Good afternoon.

Effective August 1, 2016, our interim process and the Interim Workflow Solutions (IWS) forms will be upgraded. We have also made changes to our forms to streamline the process.

### Important Dates

- **Wednesday, July 27th**
  - Departments have until 5 p.m. to submit forms saved as a draft in the current IWS

- **Thursday, July 28th and Friday, July 29th: IWS BLACKOUT**
  - Current IWS is closed and no new forms should be submitted
  - Forms submitted during these two days will be denied and the user will need to recreate the request in the new IWS forms
  - Once we transition to the new IWS platform, saved forms will be deleted

- **Monday, August 1st**
  - The new IWS forms are available and users can submit requests using the new forms and process (outlined below)
  - Departments can start routing fall hires/extensions in the new IWS on August 1st.

### Form/Process Changes

**Current Day O.N.E. Forms until 7/27**

<table>
<thead>
<tr>
<th>Hire/Rehire Form</th>
<th>Current Compensation Forms until 7/27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Record Change Form</td>
<td>Create a Position Form</td>
</tr>
<tr>
<td>Faculty Contract Form (2nd approver)</td>
<td>Modify a Position Form</td>
</tr>
<tr>
<td>Faculty Contract Form (1st approver)</td>
<td>Pay Rate Change Request Form</td>
</tr>
</tbody>
</table>

**Day O.N.E. Forms effective 8/1**

- Create Non-Benefits Eligible Position
  - Used to create new positions for non-benefits eligible staff.

- Hire/Rehire Form
  - Used to hire/rehire students and non-benefits eligible staff not posted through STARS
  - **Added Functionality** – The Hire/Rehire form can now be used to modify position attributes (hours, reports to, etc.) within the same form
  - **Added Functionality** – If a new position is needed, we have added the ability to create the position with the Hire/Rehire form. This functionality will primarily be used for students as NBE staff need to have the position created prior to posting in STARS.

- Modify Position Form
  - Used to modify positions (hours, reports to, DEPT IDs, etc.) for current staff and students

- Job Record Change Form
  - Used for end date extensions, terminations and retirements **only** for students, staff and faculty
  - No other job or position attribute can be changed using the Job Record Change form

- Faculty Contract Form
  - Used for all faculty transactions, except for terminations and/or retirements

**Compensation Forms effective 8/1**

- Create Benefits Eligible Positions Form
- Used to create new positions for benefits-eligible staff only
- Pay Rate Change Request Form
  - Used to request pay rate changes for staff and students
- Benefits Eligible Reclassification Request Form
  - Used to request a reclassification on vacant or filled benefits-eligible staff positions
- Salary Supplement Request Form
  - Used to attach the salary supplement form for staff only.

**Personnel Action & Position Processing Class**

If you have not attended the Personnel Action and Position Processing class, or would like a refresher, the last class for the summer is on August 3rd from 8:30-12:00. Please sign into the [MyTraining](https://mytraining.utsa.edu) website to register. Enrollment is highly encouraged as the materials have changed. The next Personnel Action & Position Processing class won’t be held until the fall semester in October.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Class Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Enrolled</th>
<th>Enroll Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP 302.01</td>
<td>Personnel Action and Position Processing (Interim Process)</td>
<td>2016-08-03</td>
<td>08:30</td>
<td>12:00</td>
<td>NPB 1.416</td>
<td>14</td>
<td>30</td>
</tr>
</tbody>
</table>

**Contact Information**

- For Day O.N.E. forms and questions, please email dayone@utsa.edu
- For Compensation forms and questions, please email compensation@utsa.edu