18.000000 | | | | | |
| | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 🔍 | 1.00 | 82400.000000 | A | 2.00 | 84048.0000 | | | | | |
| | SNAPE,SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 🔍 | 1.00 | 125000.000000 | A | 2.00 | 127500.000 | | | | | Future Rows |
| Check | Uncheck All | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | |
| Your Comr | nent: | | | | | Brovious | | Novtos | | | | | | | | |
| | | S | | | | Flevious | F | Close | | | | | | | | |
| Comment | History: | 11 | | | Sav | e For Later | | | | | | | | | | |

When ready, add any comments and click *Submit* or *Resubmit* to begin the approval process.

Note, if the form was saved for later the button will appear as Resubmit.

Congratulations! The DMU eForm is now routing for approvals!

| Department Ma | Authored by |
|--|---|
| Step 5 of 5: Form Fir Congratulations, you hav | e successfully updated this form! |
| eForm ID | 760104 |
| Form Status | |
| You have just SUBMITTE Head Primary for further Process Visualizer | D this form. This action passed the form to Org processing. |
| | |
| 1: MACDONALD,AMANDA CATHERINE (U0552027) | 2: 3: 4: Integration 5: System gtOrgHeadPrim Broker |
| Go To Worklist | |
| iew This Form | |
| o To ePAF Home Page | |
| lose This Form | |
| Resubmit This eForm | |

Campus Department Routing:

U of U Health–Academic Routing:

Department Head or proxy approvers can either use the link in the ePAF email notification <u>or</u> navigate to their worklist in CIS to approve the DMU.

| Worklist Items | | | | | | |
|----------------------------------|------------|-----------------------|--------------------|----------|----------------------|-----------|
| From | Date From | Work Item | Worked By Activity | Priority | Link | |
| AMANDA CATHERINE MACDONALD | 05/24/2017 | Notification Worklist | Notification | • | Dept Mass Update:002 | <u>88</u> |

- Reviewing the DMU is similar to reviewing other eForms.
- The reviewer clicks next to advance through each page.

| view Dep | oartment M | lass Updates | Authored by | | | |
|--|-------------------------------|---------------------------------|---------------------------|------------------------------|--------------------|---------------|
| Step 2 of 4: | View Employe | es Excluded | | 0 | | |
| /iew the form d | ata below. Click N | Next for the form History page. | | | | |
| Current Dep | artment info | | | | | |
| eForm ID | 760104 | | | | | |
| Department | 00288 | Equal Opport - Affirm Action | | | | |
| Effective Date | 07/01/2018 | | | | | |
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| orm Data | | | | | | |
| | | | | | | |
| 114 | | | | | Personalize Find | |
| Empl ID | Empl Record Name | | eForm ID | Exclude Type | Personalize Find | New Comp Rate |
| Empl ID 1 00991252 | Empl Record Name 0 LOVE | GOOD,LUNA | <u>eForm ID</u> 760075 | Exclude Type Pending ePAF | Personalize Find | New Comp Rate |
| Empl ID 1 00991252 form Message | Empl Record Name 0 LOVE | good,luna | <u>eForm ID</u> 760075 | Exclude Type Pending ePAF | Personalize Find | New Comp Rate |
| Empl ID 1 00991252 form Messages | Empl Record 0 LOVE | GOOD,LUNA <u>Text</u> | <u>eForm ID</u> 760075 | Exclude Type Pending ePAF | Personalize Find | New Comp Rate |

HUMAN RESOURCES

Be sure to navigate through ALL pages when evaluating.

| Ste View | Step 3 of 4: View Employee Changes Image: Changes View the form data below. Click Next for the form History page. Image: Click Next for the form History page. | | | | | | | | | | | | | | | |
|---|--|----------------------|----------------|----------------|-------------|-------------|--------------|------|----------------------|-----------|-------------------|---------------------------|--------|----------------|-------------|----------------|
| Current Department Info | | | | | | | | | | | | | | | | |
| eFo | rm ID | 760104 | | | | | | | | | | | | | | |
| Department 00288 Equal Opport - Affirm Action | | | | | | | | | | | | | | | | |
| Effo | Effective Data 07/04/2010 | | | | | | | | | | | | | | | |
| Act | ion | PAY | Pay Rate Chan | ge | | | | | | | | | | | | |
| Rea | ison Co | de FYF | TY Increase | | | | | | | | | | | | | |
| Ente | er % Inc | rease 2.00 | Apply Increase | | | | | | | | | | | | 4 | |
| Emp | loyees i | n Active and Leave s | tatus | | | | | | | | | | | | | |
| | | | | | | | | | | | | Personalize Find | View A | | First 🚺 1 | -9 of 9 D Last |
| | Review | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | <u>CF</u> | Chng % | New Comp Rate | Term | Summer Term | Te mination | |
| 1 | Implete | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | н | <u></u> 1.00 | 7.580000 | | | | |
| 2 | 4 | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | <mark>2.00</mark> | 273720.680000 | | 1 | 08/16/2017 | |
| 3 | 1 | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | С | <mark>2.00</mark> | 205290.510000 | | | | |
| 4 | 1 | DUMBLEDORE,ALB | US 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.00000 | н | <mark>3.00</mark> | 17.510000 | | | | |
| 5 | 1 | GRANGER,HERMIO | NE 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | С | <mark>2.00</mark> | 79839.170000 | | | | |
| 6 | 1 | LONGBOTTOM, NEV | LLE 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | <mark>2.00</mark> | 84627.360000 | | | | |
| 7 | 1 | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | н | <mark>3.99</mark> | 18.000000 | | | | |
| 8 | 1 | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 | 1.00 | 82400.000000 | A | <mark>2.00</mark> | <mark>84048.000000</mark> | | | | |
| 9 | 1 | SNAPE, SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 | 1.00 | 125000.000000 | A | <mark>2.00</mark> | 127500.000000 | | | | Future Rows |
| | | | | | | | | | | | | | | | | |

Approve, Deny, or Recycle the eForm

- APPROVE: Moves form to the next approver or sends to system (if final approver)
- DENY: Ends the form and a new form would need to be started
- RECYCLE: Sends form back to the initiator. *Remember to enter comments first.

| | | | | Empl | Home | | Current Comp | | _ | Change | New Comp | 1 | Summar | Termination | |
|--------------------------------|---------------------|-----|----------|----------------|--------------|--------|----------------------|----------------|------------|--------------------------|--------------------|----------------|------------------------------|-----------------------------|----------------|
| Name | | | Empl ID | Record | Dept | 5 | Rate | <u>FTE</u> | <u>CF</u> | Percent | Rate | Term | Term | Date | |
| POTTE | R,HAR | RY | 00068746 | 0 | 0028 | 88 | 82400.000000 | 1.00 | A | 2.00 | 84048.000000 | | | | |
| | BU OrgID Activity | | Account | | Allow | Beg Dt | | End Dt | Di | stribution | Description | | | | |
| | 1 01 00288 00005877 | | 7 | 508(| 0800 | | 1 11/16/2015 | | 06/30/2016 | | 1.0000 | 0 OFFICE OF EQ | 0 OFFICE OF EQUAL OPPORTUNIT | | |
| | 2 | 01 | 00288 | 0000587 | 05877 5080 | | 00 | 1 | | 1/2016 | 06/30/2017 | | 1.0000 | OFFICE OF EQUAL OPPORTUNITY | |
| Name | | | Empl ID | Empl Record | Home Dept | | Current Comp Rate | <u>FTE</u> | <u>CF</u> | Change Percent | New Comp Rate | Tern | <u>Summer</u> Term | Termination Date | |
| SNAPE | E,SEVER | RIS | 06008392 | 0 | 0028 | 8 | 125000.000000 | 0 1.00 | A | 2.00 | 127500.000000 | | | | |
| | | BU | OrgID | Activity | | Acco | ount | Allow | Beg | <u>Dt</u> | End Dt | | stribution | Description | |
| | 1 | 01 | 00288 | 0000587 | 7 | 508 | 00 | 1 07/18/2016 | | | 06/30/2017 1.00000 | | | 0 OFFICE OF EQ | UAL OPPORTUNIT |
| omments 'our Com Comment | ment: History | : | | ¥ | | | App << Pre | rove evious | | Deny Recycle Close | | | | | |

Wondering where is the eForm? or Whose worklist it is in?

Go to eForms Home Page and click on "View an eForm".

To search enter:

• eForm ID

Or

 Form Type = DMUF and Department ID

| View All eForm | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| Enter any information you have and click Search. Leave fields blank for a list of a | | | | | | | | | |
| Find an Existing Value | | | | | | | | | |
| ▼ Search Criteria | | | | | | | | | |
| eForm ID begins with 🔻 | | | | | | | | | |
| Workflow Form Type begins with 🔻 DMUF | | | | | | | | | |
| Workflow Form Status = • | | | | | | | | | |
| Empl ID begins with 🔻 | | | | | | | | | |
| Empl Record = 🔻 | | | | | | | | | |
| First Name begins with 🔻 | | | | | | | | | |
| Last Name begins with T | | | | | | | | | |
| Department begins with 🔻 00288 | | | | | | | | | |
| Job Code begins with V | | | | | | | | | |
| Original Operator begins with 🔻 | | | | | | | | | |
| Originated Date From >= V | | | | | | | | | |
| Limit the number of results to (up to 300): 300 | | | | | | | | | |
| Search Clear Basic Search 🖾 Save Search Criteria | | | | | | | | | |

All DMU eForms will show in the list. Click on the desired eForm.

| View All eForm | | | | | | | | | | | | |
|---|--------------------|--------------------|---------------|--------------|--------|-----------|------------|----------|------------------|--------------------------|--|--|
| Enter any information you have and click Search. Leave fields blank for a list of all values. | | | | | | | | | | | | |
| Find an Existing Value | | | | | | | | | | | | |
| | | | | | | | | | | _ | | |
| Search Criteria | | | | | | | | | | | | |
| eForm ID | begins with | | | 1 | | | | | | | | |
| Workflow Form Type | begins with v | | | | | | | | | | | |
| Workflow Form Status | | | | <u> </u> | , | | | | | | | |
| Fmpl ID | - · | | | 1 | | | | | | | | |
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| Einpricecord First Namo | - · | | |] | | | | | | | | |
| Last Name | begins with ¥ |] | |] | | | | | | | | |
| Department | begins with v | 00200 | |] | | | | | | | | |
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| Original Operator | begins with + | 01/01/2016 | |] | | | | | | | | |
| Originated Date From | | | | 31 | | | | | | | | |
| Limit the number of resu | its to (up to 300) |): 300 | | | | | | | | | | |
| Clear Clear | Decis Coord | | oorah Oritor | | | | | | | | | |
| Search | Basic Search | n 🖂 Save S | earch Chier | la | | | | | | | | |
| Search Results | | | | | | | | | | | | |
| View All | | | | | | | | | | | | |
| eForm ID Workflow Form | Type Workflow | Form Status E | ipi ID Empl F | Record First | t Name | Last Name | Department | Job Code | Original Operato | r Originated Date Thru (| | |
| 688574 DMUF | Executed | 0 | ank) 0 | (bla | nk) | (blank) | 00288 | (blank) | U0557224 | 06/13/2016 | | |
| 759922 DMUF | Withdraw | n (<mark>l</mark> | ank) 0 | (bla | nk) | (blank) | 00288 | (blank) | U0626017 | 05/05/2017 | | |
| 760104 DMUF | Pending | 0 | ank) 0 | (bla | nk) | (blank) | 00288 | (blank) | U0552027 | 05/23/2017 | | |

At the end of the eForm

- Click on *Who can work this form?* to see who can currently approve.
- The Process Visualizer shows where the form is in process.
- The Transaction Log shows a history of what has happened so far.

Once the form shows *Executed* in the transaction log it has saved to the system and is now fully completed.

- Go to D-Jobs and do a final check that **all** data is correct as of 7/1.
- If needed, submit individual Edit Job eForms.

- Have <u>all</u> submissions and approvals completed <u>prior</u> to the close date and time.
- If needed, multiple DMU eForms can be submitted for each department.
- Consider timing. The last eForm saved is what takes effect in the system.
- ABAs are updated daily.
- Have questions? Check DMU website for FAQs and other information.
 <u>https://www.hr.utah.edu/serviceTeams/FY.php</u>
- Contact your HR Team with additional questions.