

CHANGE DOCUMENTS

>> Final page of appointments <<

*DEFINE LIST APPOINTMENTS FOR AN EMPLOYEE - AL1 Year: 07 08
 Command: **AL1** EID: **RRR123** Misc: _____ Account: _____

```
=====
Name: ROADRUNNER, ROWDY J JR View 2 of 4
Employee Comp: 3 PO8: 8 I-9/Sign: Y 06-18-07 TR: 4
App# Status TR C Account No. Department Title Ba %Time Hrs/Wk JobC
Job Description Beg Date End Date Yr Rate SS M/H Rate Alloc
_ 002 EXPIRED 4 3 14-0000-0020 HUMAN RESOURCES 12 047.50 19.000 0078
STDNT CLK 09/01/07 09/15/07

T 003 ACTIVE 4 3 14-0000-0021 HUMAN RESOURCES 12 047.50 19.000 0078
STDNT CLK 09/16/07 05/31/08
```

-- 3 UT San An ----- PF1=Options ----- PF8=Exit ---- 04/22/2008 4:39 PM --

- Log on to Define and enter command AL1 and the employee's UT EID. Press "enter".
- Place a "T" in the line next to the appointment number. Press "enter" and the cover sheet will appear.

```

4-@          1 Sess-1    127.0.0.1          7/44
>> Appointment change not found.  Enter "NEW" to create a document <<
*DEFINE          CHANGE APPOINTMENT HOURLY - ACH          Year: 07 08
Command: ACH      EID: rrr123_____ Misc: 003_____ Account: _____
=====
Status:          -- COVER SHEET --          Document ID: _____

```

Action: new Summary:

```

-----
Created:
Sections:  x  1. Appointment Update Entry Screen          Change:
           x  2. Remarks and Personnel Information          FY:
           x  3. View Other Appointments for Employee
           _  4. Original Salary Status, Lock Userid
           _  5. Departmental Codes

```

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- Type NEW in action field.
- Type “X” in front of #1, 2, and 3 at the bottom of the page.
- Press “Enter”.

```

>> You may update this appointment <<
Action: ____ Appointment Update Entry Screen Section 01 of 05
-----
ROADRUNNER, ROWDY J JR RRR123 #003 Change: 03 U3-ACH-998858
Reason Code: m

      > ORIGINAL --- Appt: 003          > PROPOSED --- Appt: 000
Account: 1400000021                      _____
Department: HUMAN RESOURCES
Job Class: 0078                            _____
Job Title: STDNT CLK
Hours/Week: 19.000 (047.50%)              15.000
Begin Date: 0916                          0415
End Date: 0531                             _____
Hourly Rate: 6.88                          _____
Annual Rate: 14,310
135day/20hr: N                             --
Work Study: C Limit: 4000                  -- Limit: _____
Basis: 12                                   --
Work Sched: 1 Monday thru Friday          E Sunday thru Saturday

```

- Enter the correct REASON CODE from the list provided in this book, or enter a “?” to bring up a listing of available codes.
- Under the PROPOSED column, type only the information that is changing.
- The example above includes a change to the weekly hours and the begin date (April 15) for that change to take place.
- Press “Enter”


```

>> Please enter an action or select sections to review or update <<
*DEFINE                CHANGE APPOINTMENT HOURLY - ACH                Year: 07 08
Command: ACH          EID: RRR123___      Misc: 003_____      Account: _____
=====
Status: CREATED                -- COVER SHEET --                Document ID: U3ACH998858

  Action: APP    Summary: ROADRUNNER, ROWDY J JR CHG APPT HOURLY
                        CHANGE APPOINTMENT - OTHER CHANGES
Original: 14-0000-0021 HUMAN RESOURCES                0078 STDNT CLK                003
Proposed: 14-0000-0021
Remarks: EMPLOYEE REDUCING HOURS WORKED PER WEEK                +

-----
Created: 04/22/08 by MOORE, DENISE R (458-4250) -- phone:
Sections: X  1  1. Appointment Update Entry Screen                Change: 03
           X  3  2. Remarks and Personnel Information                FY: 07
           X  2  3. View Other Appointments for Employee
           4  4. Original Salary Status, Lock Userid
           5  5. Departmental Codes

-- 3 UT San An  ----- PF1=Options ----- PF8=Exit ----- 04/22/2008  4:27 PM --
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- In ACTION type “APP” to approve the document.
- You will see a message at the top of the page that the document has moved to the next desk signer.
- To track the appointment you enter “ROU” in the ACTION command and that will provide the desk the appointment is pending and any previous desks the appointment has already been approved through.

TRANSFER DOCUMENTS

```

>> Your appointment has been updated <<
Action: ____ Appointment Update Entry Screen Section 01 of 05
-----
ROADRUNNER, ROWDY J JR RRR123 #003 Change: 04 U3-ACH-998857
Reason Code: V CHANGE APPOINTMENT - TRANSFER TO/FROM DIFF DEPT

                > ORIGINAL --- Appt: 003                > PROPOSED --- Appt: 003
Account: 1400000021                                     _____
Department: HUMAN RESOURCES                             _____
Job Class: 0078                                         _____
Job Title: STDNT CLK                                    _____
Hours/Week: 19.000 (047.50%)                            _____
Begin Date: 0916                                        0916
End Date: 0531                                         0430
Hourly Rate: 0.00                                       _____
Annual Rate: 14,310                                     _____
135day/20hr: N                                          -
Work Study: C Limit: 4000                               - Limit: _____
Basis: 12                                              -
Work Sched: 1 Monday thru Friday                       E Sunday thru Saturday

```

- Follow examples for the Change Document explanation.
- In REASON CODE use “V” for a transfer to another department.
- In PROPOSED END DATE type the last day the employee is working for you, or if the employee begins the new job on Monday use the Sunday before as the end date.
- Press “Enter”
- Verify information by entering “Ver”
- Press “Enter” and go to next screen.

* Appointment changes should be done on or before the employee’s last day with your department.


```

>> You may update this appointment <<
Action: ____ Original Salary Status, Lock Userid Section 04 of 05
-----
ROADRUNNER, ROWDY J JR RRR123 #003 Change: 04 U3-ACH-998857

ORIGINAL APPOINTMENT SALARY STATUS:
Allocation: 0.00 New Allocation: 0.00
Expenditure: 0.00 Amount Returned to Account: 0.00
Adjustments: 0.00 Remaining to be Paid: 0.00

          USERID          LOCK EFFECTIVE
        (Termination)      DATE (MMDD)
-----
          All IDs          0501

          X7LHY           _____

```

- Under **LOCK EFFECTIVE DATE** type the appointment end date. Only lock the ID for your department. The new department may appear on this screen, so make sure you only lock your area.
- You can use the next calendar day as the lock out date if the employee needs access through their last day of employment.
- Press “Enter” twice.

* If a date is not entered in this field access won't be locked until approximately 14 days after the end date for the appointment. For security purposes use this field whenever an appointment ends permanently.

RECALL OR DELETE DOCUMENTS

```

>> Please enter an action or select sections to review or update <<
*DEFINE          CHANGE APPOINTMENT HOURLY - ACH          Year: 07 08
Command: ACH      EID: RRR123_____ Misc: 003_____ Account: _____
=====
Status: CREATED          -- COVER SHEET --          Document ID: U3ACH998858

Action: REC Summary: ROADRUNNER, ROWDY J JR CHG APPT HOURLY
          CHANGE APPOINTMENT - OTHER CHANGES
Original: 14-0000-0021 HUMAN RESOURCES          0078 STDNT CLK          003
Proposed: 14-0000-0021
Remarks: EMPLOYEE REDUCING HOURS WORKED PER WEEK          +

```

- In **COMMAND** type **AL1** and then type in the **EID** of the employee (or look them up by name with **COMMAND AL2**)
- Press **“ENTER”**
- Type **“N”** by the appointment number for a new document or **“T”** for a change document.
- Press **“ENTER”**
- In **ACTION** type **“REC”** (for recall). This will recall the document back to your **YB2**. Press **“Enter”**.
- Make any necessary changes or adjustments to the appointment and then re-route by typing in **“APP”**

```

*DEFINE          CHANGE APPOINTMENT HOURLY - ACH          Year: 07 08
Command: ACH     EID: RRR123_____ Misc: 003_____ Account: _____
=====
Status: CREATED          -- COVER SHEET --          Document ID: U3ACH998858

```

```

Action: del      Summary: ROADRUNNER, ROWDY J JR - CHG APPT HOURLY
                  CHANGE APPOINTMENT - OTHER CHANGES
Original: 14-0000-0021 HUMAN RESOURCES          0078 STDNT CLK          003
Proposed: 14-0000-0021

```

```

Remarks: EMPLOY +-----+
                  |
                  | Please type 'Y' to confirm this deletion.
                  |
-----+-----+-----+-----+-----+-----+-----+-----+
Created: 04/2    |
Sections: X      |          OK to delete?      Y      | change: 03
                |                                     |      FY: 07
                | X                                     |
                | X                                     |
                | X                                     |
                +-----+-----+-----+-----+-----+

```

```

-- 3 UT San An ----- PF1=Options ----- PF8=Exit----- 04/22/2008 4:27 PM --
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```

- If the document needs to be deleted type “DEL” in ACTION.
- A message box will appear if you are deleting the document. Type “Y” for yes and the document is then deleted.