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 $\rightarrow$ Dean/Director Approver $\rightarrow$ 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
5. In the search results, click on Select to choose the next action for this employee.

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

7. On the Change Temp Job tab, enter in the effective date and select the appropriate Action and Reason:
   - Data Change/Combo Code Change
     
     Note: for records with multiple combo codes, uncheck the boxes for codes that should no longer be used.
   - Data Change/Expected End Date Change
- **Data Change/Supervisor Change**

- **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.

- **Termination without Benefits/End Temporary Employment**

8. **Attachments tab**
   - Add any attachments that are required and/or support the change requested.

9. **Comments tab**
- Add any comments that support the change requested.

10. Approvals tab
    - Select the appropriate action from the Action dropdown.

- 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