

eTemp Change Request How to Guide

Last Updated September 2022

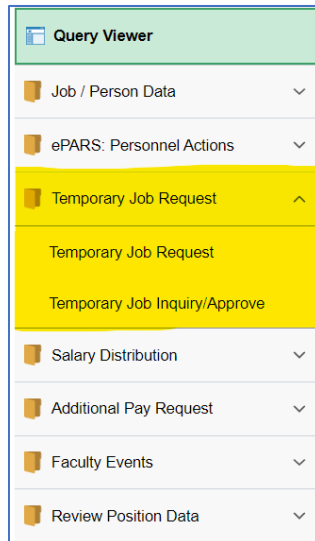
Purpose: eTemp Change Requests should be used for changes including data changes (combo code, expected end date, & supervisor), pay rate change, and terminations.

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

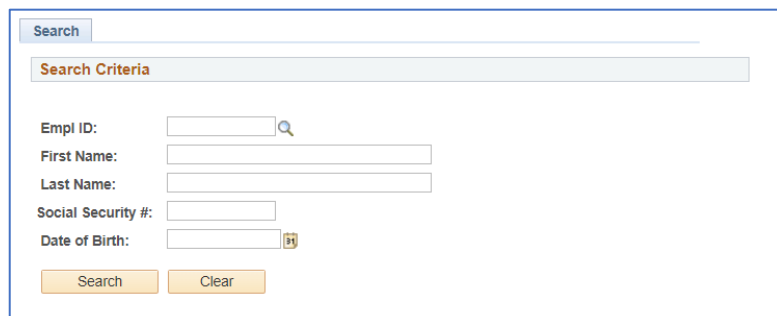
Access: Access will be automatically provided to those who have eTemp Hire Form initiator or approver access. Additional access should be requested via the [PeopleSoft Access Request](#).

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



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

Search

Search Criteria

Empl ID: John Doe

First Name:

Last Name:

Social Security #:

Date of Birth:

Search Results | First 1 of 1 Last

Select	Empl ID	Name	Date of Birth	Social Security #
<input type="button" value="Select"/>	0151703	John Doe	01/01/1980	XXX-XX-0202

- 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

Date of Birth: 01/01/1980 Social Security #: XXX-XX-0202

Existing Job Records | Personalize | Find | First 1 of 1 Last

Change	Status	Empl ID	Empl Record	Seq #	Dept ID	Department	Job Code	Job Code Description	Empl Class	Pay Group	Hourly Rate	Expected Job End Date	Supervisor
<input type="button" value="Change"/>	Active	0151703	0	0	52090	Chemistry	0996	Temporary Hourly Employee	TMP	BW1	20.000000	12/31/2022	Waterman, Rory

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

- Data Change/Combo Code Change

Temp Job Changes

*Effective Date: 04/01/2022 *Action: Data Change *Reason Code: Combo Code Change

eTMP Distribution

Wage Transfer User Guide

Combo Code | Personalize | Find | View All | First 1 of 1 Last

	Combination Code	Active	Account	Operating Unit	Department	Fund	Source	Function	Business Unit	Project	Detail	Program	Purpose	Property
1	000318930	<input checked="" type="checkbox"/>	55100		01	11280	100	100001	521			0000	0000	0000

- 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.

The screenshot shows a form titled "Temp Job Changes". It contains the following fields:

- *Effective Date:** 04/01/2022
- *Action:** Pay Rate Change
- *Reason Code:** Adjustment
- New Hourly Rate:** [Empty text box]
- Retro Amount:** [Empty text box]

- Termination without Benefits/End Temporary Employment

The screenshot shows a form titled "Temp Job Changes". It contains the following fields:

- *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.

The screenshot shows the "Attachments" tab of the system. It includes the following sections:

- Request Information:**
 - Request ID: NEW
 - Entered By: mhotalinMonika Hotaling
 - Empl ID: 0151703 John Doe
 - Request Date: 10/03/2022
- 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 Table:**

Attached File	Select File
1	Select File

9. Comments tab

- Add any comments that support the change requested.

The screenshot shows the "Comments" tab of the system. It includes the following sections:

- Request Information:**
 - Request ID: NEW
 - Entered By: mhotalin Monika Hotaling
 - Empl ID: 0151703 John Doe
 - Request Date: 10/03/2022
- Comments Section:**
 - Find | View All | First | 1 of 1 | Last
 - Date/Time: [Empty]
 - User ID: [Empty]
 - Last Updated: [Empty]
 - Comments: [Large text area for input]

10. Approvals tab

- Select the appropriate action from the Action dropdown.

The screenshot displays a software interface with a top navigation bar containing tabs for 'Change Temp Job', 'Attachments', 'Comments', and 'Approvals'. Below the navigation bar is a 'Request Information' section. This section contains several fields: 'Request ID: NEW', 'Entered By: mholalin', 'Empl ID: 0151703 John Doe', 'Request Date: 10/03/2022', and 'Status: New Request In Progress'. To the right of these fields is an 'Action:' dropdown menu that is currently open, showing three options: 'Cancel Request', 'Save for Later', and 'Submit for Approval'.

- Once submitted, the initiator needs to approve the request to move it forward in the workflow.
- The final approver is Payroll. They will mark as Completed once PeopleSoft is updated with the change.

Questions?

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

