

eTemp Change Request How to Guide

Last Updated November 2023

eTemp Change Requests must be submitted correctly to Human Resources at least seven days in advance of the effective date to ensure timely processing. Forms submitted incorrectly will require additional lead time

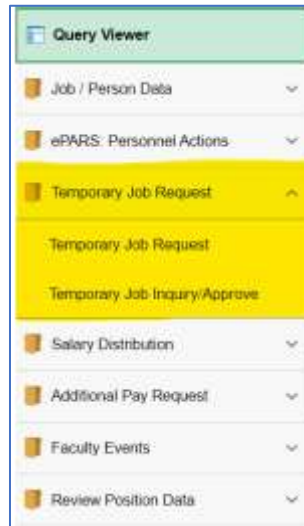
Purpose: eTemp Change Requests should be used for changes including data changes (combo code, expected end date, & supervisor), pay rate change, and terminations.

Approval Workflow: Initiator → Dean/Director Approver → HR Approver (Pay Rate & Expected End Date Changes only)

Access: Access will be automatically provided to those who have eTemp Hire Form initiator or approver access. Additional access should be requested via the [PeopleSoft Access Request](#).

eTemp Change Request Submittal Process

1. Click on the UVM Business Manager tile.
2. Menu item on the left for Temporary Job Request



3. Select Temporary Job Request to create a change request for a temporary employee
4. Enter in search criteria to identify any existing records(s).
 - It is not necessary to enter information into all search fields.
 - Using employee ID is strongly encouraged as that is a unique identifier

Search

Search Criteria

Empl ID:

First Name:

Last Name:

Social Security #:

Date of Birth:

Search Clear

5. In the search results, click on Select to choose the next action for this employee

Search

Search Criteria

Empl ID: 0151703 John Doe

First Name:

Last Name:

Social Security #:

Date of Birth:

Search Clear

Search Results

Select	Empl ID	Name	Date of Birth	Social Security #
Select	0151703	John Doe	01/01/1980	XXXX-XX-0002

Hire New Employees

6. Select the record for which you'd like to process a change request by clicking on Change

Employee Job Data

Name: John Doe Empl ID: 0151703 Add New Job Record

Date of Birth: 01/01/1980 Social Security #: XXXX-XX-0002

Existing Job Records

Change	Status	Empl ID	Empl Record	Seq #	Dept ID	Department	Job Code	Job Code Description	Empl Class	Roy Group	Hourly Rate	Expected Job End Date	Supervisor
Change	Active	0151703	0	0	52000	Chemistry	0096	Temporary Hourly Employee	TMP BW1		20.000000	12/31/2022	Watermark,Roy

7. On the Change Temp Job tab, enter in the effective date and select the appropriate Action and Reason:

- Data Change/Combo Code Change

Change Temp Job

Effective Date: 12/31/2022 Action: Data Change Reason: 008

Combo Code

Combo Code	Active	Reason	Starting Date	Department	Dept	Reason	Location	Business Unit	Project	Cost	Project	Reason	Priority
1150 00020001	<input checked="" type="checkbox"/>	0001	01	1150	101	00001	02					000	000

Note: for records with multiple combo codes, uncheck the boxes for codes that should no longer be used.

- Data Change/Expected End Date Change

Temp Job Changes

Effective Date: 04/01/2022 | Action: Data Change | Reason Code: Expected End Date Change

Expected Job End Date: []

- Data Change/Supervisor Change

Temp Job Changes

Effective Date: 04/01/2022 | Action: Data Change | Reason Code: Supervisor Change

New Supervisor ID: []

- Pay Rate Change/Adjustment (decrease) or Merit(increase) these are for non-exempt temps paid hourly. Exempt temporary employees and non-employee pay changes are submitted via an eAPF or email if the department requests an adjustment to an eAPF that is currently active.

Temp Job Changes

Effective Date: 04/01/2022 | Action: Pay Rate Change | Reason Code: Adjustment

New Hourly Rate: [] | Retro Amount: []

- Termination without Benefits/End Temporary Employment

Temp Job Changes

Effective Date: 04/01/2022 | Action: Termination without Benefits | Reason Code: End Temporary Employment

Last Date Worked: 03/31/2022

8. Attachments tab

- Add any attachments that are required and/or support the change requested.

Change Temp Job | **Attachments** | Comments | Approvals

Request Information

Request ID: NEW | Request Date: 10/03/2022
 Entered By: mhotalin/Monika Hotaling
 Empl ID: 0151703 | John Doe

Required Attachment Instructions

* For Pay Rate and Expected End Date changes, approval is needed from Provost/Richard Cate for general funds and Dean/VP for grant funded

Attachments | Personalize | Find | 1 of 1 | Last

Attached File	Select File
1	Select File

9. Comments tab

- Add any comments that support the change requested.

Change Temp Job | Attachments | **Comments** | Approvals

Request Information

Request ID: NEW Request Date: 10/03/2022
 Entered By: mmotalin Monika Hotaling
 Empl ID: 0151703 John Doe

Comments Find | View All First 1 of 1 Last

Date/Time: User ID: + -
 Last Updated:

Comments

10. Approvals tab

- Select the appropriate action from the Action dropdown.

Change Temp Job | Attachments | Comments | **Approvals**

Request Information

Request ID: NEW Request Date: 10/03/2022 Action: [Dropdown]
 Entered By: mmotalin Status: New Request In Progress
 Empl ID: 0151703 John Doe

- Once submitted, the initiator needs to approve the request to move it forward in the workflow.

Questions?

Contact Human Resources for questions regarding payrate, expected end date and job codes at hrinfo@uvm.edu. Contact Payroll for questions about combo code or funding related questions at payroll@uvm.edu