

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 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						
1	otal Jobs:	9															
	Active	6															
	Terminated	3					_	_									
	Emp Status Filter							Sh	ow Distri	butior	IS	To E	xcel (Jobs)	Sortable [)-Jobs		
pt search							_				D (
Nam	le	Emplid	# Jol	o Code	Grade	Step	Emp Stat	CF	Comp Rate		Reg/ Temp	ABA	Supervisor		ctive ate	Action/ Rea	
DHPUBAG	SETT, PHILLIP SCOTT	00499105	0 1095	DtbsRptWrt	E	0	т	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	10/1	1/2017	TER	VOL
D H P U СЕРН	IALOPOD,URSULA	00991252	0 0648	EOConsult	F	0	Α	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	07/0	1/2017	PAY	FYF
DHPUFACI	LIER,D.R.	06008392	0 1012	DirOps	н	0	А	А	10,000.00	1.00	R	10,000	WINTER, ELIZABETH DOLAN	07/0	1/2018	PAY	FYB
	NGIA,OLIVIA JTALA'AHO	00651147	0 2813	Prog Ast	с	0	т	н	10.00	0.48	R	10,022	FACILIER, D.R.	09/1	8/2017	TER	VOL
DHPUKHAN	I,SHERE	06009655	0 0512	ExecutSecr	С	0	A	н	10.00	1.00	R	20,880	FACILIER, D.R.	07/0	1/2017	PAY	FYF
DHPULEON	IE, SCAR	00320796	0 0648	EOConsult	F	0	Α	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	08/1	8/2017	HIR	NHR
D H P U SANE	S,JAFAR	00122882	0 1027	ADirOps	G	0	A	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	07/0	1/2017	PAY	FYF
DHPUWIER	SUM, BRETT BENNETT	00649389	0 0648	EOConsult	F	0	т	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	07/0	4/2017	TER	VOL
DHPUWOL	F,B.B.	00068746	0 0648	EOConsult	F	0	Α	Α	10,000.00	1.00	R	10,000	FACILIER, D.R.	07/0	1/2017	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.

:: departmen	:: department job summary													
Department Job Summary Rept ung bepartment Job Summary Rept ung bepartment Job Summary A of 05/18/2018 Change As Of Date Pay Period Imp Status Filter Previous and Current Show Changes Show Distributions To Excel (Jobs) Sortable D-Jobs														
Show Selected Name Emplid	# Job Code	Grade Step	Emp Stat CF	Comp F Rate FTE T	Reg/ Temp ABA Supervis	Effective or 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, UR SULA 00991252	0 0648 EOConsult	F 0	A A	10,000.00 1.00	R 10,000 FACILIER, D	0.R. 07/01/2017	PAY FYF							
D H P U FACILIER,D.R. 06008392	0 1012 DirOps	н о	A A	10,000.00 1.00	R 10,000 WINTER, EL	IZABETH 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	0.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	0.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	
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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 GET RESULTS 0 Minute(s) 0.0 Seconds											
Show 100 ~	- entries				HIDE/UNHIDE COLUMNS	Search:	SEAR	CH HELP				
Dant ID	If Dept Name	ţ,	ID I	First Name	Last Name 🌐 🕸	Full Name	1 HR ePAF Role	🕸 🕸 🕸 🕸	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 Ad	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 верспеантолу	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		ePAF Dept Head Proxy	05-MAR-2018 15:09:30	~							
د و دور او	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.

Doparane	ent Mass U	Ipdate	Authored by							
Step 1 of 4:	Step 1 of 4: Employee Group									
Make any form d										
✓ Current Depa	runent mio									
eForm ID	871879									
Department	00288	Equal Opport - Affirm Action								
Effective Date	07/01/2018									
✓ - What group of employees in this department would you like to make changes to? O Budgeted										
OBudge		n 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 Upd	late	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	
eForm ID 871879	qual Opport - Affirm Action		
Form Data	POD,URSULA	eForm ID Exclude Type 871846 Pending ePAF	Person: ce Find I II First I 1 of 1 D 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).	artment Mass Update s, if necessary, I will	
		< 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
- ✓ <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*.

Departme	Department Mass Update Authored by											
The employees	Employees Exclude listed on this page will not ive a pending ePAF.	0										
✓ Current Department Info												
eForm ID	871879											
Department	00288 Equal	Opport - Affirm Action										
Effective Date	07/01/2018											
Form Data												
						First 🚺 1 of 1 🖸 Last						
Empl ID	Empl Record Name		<u>eForm ID</u>	Exclude Type	ersonalize Find ¹ FTE	New Comp Rate						
1 00991252	0 CEPHALOPOD	,URSULA	871846	Pending ePAF								
Form Messages	5											
Messa	age Text	Description										
Exclu	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).											
		< 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																
	Step 3 of 5: Enter Employee Changes																
E.	Current Dependence to fe																
	Current Department Info																
	eForm ID 760104																
	De	partmer	nt 00288 Eq	ual Opport - /	Affirm Ad	tion											
	Eff	ective D	ate 07/01/2018														
	Ac	tion	PAY Pa	Rate Chan	ge												
	Re	ason Co	de FYF FY	Increase													
۲	Ent	ter % Inc	rease 2.00 Ar	ply increase									1				
Ι.					_												
Ľ	Emp	bloyees	in Active and Leave stat	us													
														ew All 🗖 🎽			-9 of 9 🕨 Last
	<u>c</u>	Review Complete	Name	Empl ID	Empl Record	<u>Job</u> Code	Description	Home D	ept	<u>FTE</u>	Current Comp Rate	<u>CF</u>	Chng <u>%</u>	New Comp Rate	<u>Term</u>	<u>Summer</u> 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	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.

Action PAY Pay Rate Change															
F	Reason Code FYF FY Increase														
E	Enter % Increase 2.00 Apply Increase														
E	mployees in Active and Leave status														
ī									Personaliz	e F		sw A 2 1	I 1	-irst 🚺 1-	
	Review Complete	Name	Empl ID	Empl Record	<u>Job</u> Code	Description	Home Dep	t FTE	Current Comp Rate	<u>CF</u>	Chng %	New Comp Rate		Summer Term	
1		BLACK,SIRIUS	00610781	0	0091	Custodian	00288	0.48	7.500000	н	2.00	7.650000			
2	2	DIGGORY,CEDRIC	00414599	0	<mark>9</mark> 76	Profsr	00288	1.00	201265.210000	с	2.00	205290.510			
3		DIGGORY,CEDRIC	00414599	1	<mark>9</mark> 76	Profsr	00288	1.00	268353.610000	А	2.00	273720.680			
4		DUMBLEDURE, ALBUS	00009000	U	u 512	ExecutSecr	00288	1.00	17.000000	н	2.00	17.340000			
5	5	GRANGER,HERMIONE	00586397	0	9125	Asc Prof	00288	1.00	78273.700000	с	2.00	79839.1700			
6	;	LONGBOTTOM, NEVILLE	E 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	н	2.00	17.660000			
8	3	POTTER,HARRY	00068746	0	0648	EOConsult	00288	1.00	82400.000000	A	2.00	84048.0000			
g		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.

Department Mass Update							Authored by											
St	tep 3 of	5: Enter Employee Cł	nanges						0									
Ma	ke any fo	orm data changes needed,	then click N	lext.														
Cur	rent Dep	partment Info																
eF	orm ID	760104																
De	epartmen	nt 00288 Equ	al Opport - A	Affirm Ac	tion													
Fff	fective D	ate 07/01/2018																
			E 1 01															
AC	ction	PAY Pay	Rate Chang	ge														
Re	eason Co	de FYF FYT	ncrease															
Fn	nter % Inc	crease 2.00 Ap	ply Increase															
				_														
	ployees i	in Active and Leave stat	IS								Ļ							
	ployees	in Active and Leave statu	IS						Personalize			w All 🗖 🕌	1	First 🚺 1	-9 of 9 D Last			
Em	ployees i <u>Review</u> Complete	Nama	IS <u>Empl ID</u>	Empl Record	Job Code	Description	Home Dept	FTE	Personalize Current Comp Rate			w All 🗖 🕌 <u>New Comp</u> <u>Rate</u>	<u>Term</u>	Summer				
Em	Review	Nama		Record	Code	<u>Description</u> Custodian	Home Dept	<u>FTE</u> 0.48	Current Comp Rate	<u>CF</u>			<u>Term</u>					
Em	Review Complete	Name	Empl ID	Record 0	<u>Code</u> 0091			0.48	Current Comp Rate	<u>CF</u> H	<u>Chng</u> <u>%</u> 2.00	New Comp Rate	<u>Term</u>					
Em (Review Complete	Name BLACK,SIRIUS	<u>Empl ID</u> 00610781	Record 0	<u>Code</u> 0091 9176	Custodian	00288 🔍	0.48	Current Comp Rate 7.500000	CF H C	Chng % 2.00 2.00	New Comp Rate 7.650000	<u>Term</u>					
Em (1	Review Complete	<u>Name</u> BLACK,SIRIUS DIGGORY,CEDRIC	Empl ID 00610781 00414599	<u>Record</u> 0 0	Code 0091 9176 9176	Custodian Profsr	00288 Q 00288 Q 00288 Q	0.48	Current Comp Rate 7.500000 201265.210000 268353.610000	CF H C A	Chng % 2.00 2.00	New Comp Rate 7.650000 205290.510		Summer Term				
Em (1 2 3	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC	Empl ID 00610781 00414599 00414599	<u>Record</u> 0 1	Code 0091 9176 9176 0512	Custodian Profsr Profsr	00288 Q 00288 Q 00288 Q	0.48	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000	CF H C A H	Chng % 2.00 2.00 2.00 2.00	New Comp Rate 7.650000 205290.510 273720.680		Summer Term				
Em(1 2 3 4	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS	Empl ID 00610781 00414599 00414599 06009655 00586397	Record 0 1 0	Code 0091 9176 9176 0512 9125	Custodian Profsr Profsr ExecutSecr	00288 Q 00288 Q 00288 Q 00288 Q	0.48 1.00 1.00 1.00	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000	CF H C A H C	Chng % 2.00 2.00 2.00 2.00 2.00	New Comp Rate 7.650000 205290.510 273720.680 17.340000		Summer Term				
Em 1 2 3 4 5	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE	Empl ID 00610781 00414599 00414599 06009655 00586397	Record 0 1 0 0 0	Code 0091 9176 9176 0512 9125 9126	Custodian Profsr Profsr ExecutSecr Asc Prof	00288 Q 00288 Q 00288 Q 00288 Q 00288 Q	0.48 1.00 1.00 1.00 1.00	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000	CF H C A H C A	Chng % 2.00 2.00 2.00 2.00 2.00	New Comp Rate 7.650000 205290.510 273720.680 17.340000 79839.1700		Summer Term				
Em 2 3 4 5 6	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE LONGBOTTOM,NEVILLE	Empl ID 00610781 00414599 00414599 06009655 00586397 00501177	Record 0 1 0 0 0 0 0 0 0 0 0 0 0 0	Code 0091 9176 9176 0512 9125 9126 0672	Custodian Profsr Profsr ExecutSecr Asc Prof Asc Prof	00288 Q 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q 00288 Q	0.48 1.00 1.00 1.00 1.00 0.75	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000 17.310000	CF H C A H C C A H	Chng 2.00 2.00 2.00 2.00 2.00 2.00 2.00 2.00 2.00	New Comp Rate 7.650000 205290.510 273720.680 17.340000 79839.1700 84627.3600		Summer Term				



- 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 Record	0				
Empi Recolu	0				
Empi Record	U				
	0	Personalize Find 🗐	🔜	First 🕙 1 of 1 🔮	Last
Effective Date	-	Personalize Find	Action		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.

	Depart	ment Mass Upda	ate				Authored by							
S	itep 3 of	5: Enter Employee Ch	anges						0					
Ma	ake any fo	rm data changes needed,	then click N	lext.										
Cu	rrent Dep	artment Info												
eF	Form ID	760104												
De	epartmen	it 00288 Equ	al Opport - A	Affirm Ac	tion									
Ef	ffective D	ate 07/01/2018												
A	ction	PAY Pav	Rate Chano	ae										
D.														
R	eason Co		ncrease											
Er	nter % Inc	App	ply Increase											
Em	iployees i	in Active and Leave statu	IS									_		
Em	iployees i	in Active and Leave statu	IS	~		,			D	1 mart		ſ		4 0 - 40 P 1
	Review	in Active and Leave statu <u>Name</u>	IS <u>Empl ID</u>	Empl	Job	Description	Home Dep	ot FTE	Current Comp	<u>Find</u> <u>CF</u> %	View All 2 1 1g <u>New Comp</u> Rate		1	1-9 of 9 🖸 Last
	<u>Review</u> Complete			Empl Record		Description Custodian	Home Der		Current Comp Rate	CF <u>Chi</u>	ng <u>New Comp</u> Rate	Term	First I	
	Review Complete	Name	Empl ID	0	0091			0.48	Current Comp Rate	<u>CF</u> <u>%</u> H 0.0	ng <u>New Comp</u> Rate		1	
1	Review Complete	<u>Name</u> BLACK,SIRIUS	<u>Empl ID</u> 00610781	0	0091 9176	Custodian	00288	λ 0.48 λ 1.00	Current Comp Rate 7.500000	CF %	ng <u>New Comp</u> Rate 0 7.500000		1	
1	Review Complete	<u>Name</u> BLACK,SIRIUS DIGGORY,CEDRIC	Empl ID 00610781 00414599	0	0091 9176 9176	Custodian Profsr	00288 C 00288 C 00288 C	2 0.48 2 1.00 2 1.00	Current Comp Rate 7.500000 201265.210000 268353.610000	CF Chi H 0.0 C 0.0 A 0.0	New Comp Rate 0 7.500000 0 201265.210 0 268353.610		Term	
1 2 3	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS	Empl ID 00610781 00414599 00414599	0 0 1 0	0091 9176 9176 0512	Custodian Profsr Profsr	00288 C 00288 C 00288 C	 0.48 1.00 1.00 1.00 1.00 	Current Comp Rate 7.500000 201265.210000 268353.610000	CE Chi H 0.0 C 0.0 A 0.0 H 0.0	New Comp Rate 0 7.500000 0 201265.210 0 268353.610		Term	
1 2 3 4	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS	Empl ID 00610781 00414599 00414599 06009655 00586397	0 0 1 0 0 0 0 0 0	0091 9176 9176 0512 9125	Custodian Profsr Profsr ExecutSecr	00288 C 00288 C 00288 C 00288 C	0.48 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000	CE Chi H 0.0 C 0.0 A 0.0 H 0.0 C 0.0 C 0.0 C 0.0 C 0.0	New Comp Rate 0 7.500000 0 201265.210 0 268353.610 0 17.000000		Term	
1 2 3 4 5	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE	Empl ID 00610781 00414599 00414599 06009655 00586397	0 0 1 0 0 0 0 0 0 0 0	0091 9176 9176 0512 9125 9126	Custodian Profsr Profsr ExecutSecr Asc Prof	00288 C 00288 C 00288 C 00288 C 00288 C	 0.48 1.00 1.00 1.00 1.00 1.00 0.75 	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000	CE Chi H 0.0 C 0.0 A 0.0 H 0.0 A 0.0 A 0.0 A 0.0 A 0.0 A 0.0 A 0.0	New Comp Rate 0 7.500000 0 201265.210 0 268353.610 0 17.000000 0 78273.7000 0 82968.0000			
1 2 3 4 5 6	Review Complete	Name BLACK,SIRIUS DIGGORY,CEDRIC DIGGORY,CEDRIC DUMBLEDORE,ALBUS GRANGER,HERMIONE LONGBOTTOM,NEVILLE	Empl ID 00610781 00414599 00414599 06009655 00586397 00501177	000000000000000000000000000000000000000	0091 9176 9176 0512 9125 9126 0672	Custodian Profsr Profsr ExecutSecr Asc Prof Asc Prof	00288 (00288 (00288 (00288 (00288 (00288 (00288 (0.48 1.00	Current Comp Rate 7.500000 201265.210000 268353.610000 17.000000 78273.700000 82968.000000 17.310000	CF Shi H 0.0 C 0.0 A 0.0 H 0.0 A 0.0 C 0.0 A 0.0 A 0.0 A 0.0 A 0.0 A 0.0	New Comp Rate 0 7.500000 0 201265.210 0 268353.610 0 17.000000 0 78273.7000 0 82968.0000			



reminder

Changes can also be made to:

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

	Depai	tment Mass Upd	ate		_		Authored by						_		
	Step 3 of 5: Enter Employee Changes 0														
Μ	Make any form data changes needed, then click Next.														
С	Current Department Info														
e	Form ID	760104													
C)epartme	ent 00288 Equ	al Opport - /	Affirm Ac	tion										
E	ffective	Date 07/01/2018													
A	Action	PAY Pay	Rate Chang	ge											
F	Reason C	ode FYF FYI	ncrease												
E	Enter % I	ncrease Ap	ply Increase	•											
	1														
E	npioyee	s in Active and Leave statu	IS												
										<u>e F</u>		ew All 🔽 🕌			-9 of 9 🕨 Last
	Review Complet		Empl ID	Empl Record	Job Code	Description	Home Dept	FTE	Current Comp Rate	<u>CF</u>	<u>Chng</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	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	17.00000	н	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	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



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.

Er	nploye	es in Active and Leave statu	IS																
	Personalize														ind View All 🖾 🛗 🛛 First 🗹 1-9 of 9				
	Revie Comp		Empl ID	Empl Record	Job Code	Description	Home De	ept	<u>FTE</u>	Current Comp Rate	<u>CF</u>	Chng %	New Comp Rate	<u>Term</u>	Summor	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				5		
3		DIGGORY,CEDRIC	00414599	1	9176	Profsr	00288	Q	1.00	268353.610000	А	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	А	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	А	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

En	mployees in Active and Leave status Personalize Find View All 🖉 🧱 First 🔍 🗶 1-9 of 9 🗋 👀 La Review Name Empl ID Empl Job Description Home Dept FTE Current Comp CF (V) Description Home Dept FTE															19 🖪 💽 Last
	Review Complete	Name	Empl ID	Empl Record	Job Code	Description	Home Dept	FTE				New Comp Rate		Summer		Future Rows
1		BLACK,SIRIUS	00610781	0	0091	Custodian	00288 🔍	0.48	7.500000	н	1.00	7.580000				
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 🔍	1.00	268353.610000	Α	2.00	273720.680			08/16/2017	
4		DUMBLEDORE,ALBUS	06009655	0	0512	ExecutSecr	00288 🔍	1.00	17.000000	н	3.00	17.510000				
5		GRANGER,HERMIONE	00586397	0	9125	Asc Prof	00288 🔍	1.00	78273.700000	С	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	н	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 Q	1.00	125000.000000	A	2.00	127500.000				Future Rows
Check / Uncheck All Comments Your Comment: Close Close Close																
201	mment H	istory:				Sav	ve For Later	ŀ	01036	J					V	

Use the Save For Later button often.



Complete a form you have saved for later

HR Electronic Forms (eForms) Home page

65
<000

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

Enter any in	formation you have and click Searc	:h. Leave fields blank for a list of a	all values.
Find an E	xisting Value		
- Search	Criteria		
(
	eForm ID begins with 🗸		
Workflow I	Form Type begins with V DMUF		
Workflow E	vrm Statue –	×	
D	epartment begins with v		
Orig			
Originated	Date From >= v	31	
Originated	Date Thru <= 🖂	31	
Limit the nur	nber of results to (up to 300): 300)	
Originated Originated	Date From >= Date Thru <=	3	



- 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".

E	mployees	in Active and Leave statu	IS														
1											P	ersonalize Fin	<u>d</u> Vie	w All 🔽	🛄 First	K 1-	9 of 9 🖸 Last
	<u>Reviev</u> Comple	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	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			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 Q	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															
	omments																
	our Comm	ient:					Previous		Nevtas								
			Č				- T TEVIOUS		Close								
C	Comment H	listory:				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	
60 To ePAF Home Page	
Close 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	i					
From	Date From	Work Item	Worked By Activity	Priority	Link	
AMANDA CATHERINE MACDONALD	05/24/2017	Notification Worklist	Notification		Dept Mas	s Update:00288



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

view Dep	artment Mass Updates	Authored by			
Step 2 of 4:	View Employees Excluded		0		
and the second	ata below. Click Next for the form History page.				
Current Department	artment info				
eForm ID	760104				
Department	00288 Equal Opport - Affirm Action				
Effective Date	07/01/2018				
orm Data					
				Personalize Find	🗖 🛗 First 🚺 1 of 1 🖸 Las
Empl ID	Empl Record Name	eForm ID	Exclude Type	FTE	New Comp Rate
1 00991252	0 LOVEGOOD,LUNA	760075	Pending ePAF		
1 00991252 orm Message		760075	Pending ePAF		
		760075	Pending ePAF		



HUMAN RESOURCES

Be sure to navigate through ALL pages when evaluating.

		4: View Employee n data below. Click Ne	0	listory p	age.				0							
Curre	ent Dep	artment Info														
eFo	rm ID	760104														
	artmen		Equal Opport - A	Affirm Ac	tion											
-	ctive Da				uon											
Acti			Day Data Ohaay													
			Pay Rate Chang	je												
Rea	son Co	de FYF	FY Increase													
Ente	er % Inc	rease 2.00	Apply Increase												\prec	$\overline{}$
Empl	Employees in Active and Leave status															
												Personalize Find	\∕iew ∆		Eirst K 1	-9 of 9 D Last
	Review omplete	Name	Empl ID	Empl Record	Job Code	Description	Home Dept	<u>FTE</u>	Current Comp Rate	<u>CF</u>	Chag	New Comp Rate	Term	<u>Summer</u> Term	Te mination	
1		BLACK,SIRIUS	00610781		0091	Custodian	00288	0.48	7.500000		<u>1.00</u>	7.580000		Term	Date	
2	1	DIGGORY,CEDRIC	00414599	1	9176	Profsr	00288	1.00	268353.610000	A	2.00	273720.680000		1	08/16/2017	
3	1	DIGGORY,CEDRIC	00414599	0	9176	Profsr	00288	1.00	201265.210000	С	2.00	205290.510000				
4	1	DUMBLEDORE,ALB	US 06009655	0	0512	ExecutSecr	00288	1.00	17.000000	н	<mark>3.00</mark>	17.510000				
5	1	GRANGER,HERMIO	NE 00586397	0	9125	Asc Prof	00288	1.00	78273.700000	С	2.00	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>	<mark>18.000000</mark>				
8	1	POTTER,HARRY	00068746	0	0648	EOConsult	00288	1.00	82400.000000	A	<mark>2.00</mark>	84048.000000				
9	1	SNAPE,SEVERIS	06008392	0	1012	DirOps	00288	1.00	125000.000000	A	<mark>2.00</mark>	127500.000000				Future Rows
	heals (1)	Incheck 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.

				Empl	Home		Current Comp			Change	New Comp	1	Summer	Termination		
Name			Empl ID	Record	Dept	-	Rate	<u>FTE</u>	<u>CF</u>	Change Percent	Rate	<u>Term</u>	Term	Date		
POTTE	ER,HARI	RY	00068746	0	0028	8	82400.000000	1.00	A	2.00	84048.000000					
		BU	OrgID	Activity		Account		Allow	Beg Dt		End Dt	Di	stribution	Description		
	1	01	00288	00288 00005877		508	00	1	11/16/2015		06/30/2016		1.0000	0 OFFICE OF EQ	UAL OPPORTUNITY	
	2 01		00288 0000587		7	508	00	1	07/01/2016		06/30/2017		1.0000	0 OFFICE OF EQ	UAL 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	SEVERIS 06008392 0 0028		00288	В	125000.00000	0 1.00	A	2.00	127500.000000						
		BU	OrgID Activity			Account		Allow Beg Dt		<u>Dt</u>	End Dt	Di	stribution	Description		
	1	1 01 00288 00005877		7	50800		1	07/18/2016		06/30/2017		1.0000	0 OFFICE OF EQUAL OPPORTUN			
	mments ur Comment:							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 >= 🔻
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 yo	u have and clic	k Search. Leav	e fields blar	ik for a list	of all va	alues.				
Find an Existing Value	e									
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Search Criteria										
- Farm ID	he size with a			1						
	begins with V									
Workflow Form Type		DMUF		Q	_					
Workflow Form Status	= •				Ŧ					
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		a						
Limit the number of resul	Its to (up to 300)	300								
Search Clear	Basic Searc	h 🗳 Save S	earch Criter	ia						
Search Results										
View All										
eForm ID Workflow Form	Type Workflow	Form Status E	ipi ID Empl F	Record Firs	t Name	Last Name	Department	Job Code	Original Operato	r Originated Date Thru (
688574 DMUF	Executed	()	ank) 0	(bla	nk)	(blank)	00288	(blank)	U0557224	06/13/2016
759922 DMUF	Withdraw	n (l	ank) 0	(bla		· ·		(blank)	U0626017	05/05/2017
760104 DMUF	Pending	()	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.