Helpful eForm notes

• All new employees require a Criminal Background Check. Please see category guidelines and submission details [Here](#).

• Employees CANNOT begin working until their eForm is approved.

• eForms can be approved 30 days ahead of the effective date.

• eForms not approved by the 20th of the month may not make Payroll deadline.

• Data has not updated into PeopleSoft until eForm status is Complete.

• Please allow 2 weeks for processing, especially during peak times (beginning of semesters).

• Missing information, failure to thoroughly complete search match, and data errors can delay approval process.

• Only one eForm per employee/position should be created at a time to avoid errors.

• POI forms must have a signed & dated acknowledgement form attached.

• Do not terminate an employee who is transferring to another dept on campus. The new dept. should submit a transfer eForm.

• Student employees must have an end date that does not extend past the current academic year.

• Updates regarding eForm status will be left in the comment section of the eForm. Please review for pending requests, CBC information, etc.

• Employees working 20+ hours for 135 days are coded at Regular and are benefits eligible. Temporary employees are only those working 134 days or less.

• Once approved, contract dates CANNOT be changed.