# 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.

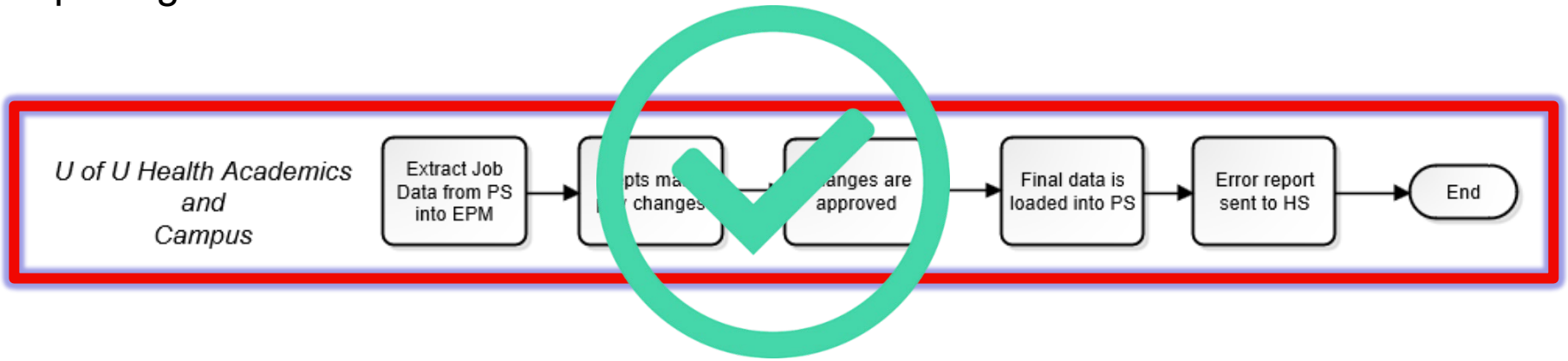
# Why is the DMU Important?

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.

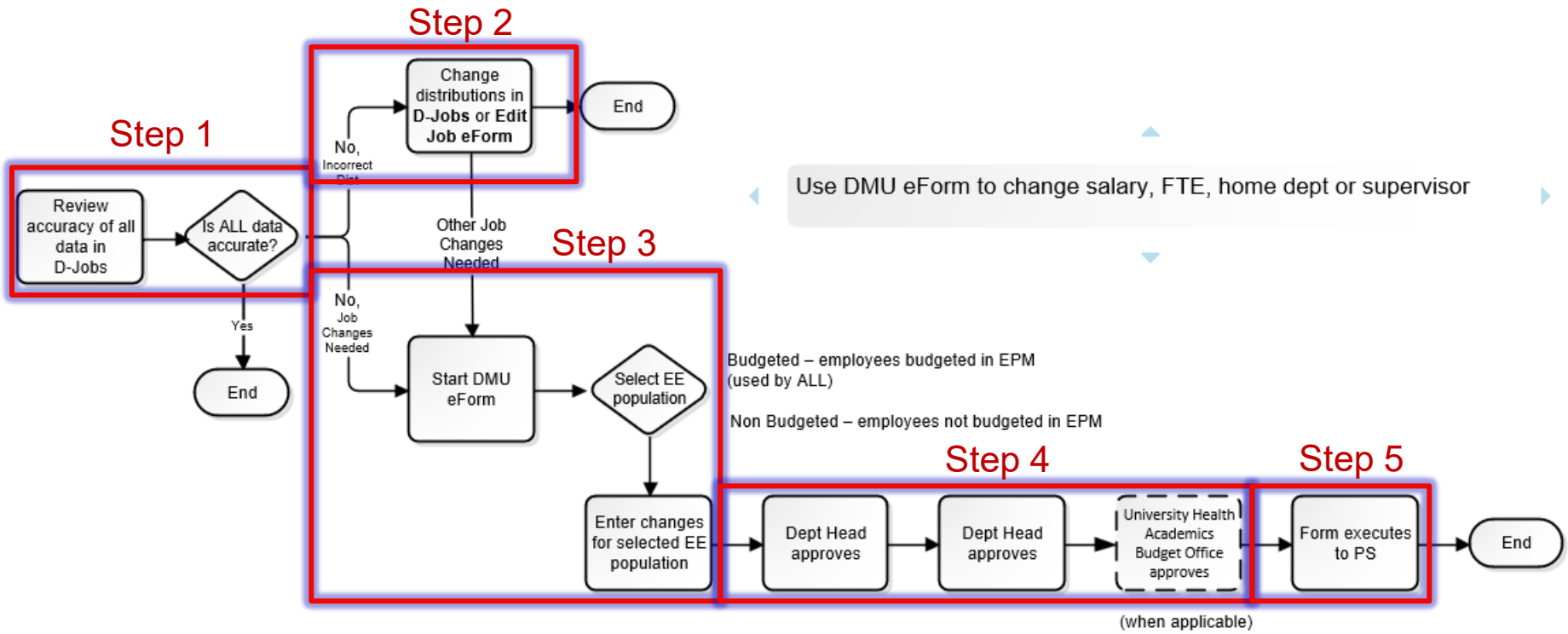
## EPM Process

- **U of U Health - Academic departments** <u>and</u> **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




Use DMU eForm to change salary, FTE, home dept or supervisor

# Processing Dates

*(approximated)*

- 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*

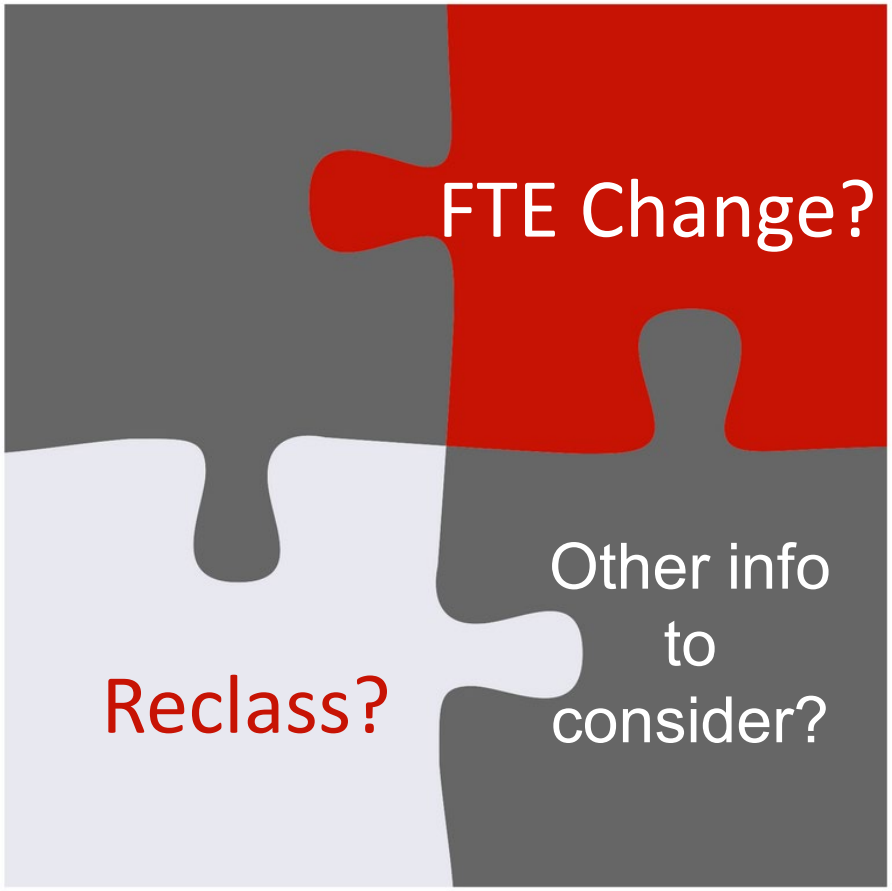
https://www.hr.utah.edu/serviceTeams/FY.php

# 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 1st.

- 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

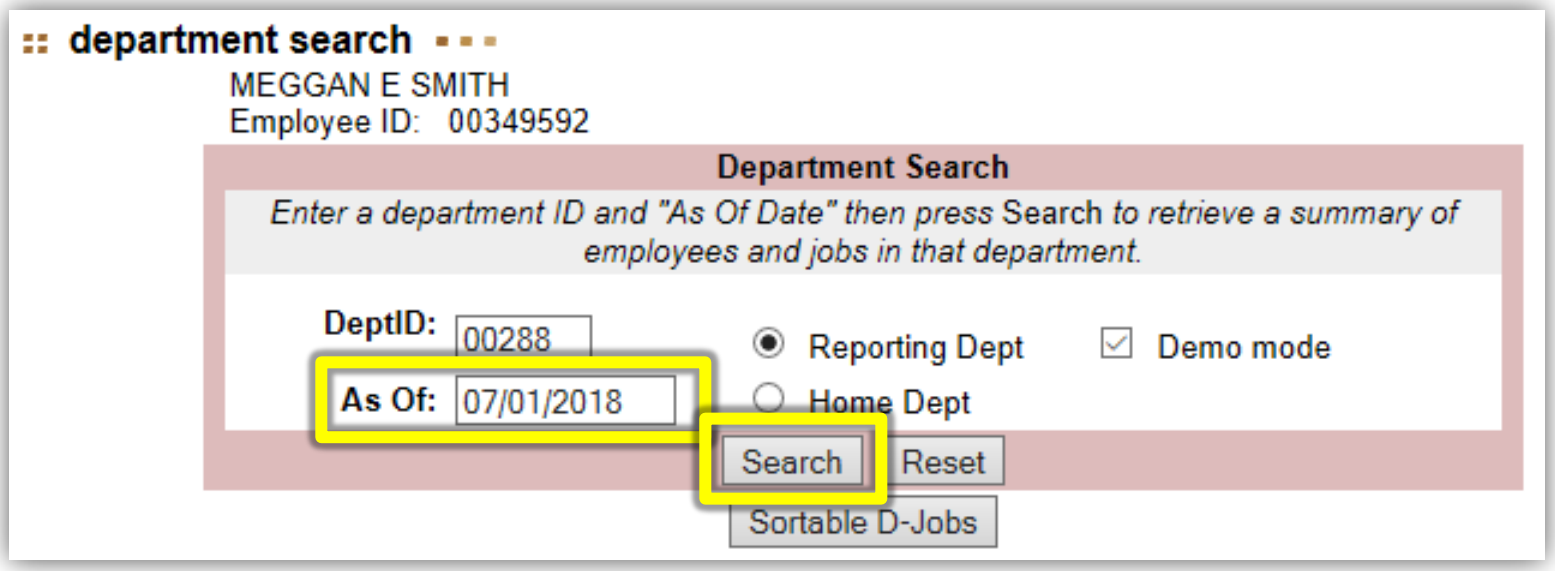
**ALL CHANGES EFFECTIVE JULY 1ST**

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



# 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 Of Date

| Total Jobs: | 9 |
|---|---|
| ☑ Active | 6 |
| ☑ Terminated | 3 |

Emp Status Filter | Show Distributions | To Excel (Jobs) | Sortable D-Jobs

pt search

| | Name | Emplid | # | Job Code | Grade | Step | Emp Stat | CF | Comp Rate | FTE | Reg/ Temp | ABA | Supervisor | Effective Date | Action/Action Reason | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D H P U | BAGGETT,PHILLIP SCOTT | 00499105 | 0 | 1095 | DtbsRptWrt | E | 0 | T | A | 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 | H | 0 | A | A | 10,000.00 | 1.00 | R | 10,000 | WINTER, ELIZABETH DOLAN | 07/01/2018 | PAY | FYB |
| D H P U | FATONGIA,OLIVIA MANUTALA'AHO | 00651147 | 0 | 2813 | Prog Ast | C | 0 | T | H | 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 |
| D H P U | LEONE,SCAR | 00320796 | 0 | 0648 | EOConsult | F | 0 | A | A | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 08/16/2017 | HIR | NHR |
| D H P U | SANDS,JAFAR | 00122882 | 0 | 1027 | ADirOps | G | 0 | A | A | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/01/2017 | PAY | FYF |
| D H P U | WIERSUM,BRETT BENNETT | 00649389 | 0 | 0648 | EOConsult | F | 0 | T | A | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/04/2017 | TER | VOL |
| D H P U | WOLF,B.B. | 00068746 | 0 | 0648 | EOConsult | F | 0 | A | A | 10,000.00 | 1.00 | R | 10,000 | FACILIER, D.R. | 07/01/2017 | 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.

:: department job summary

Department Job Summary

As of 05/18/2018 Change As Of Date

| Total Jobs: | 9 |
|---|---|
| ☑ Active | 6 |
| ☑ Terminated | 3 |

Pay Period
- (●) Current
- ( ) Previous and Current

Emp Status Filter | Show Changes | Show Distributions | To Excel (Jobs) | Sortable D-Jobs

dept search

Show Selected

| | Name | Emplid | # | Job Code | | Grade | Step | Emp Stat | CF | Comp Rate | FTE | Reg/ Temp | ABA | Supervisor | Effective Date | Action/Action Reason | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D H P U | BAGGETT,PHILLIP SCOTT | 00499105 | 0 | 1095 | DtbsRptWrt | E | 0 | T | A | 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 | H | 0 | A | A | 10,000.00 | 1.00 | R | 10,000 | WINTER, ELIZABETH DOLAN | 07/01/2017 | PAY | FYB |
| D H P U | FATONGIA,OLIVIA MANUTALA'AHO | 00651147 | 0 | 2813 | Prog Ast | C | 0 | T | H | 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 |

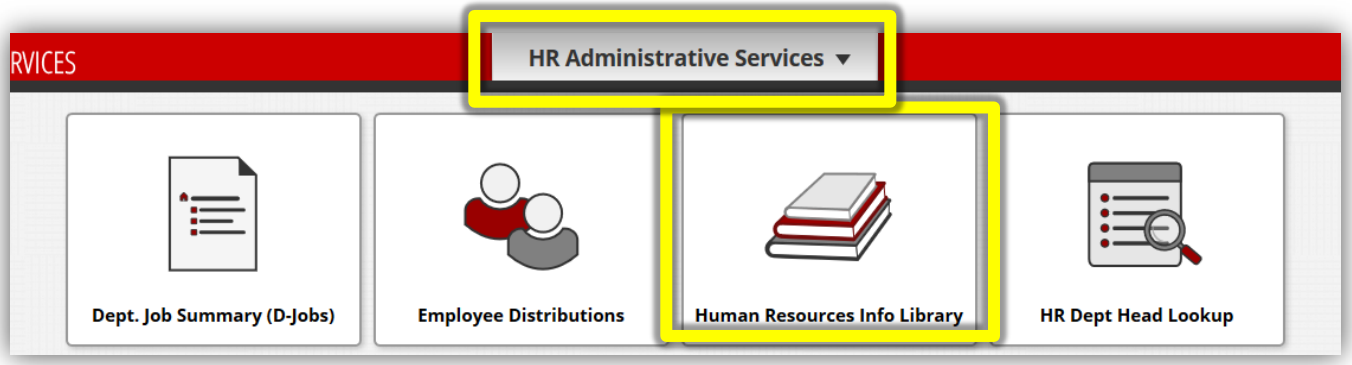
# DMU Approvers

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

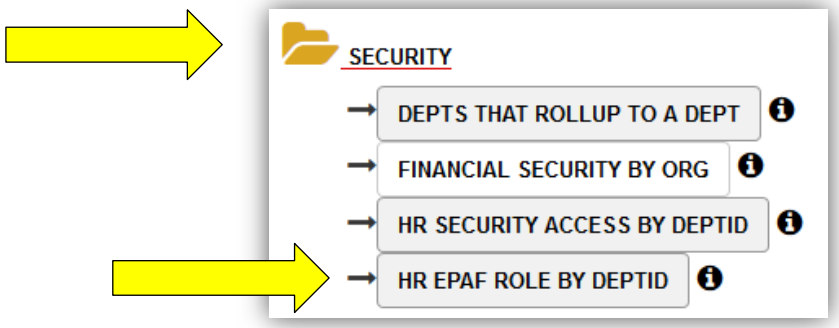
- It is important to review your approvers and confirm they are available prior to submitting the DMU.

# 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).



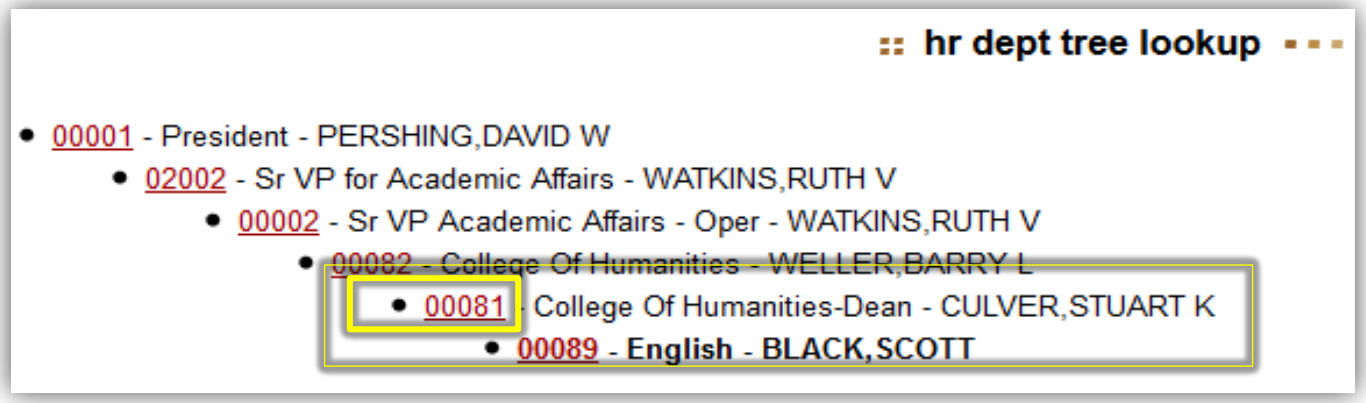

Click on *Security* folder, then *HR ePAF role by DeptID*



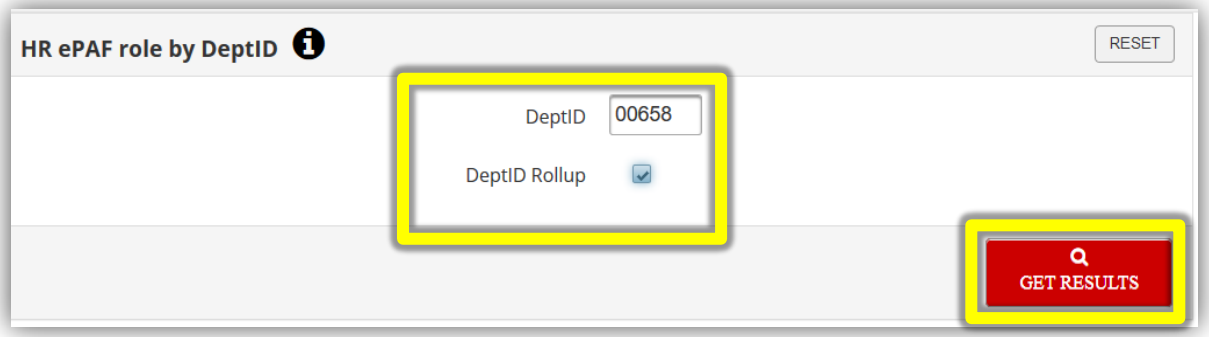
- Enter *Dept ID* for the **second** Department/Org Head level

  (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*



# Remember, ePAF Alternates cannot approve DMU eForms.

**HR ePAF role by DeptID**

RESET

DeptID 00658

DeptID Rollup ☑

TO EXCEL

Query Execution Time

0 Minute(s) 0.0 Seconds

GET RESULTS

HIDE/UNHIDE COLUMNS

Show 100 entries

Search:

SEARCH HELP

| Dept ID | Dept Name | ID | First Name | Last Name | Full Name | HR ePAF Role | Run time date |
|---|---|---|---|---|---|---|---|
| 00288 | Equal Opport - Affirm Action | 06008392 | SHERYL | HAYASHI | SHERYL HAYASHI | ePAF Dept Head | 05-MAR-2018 15:09:30 |
| 00288 | Equal Opport - Affirm Action | 00105463 | ELIZABETH | WINTER | ELIZABETH WINTER | ePAF Dept Head Proxy | 05-MAR-2018 15:09:30 |
| 00288 | Equal Opport - Affirm Action | 00316928 | JAMES | HAISLEY | JAMES HAISLEY | ePAF Dept Head Proxy | 05-MAR-2018 15:09:30 |
| 00288 | Equal Opport - Affirm Action | 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 |

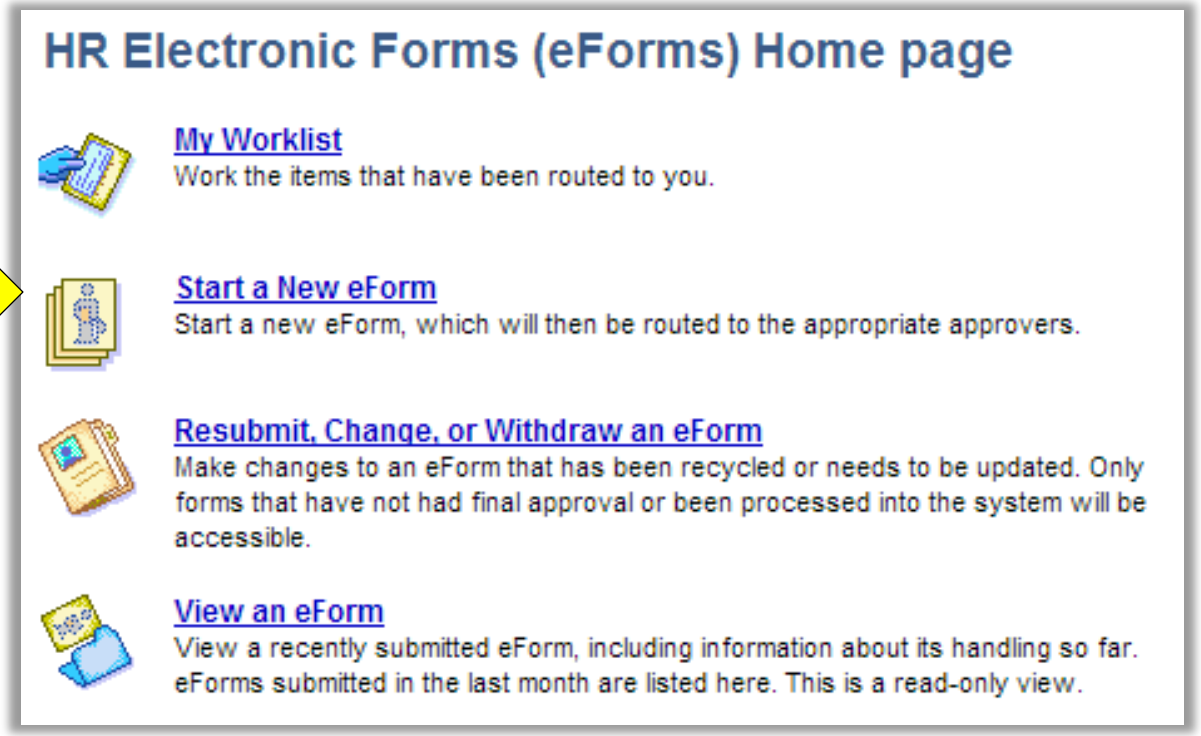
Showing 1 to 9 of 9 entries

First Previous 1 Next Last

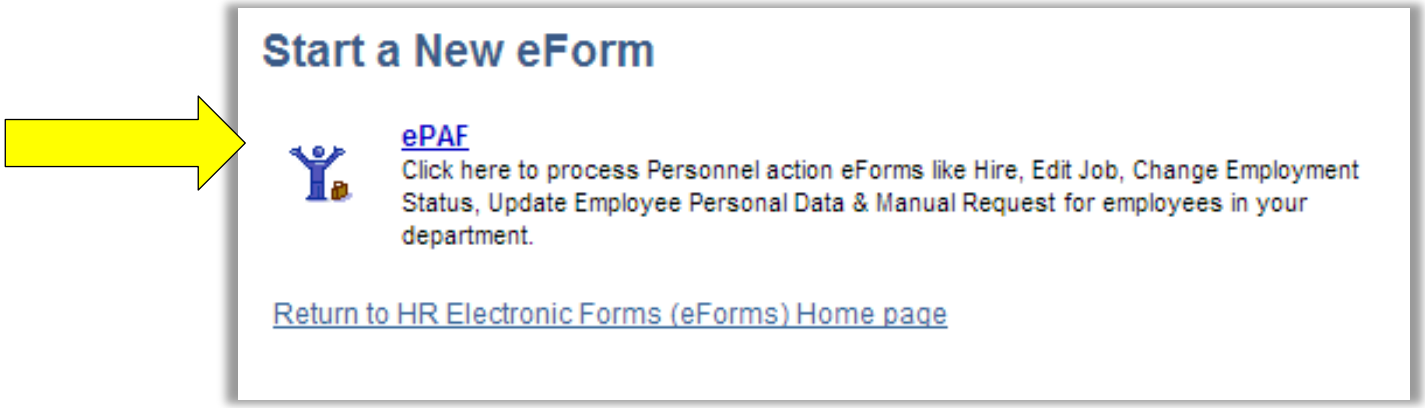
# Initiating the DMU is just like other eForms

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

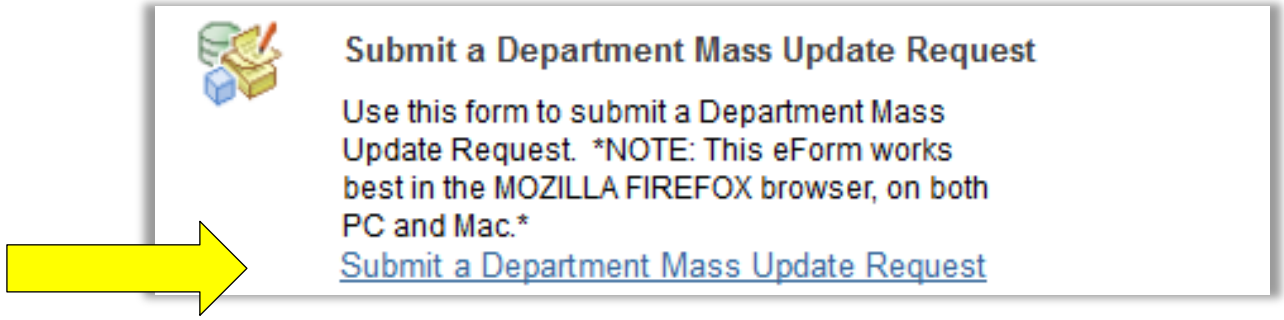
# Click on *Start a New eForm*



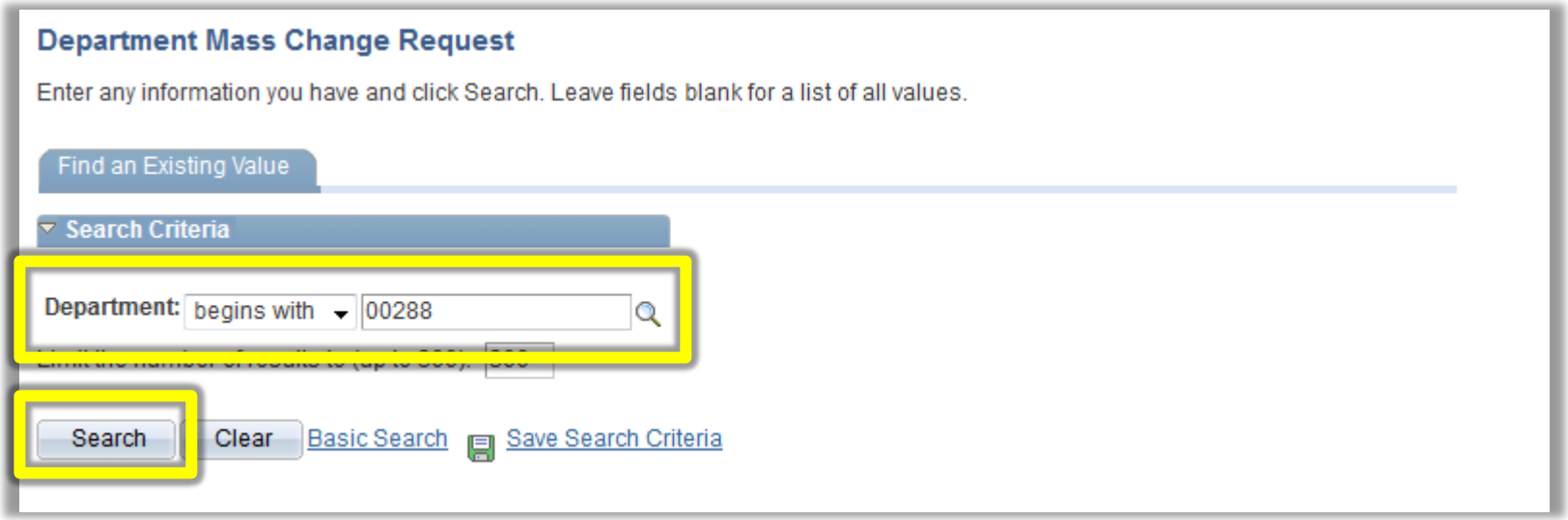
Click on *ePAF*




Click on *Submit a Department Mass Update Request*



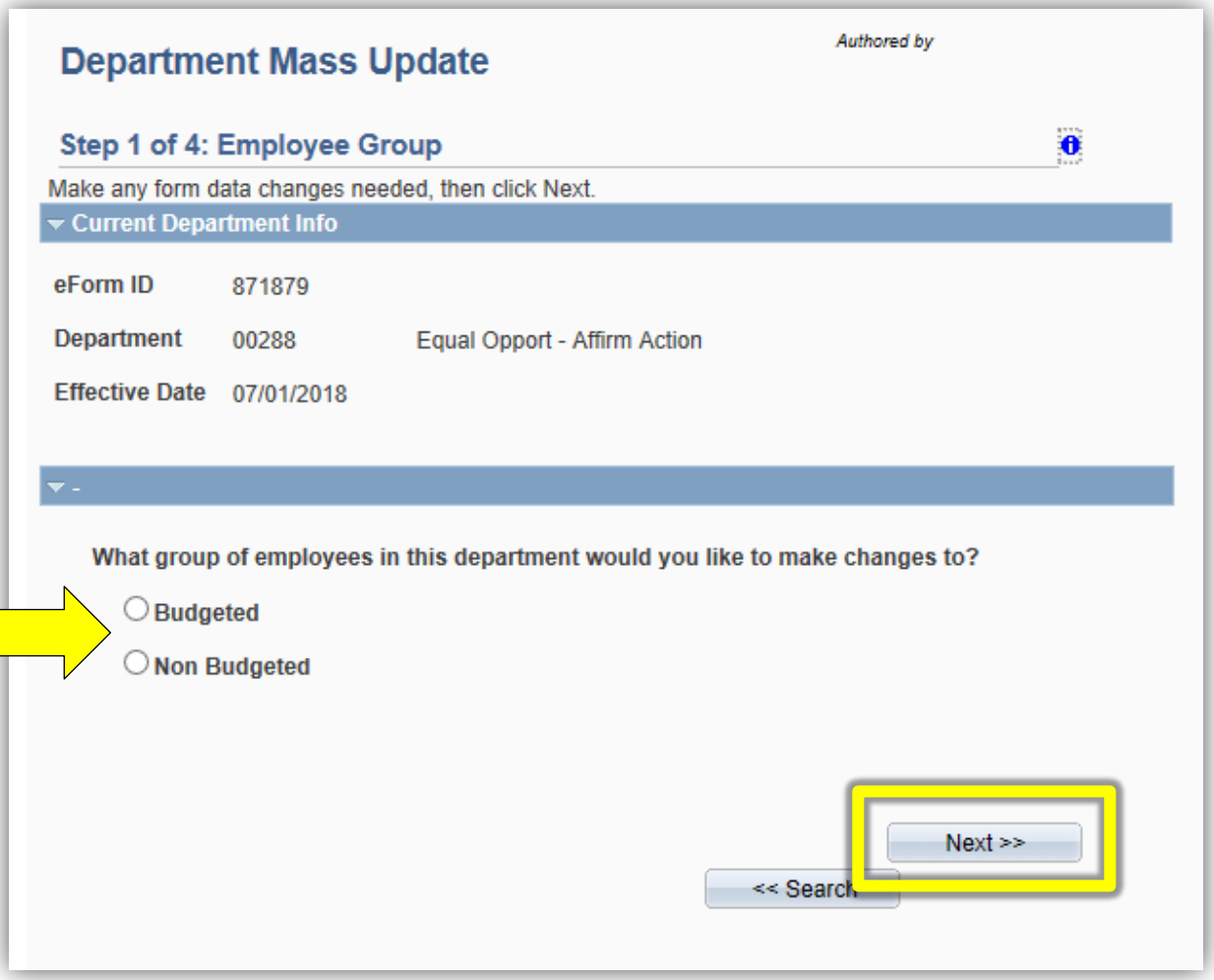
# Enter *Reporting Department ID* and click *search*



# 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.



# 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
- ✓ If information is correct, no DMU change is needed

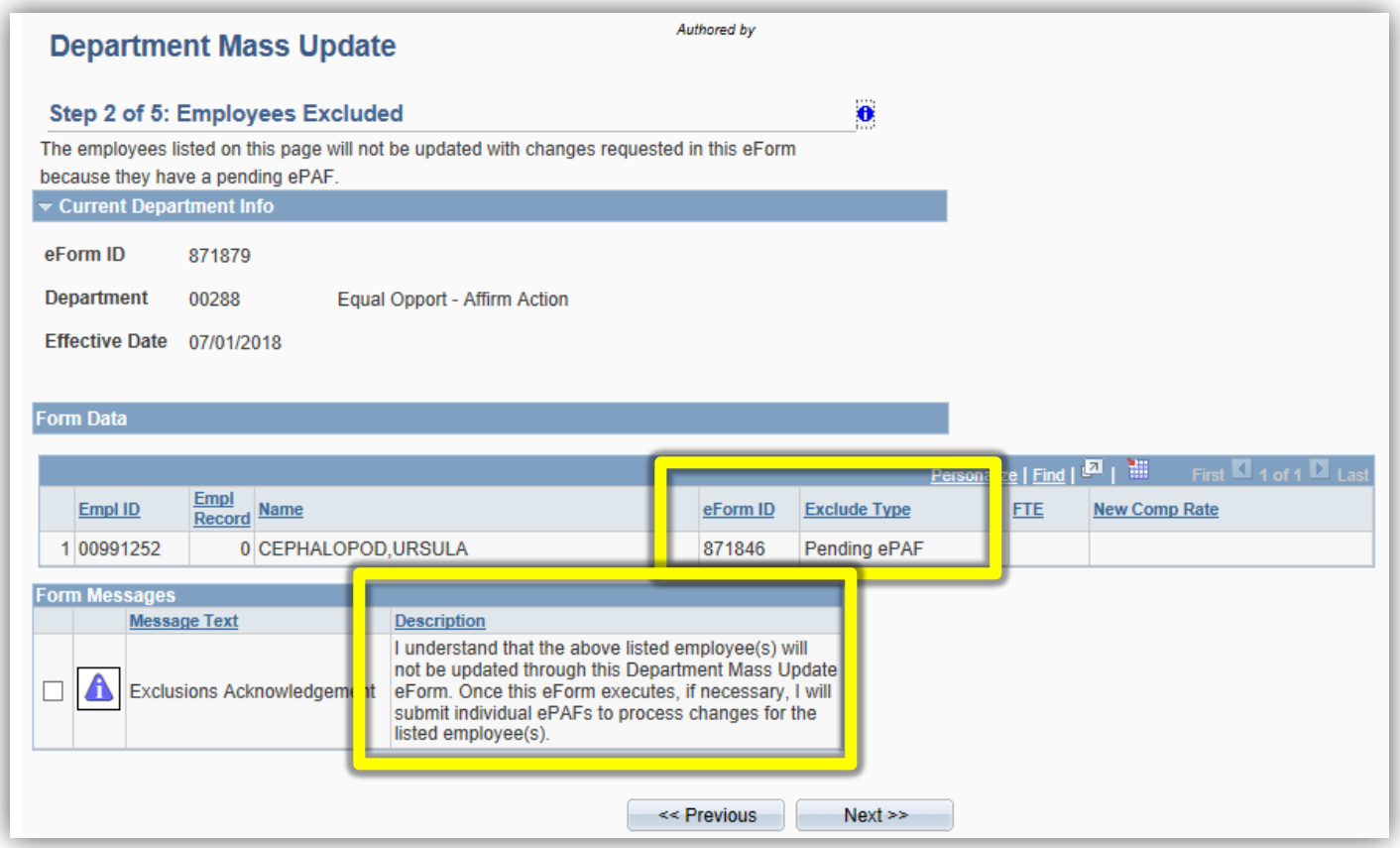
## Non Budgeted:

- ✓ 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.



Authored by

**Department Mass Update**

**Step 2 of 5: Employees Excluded**

The employees listed on this page will not be updated with changes requested in this eForm because they have a pending ePAF.

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 871879 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |

**Form Data**

Person | Find | First 1 of 1 Last

| | Empl ID | Empl Record | Name | eForm ID | Exclude Type | FTE | New Comp Rate |
|---|---|---|---|---|---|---|---|
| 1 | 00991252 | 0 | CEPHALOPOD,URSULA | 871846 | Pending ePAF | | |

**Form Messages**

| | | Message Text | Description |
|---|---|---|---|
| ☐ | | Exclusions Acknowledgement | I understand 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). |

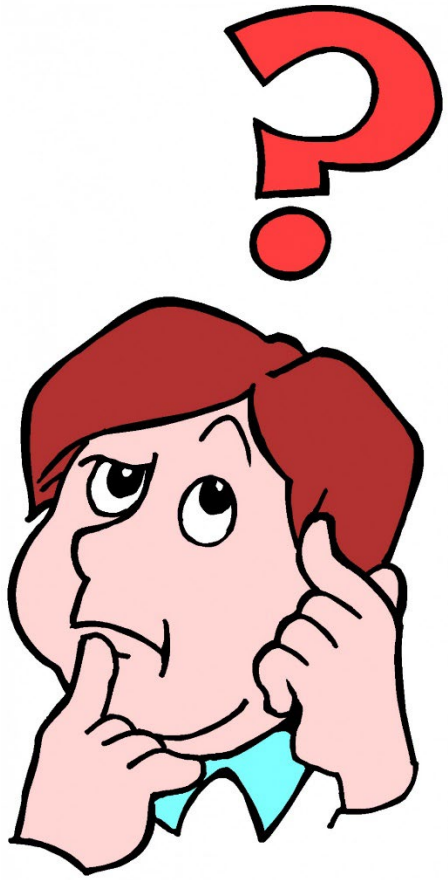
<< Previous  Next >>

# 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

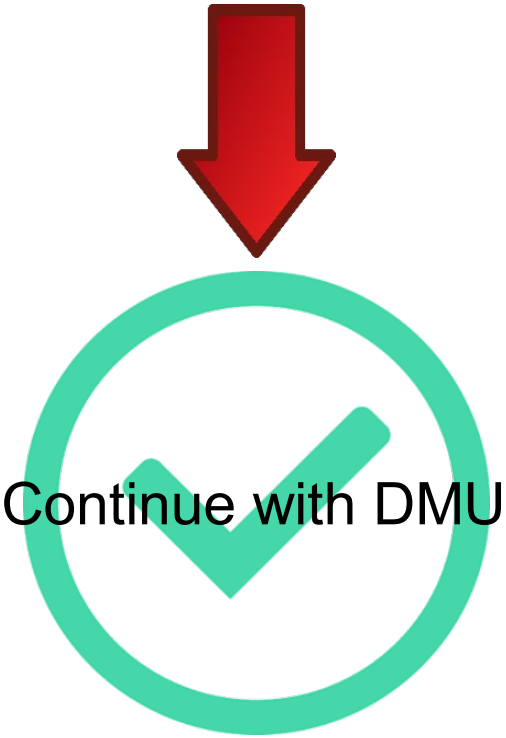
- Does this person have any changes that need to be made effective 7/1?

## EXAMPLE:

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

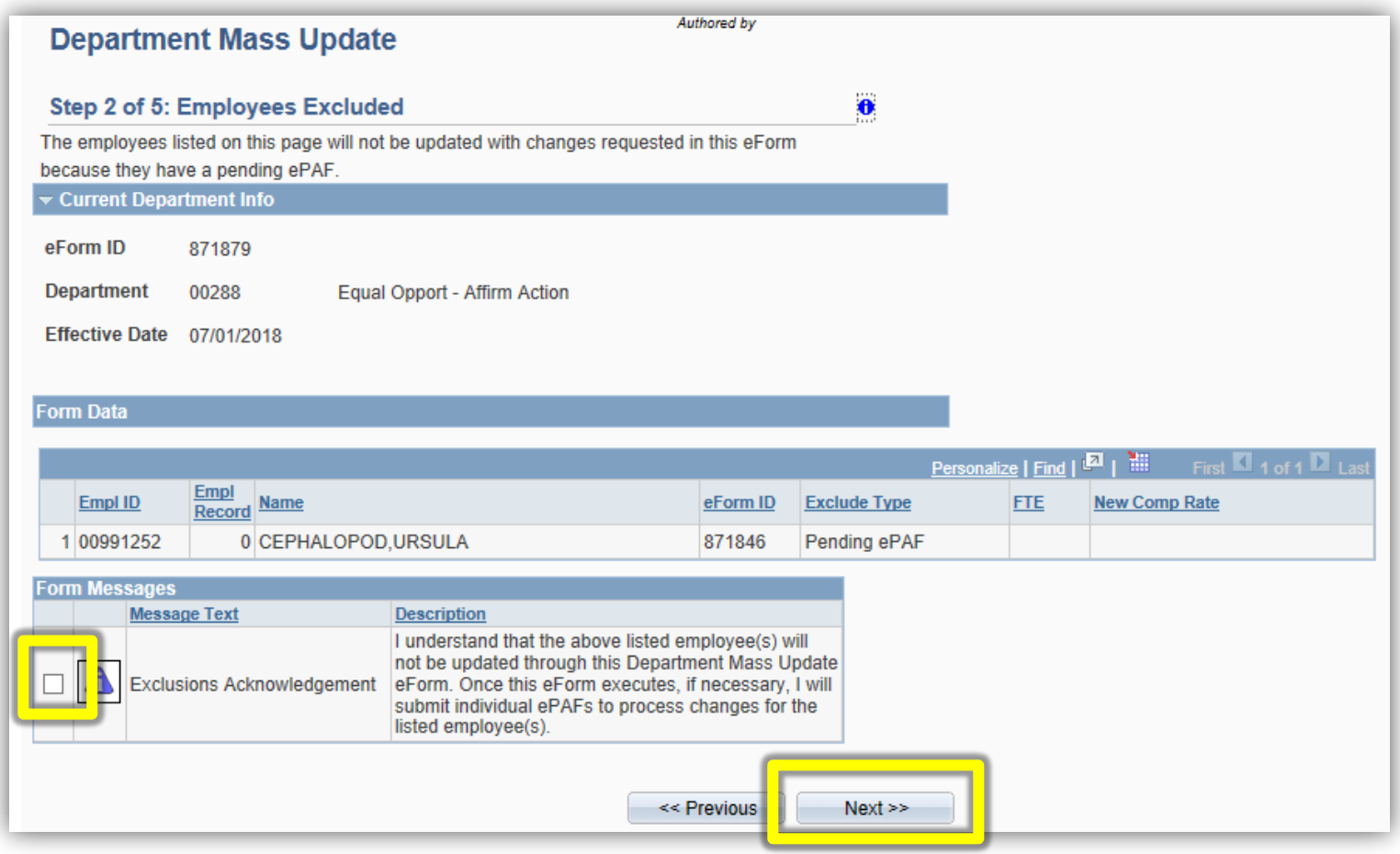
Excluded employee does **not** have a change effective 7/1.

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



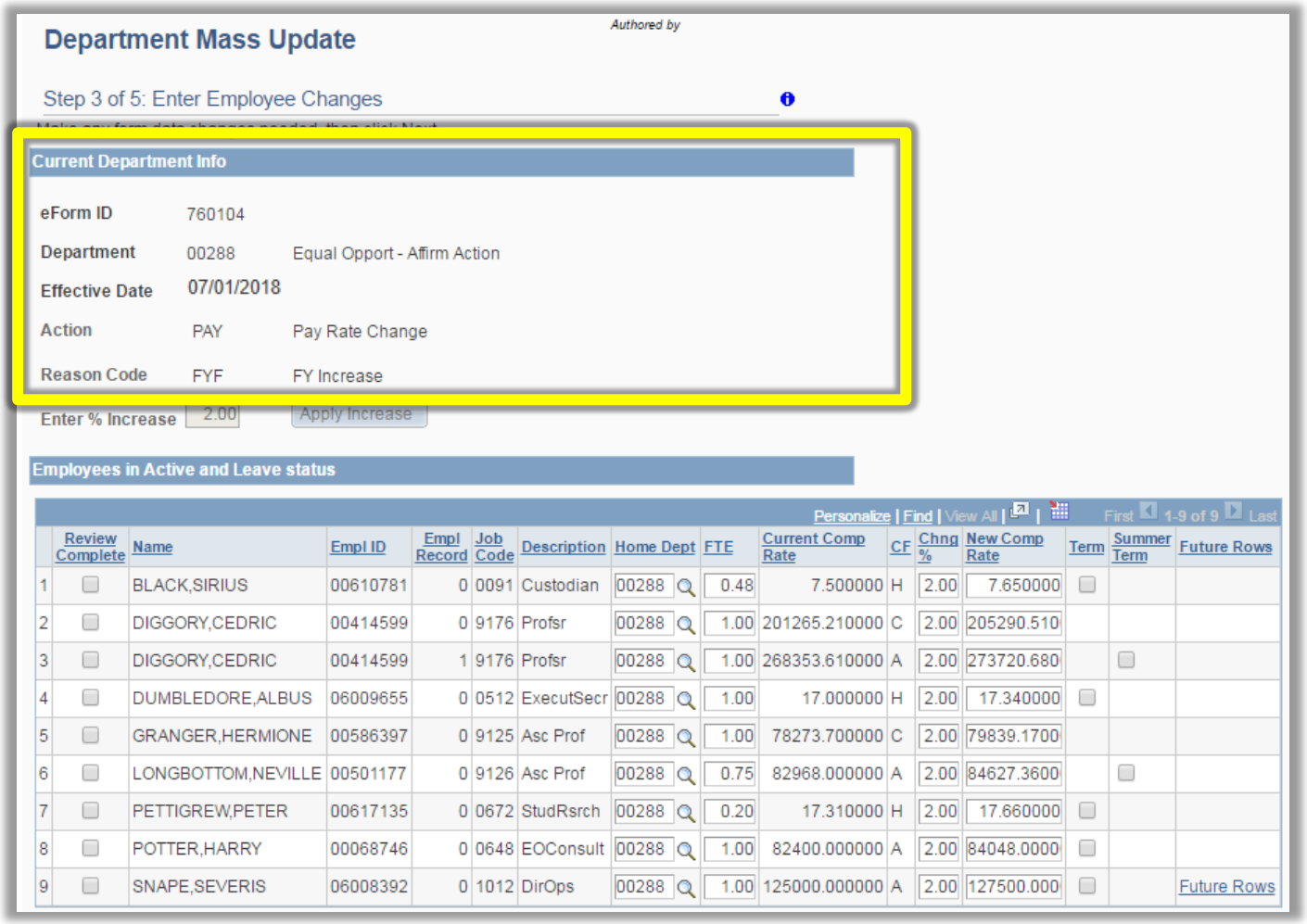
# Excluded Employees

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



# The DMU eForm

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



Authored by

## Department Mass Update

Step 3 of 5: Enter Employee Changes

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |

Enter % Increase 2.00 Apply Increase

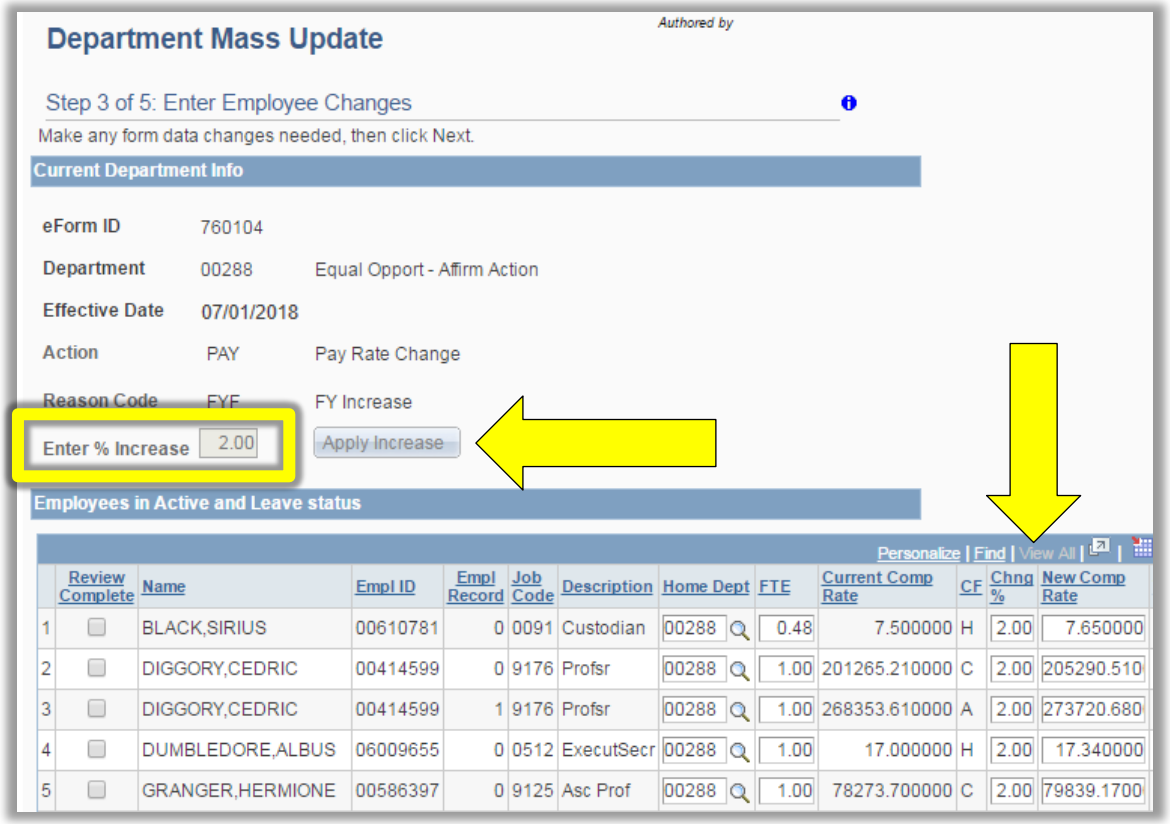
**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 2.00 | 7.650000 | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | | |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | | |
| 4 | | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 2.00 | 17.340000 | | | |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 | | | |
| 6 | | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | | |
| 7 | | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 2.00 | 17.660000 | | | |
| 8 | | POTTER,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 | | | Future Rows |

# 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.



Authored by

**Department Mass Update**

Step 3 of 5: Enter Employee Changes

Make any form data changes needed, then click Next.

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |

Enter % Increase 2.00 Apply Increase

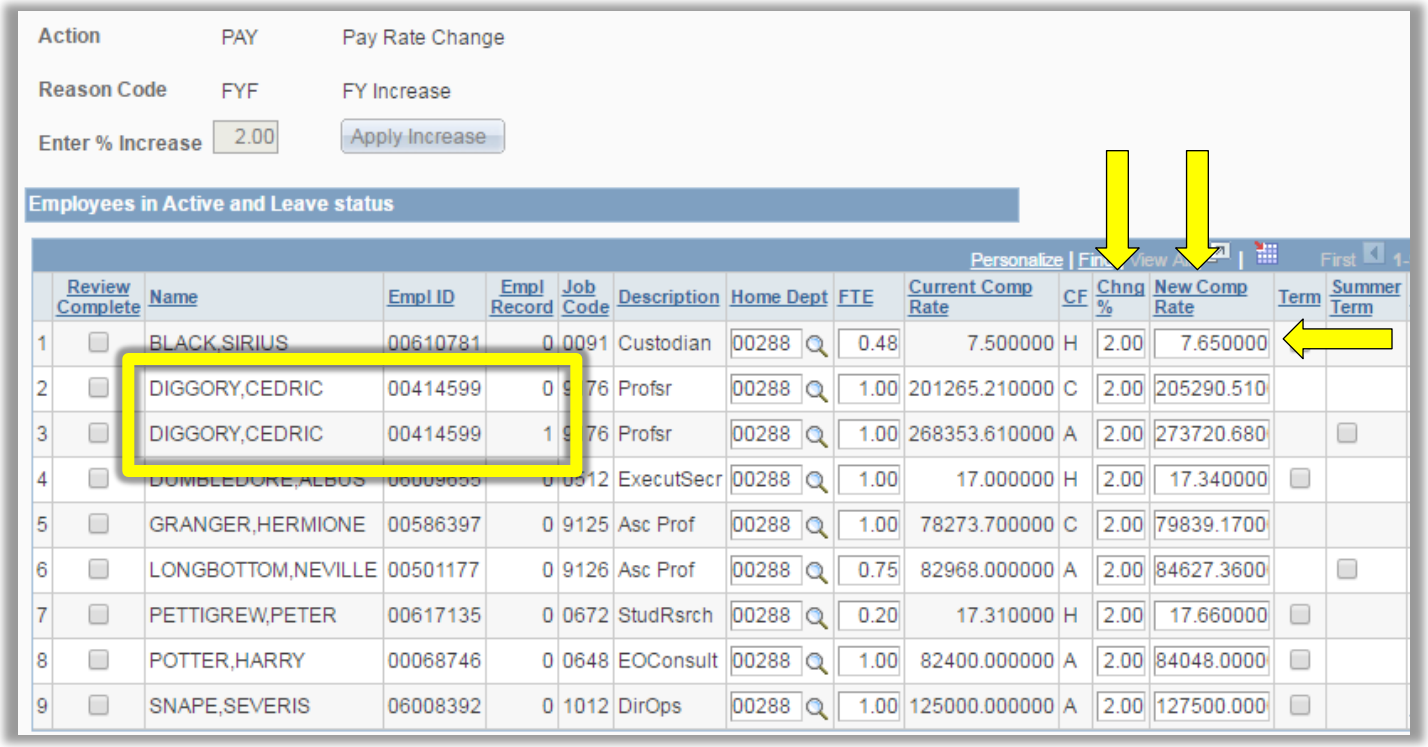
**Employees in Active and Leave status**

Personalize | Find | View All

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 2.00 | 7.650000 |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 |
| 4 | | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 2.00 | 17.340000 |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 |

# 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.



Action PAY Pay Rate Change

Reason Code FYF FY Increase

Enter % Increase 2.00 Apply Increase

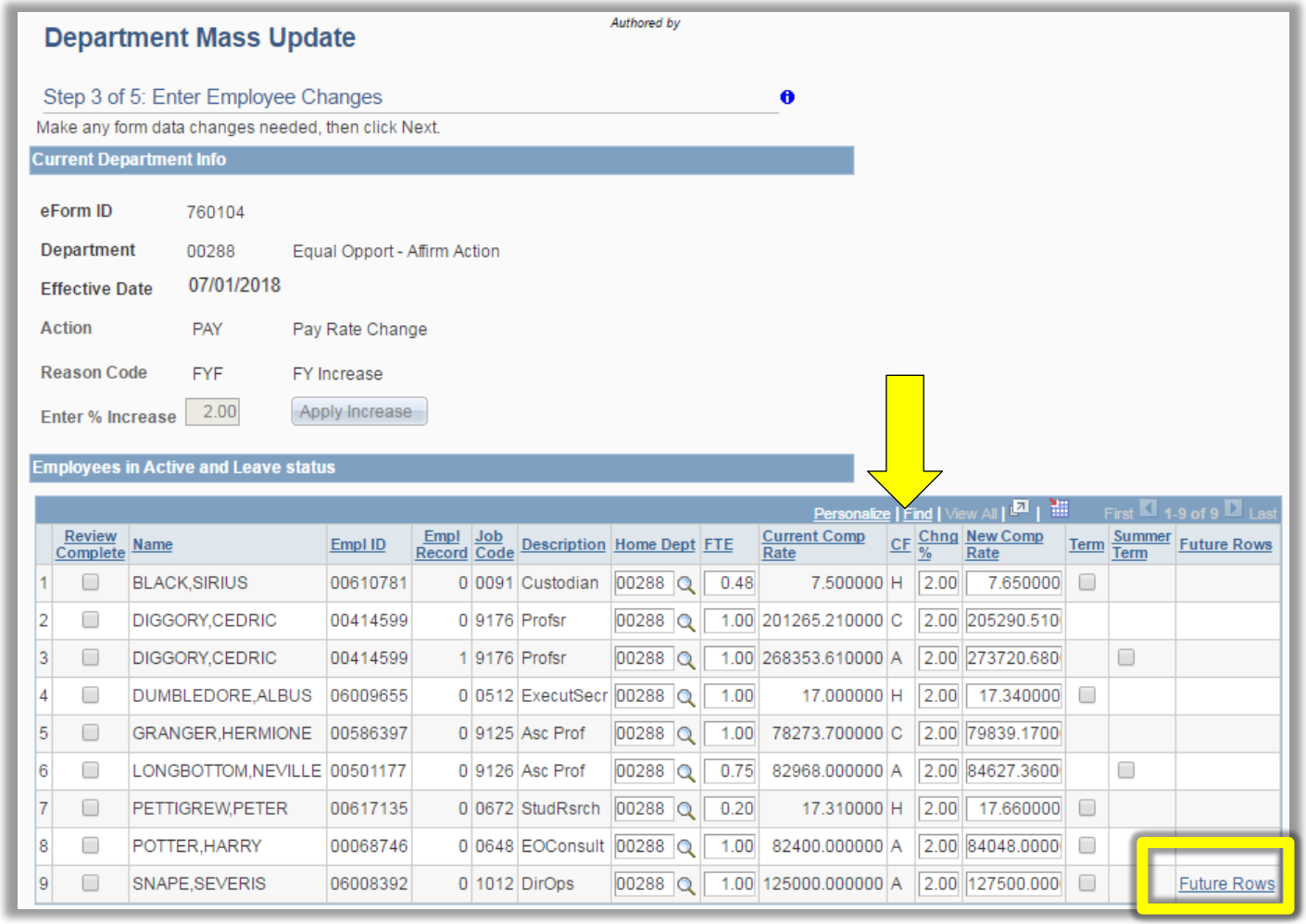
Employees in Active and Leave status

Personalize | Find | View All | First 1-

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 2.00 | 7.650000 | | |
| 2 | ☐ | DIGGORY,CEDRIC | 00414599 | 0 | 9 76 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | |
| 3 | ☐ | DIGGORY,CEDRIC | 00414599 | 1 | 9 76 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | ☐ |
| 4 | ☐ | DUMBLEDORE,ALBUS | 00009655 | 0 | 0912 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 2.00 | 17.340000 | ☐ | |
| 5 | ☐ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 | | |
| 6 | ☐ | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | ☐ |
| 7 | ☐ | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 2.00 | 17.660000 | ☐ | |
| 8 | ☐ | POTTER,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.



Authored by

## Department Mass Update

Step 3 of 5: Enter Employee Changes

Make any form data changes needed, then click Next.

**Current Department Info**

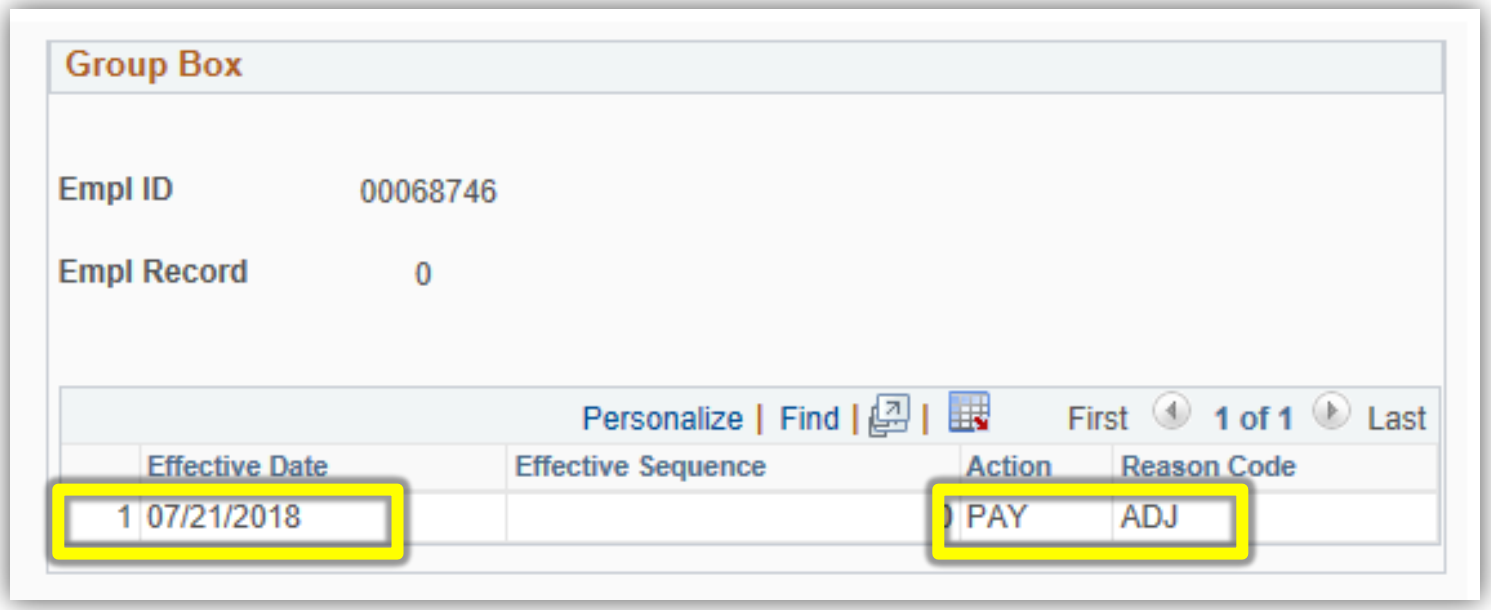
| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |
| Enter % Increase | 2.00 | Apply Increase |

**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 2.00 | 7.650000 | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | | |
| 3 | | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | | |
| 4 | | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 2.00 | 17.340000 | | | |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 | | | |
| 6 | | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | | |
| 7 | | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 2.00 | 17.660000 | | | |
| 8 | | POTTER,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 | | | Future Rows |

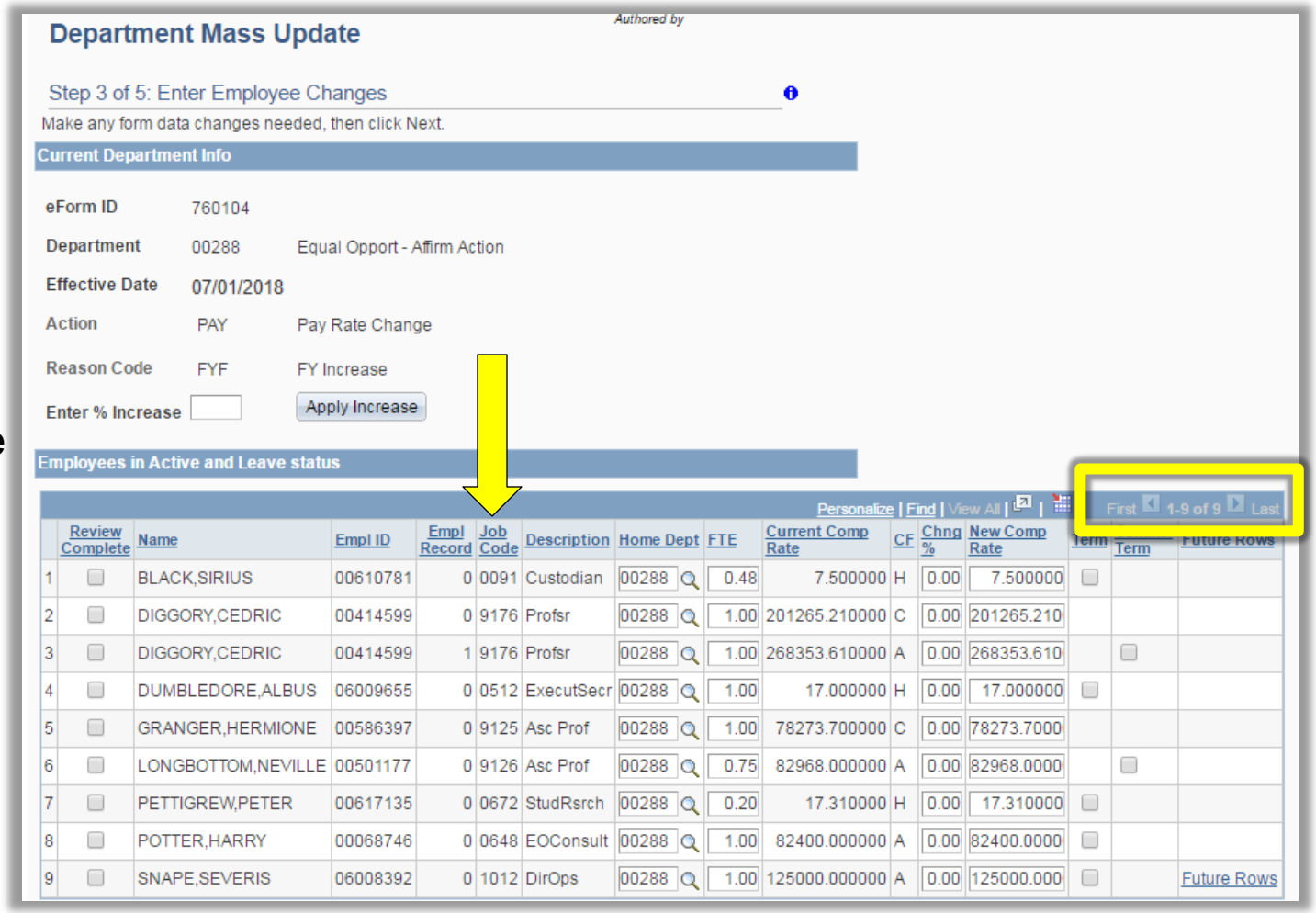
- The *Future Rows* link will display this informational box.
- *Evaluate* how this information does or does not impact what is being submit on the DMU for this person.




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.



Authored by

## Department Mass Update

Step 3 of 5: Enter Employee Changes

Make any form data changes needed, then click Next.

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |

Enter % Increase [ ] Apply Increase

**Employees in Active and Leave status**

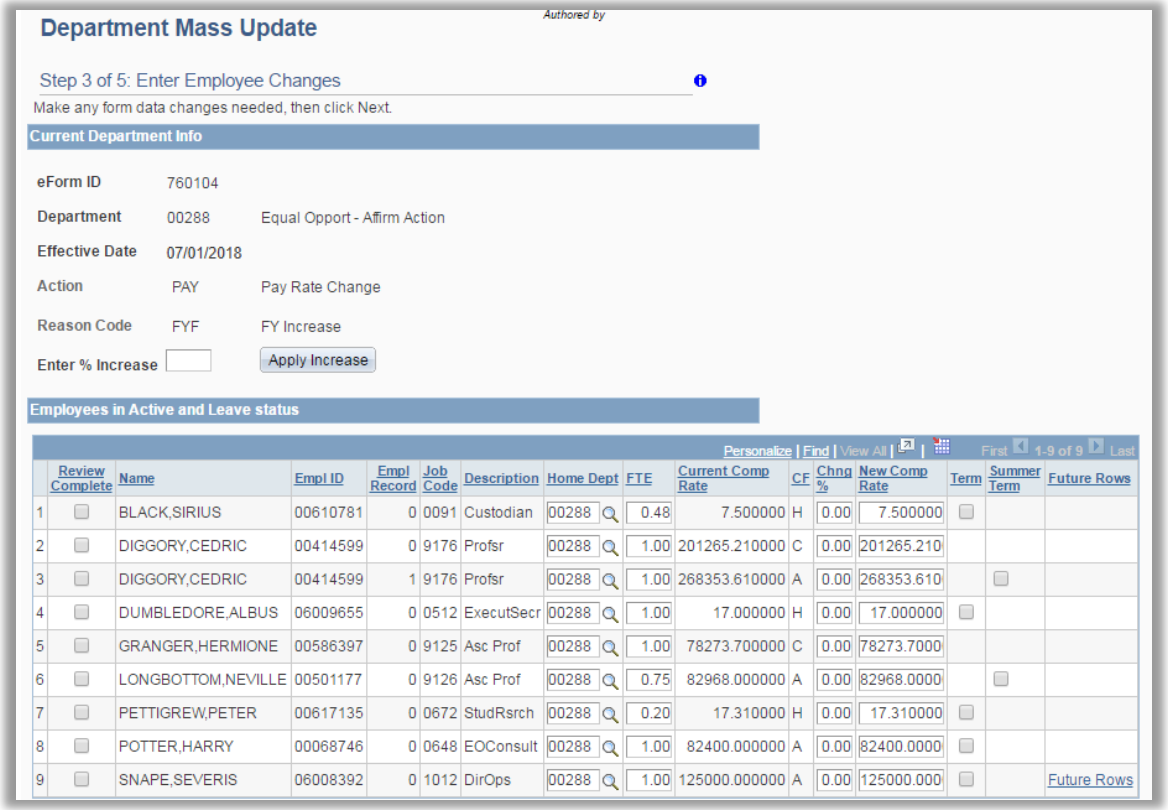
Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Term | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 0.00 | 7.500000 | ☐ | | |
| 2 | ☐ | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 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 | H | 0.00 | 17.000000 | ☐ | | |
| 5 | ☐ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 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 | 0.20 | 17.310000 | H | 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 | 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



Authored by

## Department Mass Update

Step 3 of 5: Enter Employee Changes

Make any form data changes needed, then click Next.

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |
| Enter % Increase | | Apply Increase |

**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 0.00 | 7.500000 | | | |
| 2 | | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 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 | H | 0.00 | 17.000000 | | | |
| 5 | | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 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 | 0.20 | 17.310000 | H | 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 | 1.00 | 125000.000000 | A | 0.00 | 125000.000 | | | Future Rows |

# Terminations

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

**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Termination Date | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 1.00 | 7.580000 | ☐ | | | |
| 2 | ☐ | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | | | |
| 3 | ☐ | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | ☑ | 08/16/2017 | |
| 4 | ☐ | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 3.00 | 17.510000 | ☐ | | | |
| 5 | ☐ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 | | | | |
| 6 | ☐ | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | ☐ | | |
| 7 | ☐ | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 3.99 | 18.000000 | ☐ | | | |
| 8 | ☐ | POTTER,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 | ☐ | | | Future Rows |

# Save For Later will

- Save your changes
- Keep you on the eForm
- NOT start approvals

**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Termination Date | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☐ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 1.00 | 7.580000 | ☐ | | | |
| 2 | ☐ | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | | | |
| 3 | ☐ | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | ☑ | 08/16/2017 | |
| 4 | ☐ | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 3.00 | 17.510000 | ☐ | | | |
| 5 | ☐ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.1700 | | | | |
| 6 | ☐ | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.3600 | | ☐ | | |
| 7 | ☐ | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 3.99 | 18.000000 | ☐ | | | |
| 8 | ☐ | POTTER,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 | ☐ | | | Future Rows |

Check / Uncheck All

**Comments**

Your Comment:

Comment History:

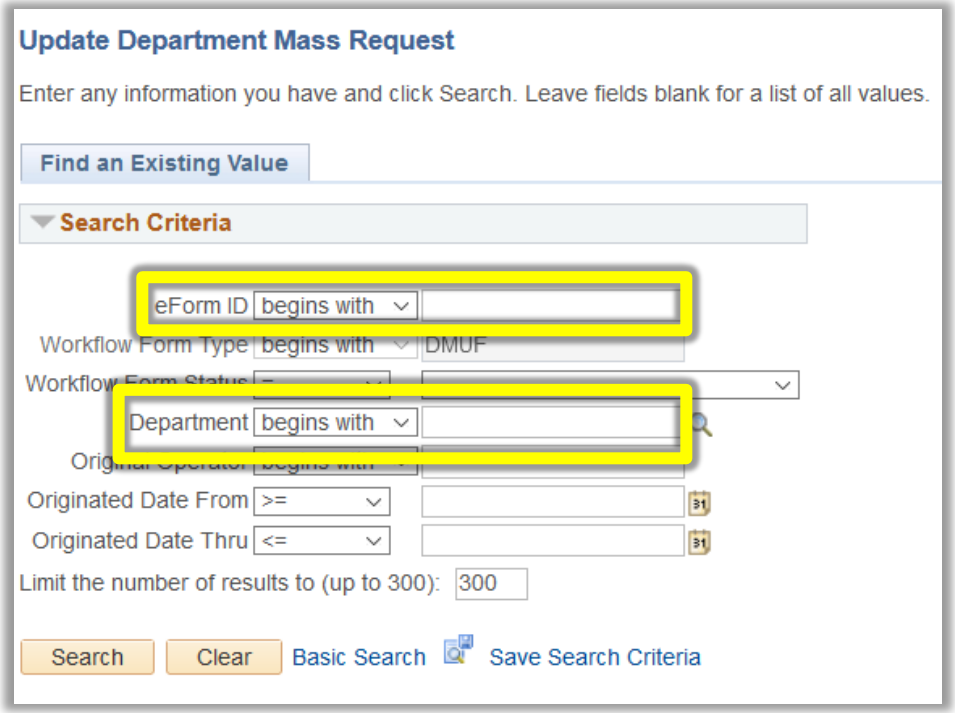
<< Previous | Next >> | Close | Save For Later

*Use the Save For Later* button often.

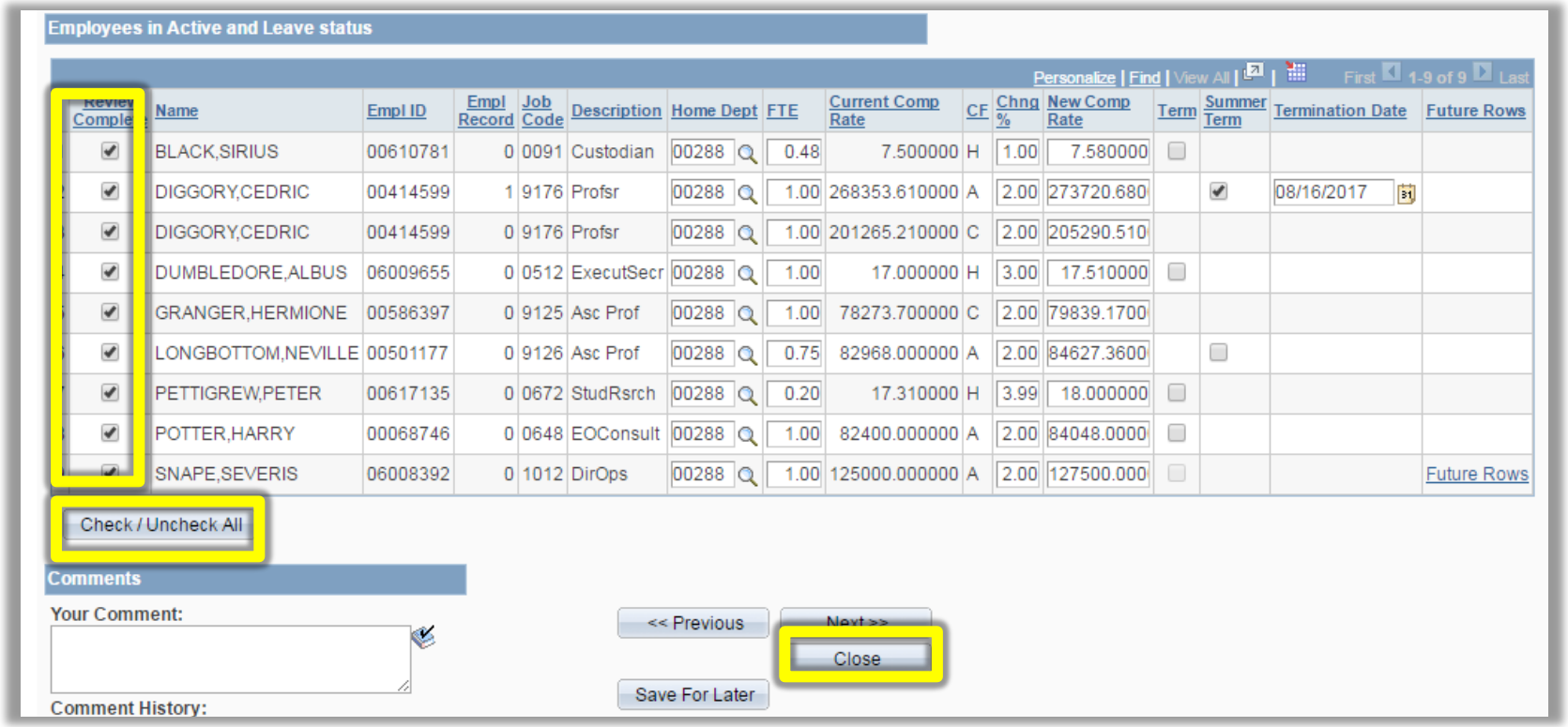
# Complete a form you have saved for later

- Click on Resubmit, Change or Withdrawn <u>then</u> select Update Department Mass Request.

- Search by eForm ID or by Department ID



- 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 status

Personalize | Find | View All | First 1-9 of 9 Last

| Review Comple | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Termination Date | Future Rows |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☑ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 1.00 | 7.580000 | ☐ | | | |
| ☑ | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680 | | ☑ | 08/16/2017 | |
| ☑ | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510 | | | | |
| ☑ | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 3.00 | 17.510000 | ☐ | | | |
| ☑ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 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 | H | 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 Comment:

Comment History:

<< Previous

Next >>

Close

Save 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.*

| Name | Empl ID | Empl Record | Home Dept | Current Comp Rate | FTE | CF | Change Percent | New Comp Rate | Term | Summer Term | Termination Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| POTTER,HARRY | 00068746 | 0 | 00288 | 82400.000000 | 1.00 | A | 2.00 | 84048.000000 | | | |

| | BU | OrgID | Activity | Account | Allow | Beg Dt | End Dt | Distribution | Description |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 01 | 00288 | 00005877 | 50800 | 1 | 11/16/2015 | 06/30/2016 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |
| 2 | 01 | 00288 | 00005877 | 50800 | 1 | 07/01/2016 | 06/30/2017 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |

| Name | Empl ID | Empl Record | Home Dept | Current Comp Rate | FTE | CF | Change Percent | New Comp Rate | Term | Summer Term | Termination Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SNAPE,SEVERIS | 06008392 | 0 | 00288 | 125000.000000 | 1.00 | A | 2.00 | 127500.000000 | | | |

| | BU | OrgID | Activity | Account | Allow | Beg Dt | End Dt | Distribution | Description |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 01 | 00288 | 00005877 | 50800 | 1 | 07/18/2016 | 06/30/2017 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |

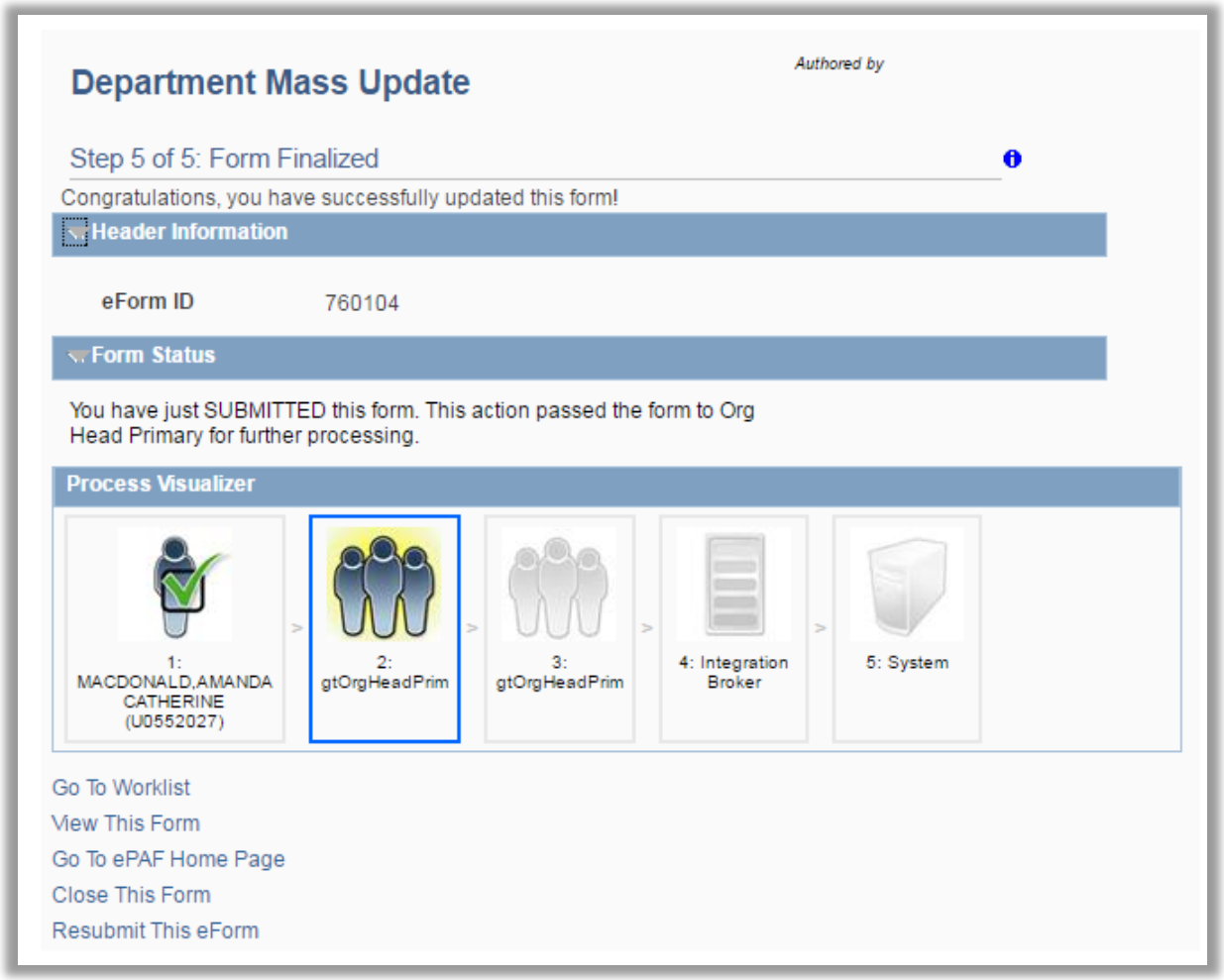
**Comments**

Your Comment:

Comment History:

<< Previous | Submit | Close

# Congratulations! The DMU eForm is now routing for approvals!



## Department Mass Update

*Authored by*

Step 5 of 5: Form Finalized

Congratulations, you have successfully updated this form!

**Header Information**

| | |
|---|---|
| eForm ID | 760104 |

**Form Status**

You have just SUBMITTED this form. This action passed the form to Org Head Primary for further processing.

**Process Visualizer**

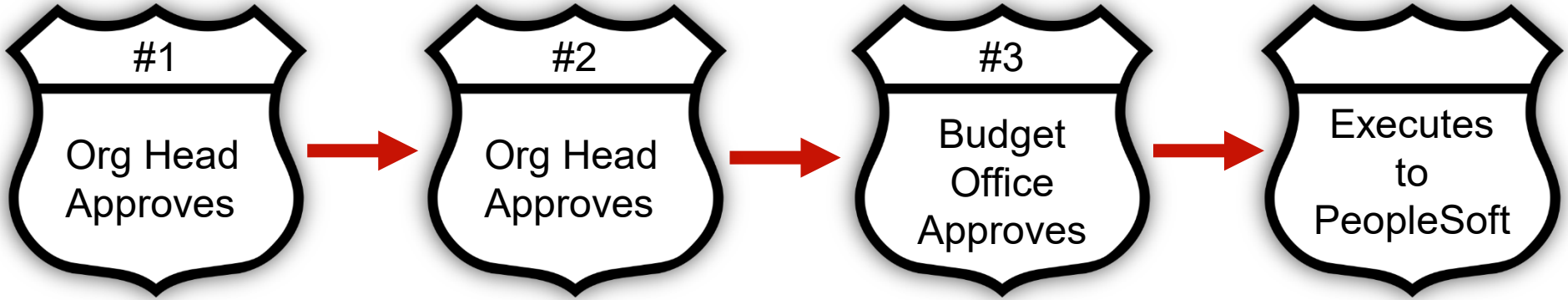
1: MACDONALD,AMANDA CATHERINE (U0552027) > 2: gtOrgHeadPrim > 3: gtOrgHeadPrim > 4: Integration Broker > 5: System

Go To Worklist
View This Form
Go To ePAF Home Page
Close This Form
Resubmit This eForm

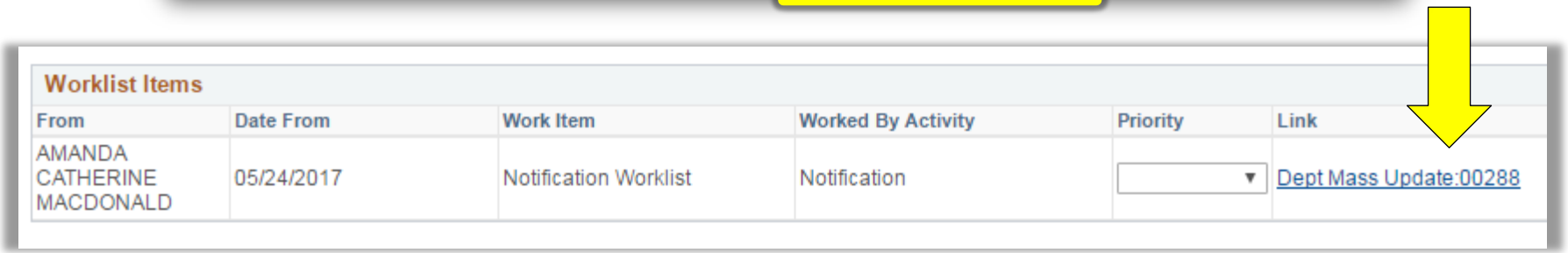
# DMU Routing

## Campus Department Routing:

## U of U Health–Academic Routing:



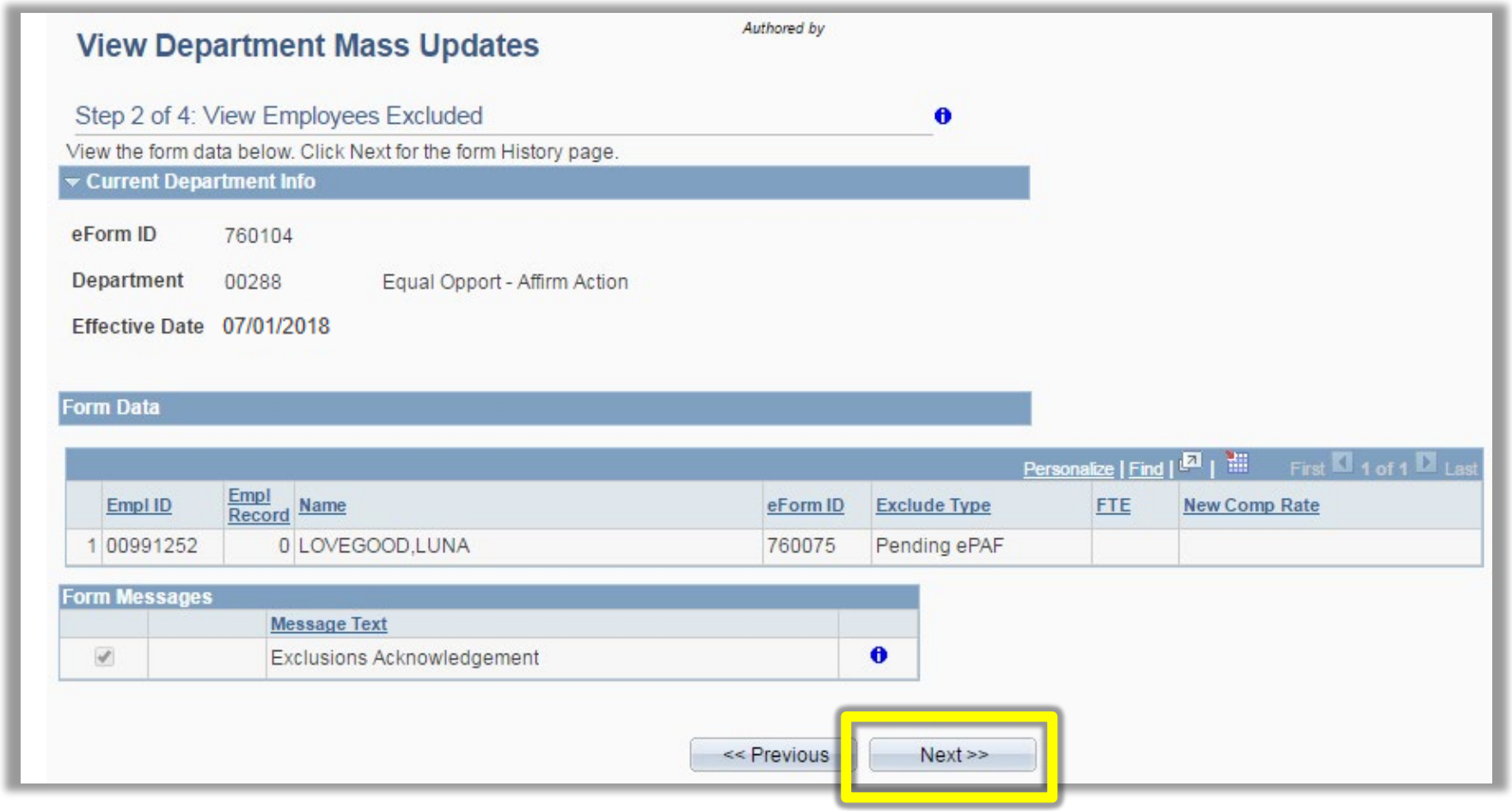
**Department Head or proxy approvers** can either use the link in the ePAF email notification <u>or</u> navigate to their worklist in CIS to approve the DMU.



Worklist Items

| From | Date From | Work Item | Worked By Activity | Priority | Link |
|---|---|---|---|---|---|
| AMANDA CATHERINE MACDONALD | 05/24/2017 | Notification Worklist | Notification | | Dept Mass Update:00288 |

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



# Be sure to navigate through ALL pages when evaluating.

Step 3 of 4: View Employee Changes

View the form data below. Click Next for the form History page.

**Current Department Info**

| | | |
|---|---|---|
| eForm ID | 760104 | |
| Department | 00288 | Equal Opport - Affirm Action |
| Effective Date | 07/01/2018 | |
| Action | PAY | Pay Rate Change |
| Reason Code | FYF | FY Increase |
| Enter % Increase | 2.00 | Apply Increase |

**Employees in Active and Leave status**

Personalize | Find | View All | First 1-9 of 9 Last

| | Review Complete | Name | Empl ID | Empl Record | Job Code | Description | Home Dept | FTE | Current Comp Rate | CF | Chng % | New Comp Rate | Term | Summer Term | Termination Date | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ☑ | BLACK,SIRIUS | 00610781 | 0 | 0091 | Custodian | 00288 | 0.48 | 7.500000 | H | 1.00 | 7.580000 | ☐ | | | |
| 2 | ☑ | DIGGORY,CEDRIC | 00414599 | 1 | 9176 | Profsr | 00288 | 1.00 | 268353.610000 | A | 2.00 | 273720.680000 | | ☑ | 08/16/2017 | |
| 3 | ☑ | DIGGORY,CEDRIC | 00414599 | 0 | 9176 | Profsr | 00288 | 1.00 | 201265.210000 | C | 2.00 | 205290.510000 | | | | |
| 4 | ☑ | DUMBLEDORE,ALBUS | 06009655 | 0 | 0512 | ExecutSecr | 00288 | 1.00 | 17.000000 | H | 3.00 | 17.510000 | ☐ | | | |
| 5 | ☑ | GRANGER,HERMIONE | 00586397 | 0 | 9125 | Asc Prof | 00288 | 1.00 | 78273.700000 | C | 2.00 | 79839.170000 | | | | |
| 6 | ☑ | LONGBOTTOM,NEVILLE | 00501177 | 0 | 9126 | Asc Prof | 00288 | 0.75 | 82968.000000 | A | 2.00 | 84627.360000 | | ☐ | | |
| 7 | ☑ | PETTIGREW,PETER | 00617135 | 0 | 0672 | StudRsrch | 00288 | 0.20 | 17.310000 | H | 3.99 | 18.000000 | ☐ | | | |
| 8 | ☑ | POTTER,HARRY | 00068746 | 0 | 0648 | EOConsult | 00288 | 1.00 | 82400.000000 | A | 2.00 | 84048.000000 | ☐ | | | |
| 9 | ☑ | SNAPE,SEVERIS | 06008392 | 0 | 1012 | DirOps | 00288 | 1.00 | 125000.000000 | A | 2.00 | 127500.000000 | ☐ | | | Future Rows |

Check / Uncheck All

# 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.

| Name | Empl ID | Empl Record | Home Dept | Current Comp Rate | FTE | CF | Change Percent | New Comp Rate | Term | Summer Term | Termination Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| POTTER,HARRY | 00068746 | 0 | 00288 | 82400.000000 | 1.00 | A | 2.00 | 84048.000000 | | | |

| | BU | OrgID | Activity | Account | Allow | Beg Dt | End Dt | Distribution | Description |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 01 | 00288 | 00005877 | 50800 | 1 | 11/16/2015 | 06/30/2016 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |
| 2 | 01 | 00288 | 00005877 | 50800 | 1 | 07/01/2016 | 06/30/2017 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |

| Name | Empl ID | Empl Record | Home Dept | Current Comp Rate | FTE | CF | Change Percent | New Comp Rate | Term | Summer Term | Termination Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SNAPE,SEVERIS | 06008392 | 0 | 00288 | 125000.000000 | 1.00 | A | 2.00 | 127500.000000 | | | |

| | BU | OrgID | Activity | Account | Allow | Beg Dt | End Dt | Distribution | Description |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 01 | 00288 | 00005877 | 50800 | 1 | 07/18/2016 | 06/30/2017 | 1.00000 | OFFICE OF EQUAL OPPORTUNITY |

Comments

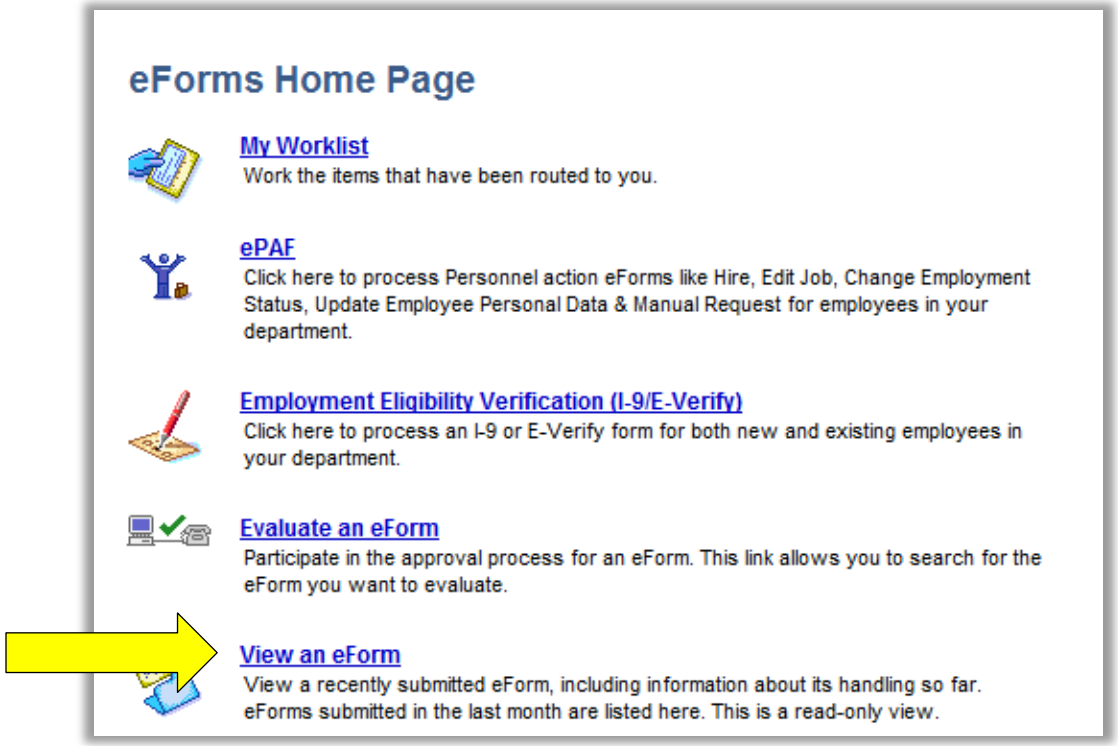
Your Comment:

Comment History:

Approve | Deny
<< Previous | Recycle
Close

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

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

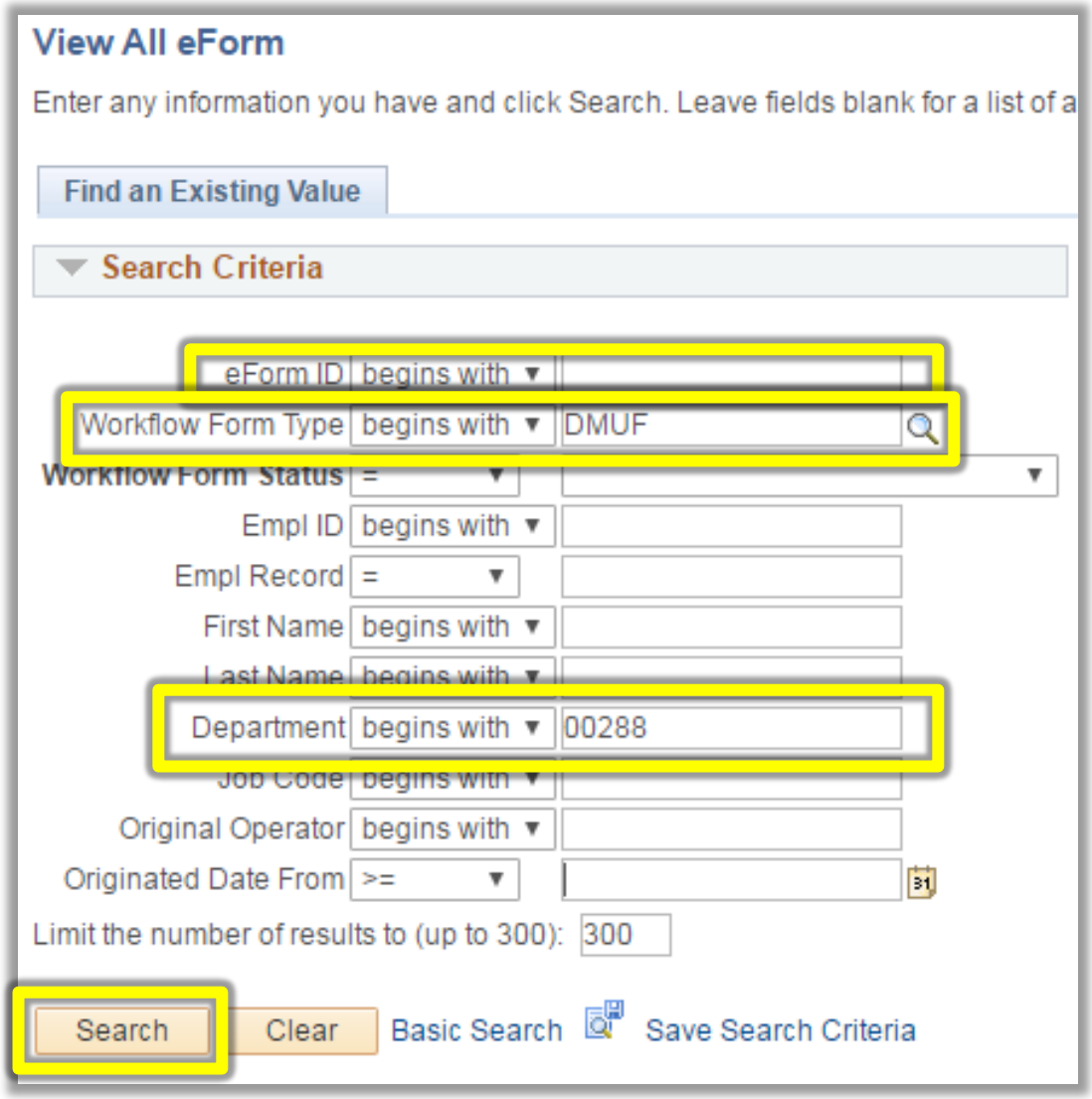


To search enter:

- eForm ID

Or

- Form Type = *DMUF* and Department ID



# 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 | |
| Workflow Form Type | begins with | DMUF |
| **Workflow Form Status** | = | |
| Empl ID | begins with | |
| Empl Record | = | |
| First Name | begins with | |
| Last Name | begins with | |
| Department | begins with | 00288 |
| Job Code | begins with | |
| Original Operator | begins with | |
| Originated Date From | >= | 01/01/2016 |

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

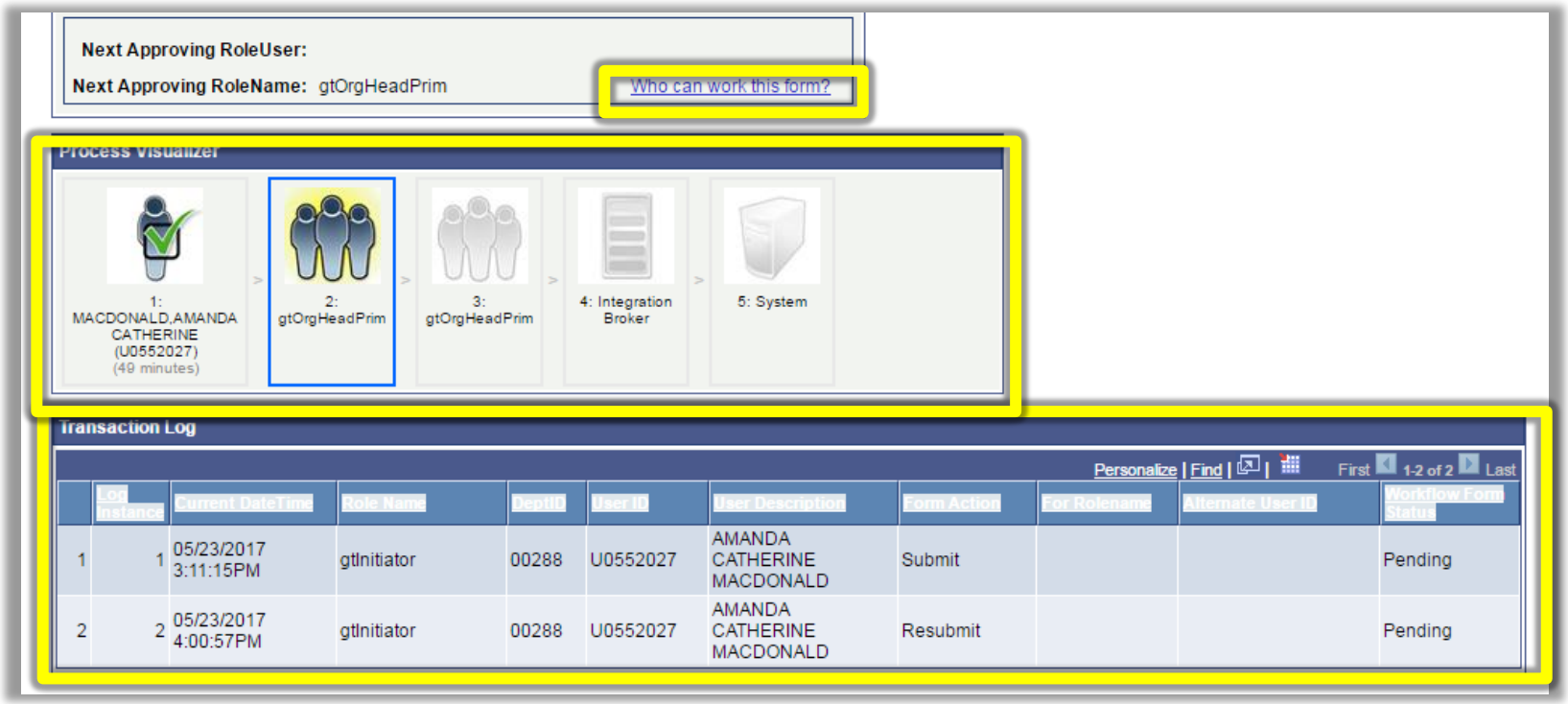
### Search Results

View All

| eForm ID | Workflow Form Type | Workflow Form Status | Empl ID | Empl Record | First Name | Last Name | Department | Job Code | Original Operator | Originated Date Thru |
|---|---|---|---|---|---|---|---|---|---|---|
| 688574 | DMUF | Executed | (blank) | 0 | (blank) | (blank) | 00288 | (blank) | U0557224 | 06/13/2016 |
| 759922 | DMUF | Withdrawn | (blank) | 0 | (blank) | (blank) | 00288 | (blank) | U0626017 | 05/05/2017 |
| 760104 | DMUF | Pending | (blank) | 0 | (blank) | (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.




| | Log Instance | Current DateTime | Role Name | DeptID | User ID | User Description | Form Action | For Rolename | Alternate User ID | Workflow Form Status |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 05/23/2017 3:11:15PM | gtInitiator | 00288 | U0552027 | AMANDA CATHERINE MACDONALD | Submit | | | Pending |
| 2 | 2 | 05/23/2017 4:00:57PM | gtInitiator | 00288 | U0552027 | AMANDA CATHERINE MACDONALD | Resubmit | | | Pending |

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.

# TIPS & TRICKS

- **Have all submissions and approvals completed prior 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.

  https://www.hr.utah.edu/serviceTeams/FY.php
- Contact your HR Team with additional questions.