HRMS Personnel Action Forms - Quick Reference Guide for Staff

1) Create a requisition for a new opening in my department (**Form 600**)
   a) Navigate to UR Documentation > Sample Forms > Staff Requisition
   b) Complete the form online filling in the fields in the "Current Position Data" column
   c) Print and obtain signatures, then submit to the HR Service Center (PO Box 278955)

2) Create a requisition for a replacement need in my department (**Form 600**)
   a) Navigate to UR Reports and Interfaces > Forms > Staff > Staff Requisition
   b) Input the job's Position Number and include the Position/University job description
   c) Generate the form, then print and obtain signatures and submit to the HR Service Center

3) Create a proposed change form for one person in my department (**Form 610**)
   a) Navigate to UR Reports and Interfaces > Forms > Staff > PAF Staff Online
   b) Input the Empl ID or search by Name, then enter the Effective Date of Change, the PAF Staff Action, the proposed changes in the "Proposed" column, and Recommending Officers
   c) Run the form, then print and obtain signatures and submit to the HR Service Center

4) Create a proposed change form for more than one person in my department, for all staff in a single department, or for all staff in all of my departments (**Form 610**)
   a) Navigate to UR Reports and Interfaces > Forms > Staff > Staff Appointment Change
   b) Select the correct radio button for "Selected Employee(s)," "All Employees For A Single Department," or "All Employees For All Your Department(s)," then input the required fields
   c) Run the forms, then print and obtain signatures and submit to the HR Service Center

5) Update data fields from the Form 610 which do not need authorizing signatures such as Reports to, Building number, Intramural address, Shift, and Meal Minutes
   a) Navigate to UR Reports and Interfaces > Forms > Personnel Data Update
   b) Input the Empl ID or input Department number if need to update an entire department
   c) Enter changes in the "Proposed/Pending" column and Save (select Next in List if updating the department)
   d) Navigate to UR Reports and Interfaces > HR > HR Queries and run the Online Updates Pending or Online Updates Completed to see when changes have been updated in HRMS

6) Create an extra/additional pay form for hourly paid staff (**Form 220**)
   a) Go to UR Documentation > Sample Forms > Extra/Additional Pay for Hourly Paid Staff/ Faculty/ Students
   b) Complete the pages online, print, and obtain signatures
   c) Forward to your HR Business Partner, ORPA, and/or applicable Finance and Dean's Offices if required prior to sending to Payroll

7) Create an extra compensation form for one salaried person in my department (**Form 211**)
   a) Navigate to UR Reports and Interfaces > Forms > Staff > Staff Extra Compensation
   b) Input the Empl ID/Empl Record Number, effective dates, amount, and other fields
   c) Generate the form, then submit to your HR Business Partner prior to sending to Payroll

8) Create an extra compensation form for more than one person in my department (**Form 211**)
   a) Navigate to UR Reports and Interfaces > Forms > Staff > <u>Staff Extra Comp - Advanced</u>
   b) Input the Empl ID/Empl Record Number as well as the effective dates, amount, and other fields
   c) Check the "Use Default Account Data" box to use the individual's current account distribution or input a different distribution in the Account Code field. This account code needs to be the same for all employees on the input screen (if not, separate forms will need to be generated)
   d) Generate the form, then submit to your HR Business Partner prior to sending to Payroll

9) Change a staff member's pay distribution historically (**Form 800**)
   a) Navigate to UR Reports and Interfaces > Labor Distribution > <u>800 Form</u>
   b) Input the Empl ID/Empl Record Number as well effective dates, justification, and account code data
   c) Run the form, print, obtain signatures, and submit to Payroll

10) Change a staff member's extra compensation pay distribution historically (**Form 800**)
   a) Navigate to UR Reports and Interfaces > Labor Distribution > <u>800 Form for Extra Comp</u>
   b) Input the Empl ID/Empl Record Number as well effective dates, justification, and account code data
   c) Run the form, print, obtain signatures, and submit to Payroll

For additional information on these forms, please refer to the User's Guide to Personnel Action Forms available at UR Reports and Interfaces > UR Documentation > HRMS User Guides > <u>Personnel Action Forms (PAFs)</u>.