Can you explain the difference Interim Workflow solutions and when we should use it instead of an eForm?
   
   IWS should be used when an eForm cannot be used to make the changes/updates. This is often a retro-active function to a termination or hire date, etc. [https://utsacloud.sharepoint.com/sites/pssc/Pages/iwsforms.aspx](https://utsacloud.sharepoint.com/sites/pssc/Pages/iwsforms.aspx)

A student going from Lab Assistant into a POI - do they need a CBC done?

   No – no cbcs required when changing from one student title to another. They only require a cbc when there is a 135+ day break in service or they are changing form paid to unpaid/unpaid to paid, or moving into a staff title. [https://www.utsa.edu/hr/cbc/](https://www.utsa.edu/hr/cbc/)

What is a DAF?

   Department Approval Form – found on the UTSA website or on the IWS Correction form

Can you explain the importance of terminating an employee that you will rehire later (specifically student workers coming back in the fall)?

   Records should accurately reflect employment status. There can be back-office errors, etc. if an employee has an active job record but it not working. Please terminate accordingly.

Can you backdate a termination?

   You can. Please be mindful of the dates and additional job data processed after the requested termination date; it may need correction.

Just to confirm when a student is hired it is the student who will receive a generated email for activation of their email and such correct?

   The activation should be done by the department, not the employee.

Is the Work Study rate set? Can it be increased (e.g., based on education—graduate student in a WS position, undergraduate with experience)?

   There are current minimums and maximums outlined on the Compensation website: [https://www.utsa.edu/hr/compensation/jobtitles-salaryranges-jobdescriptions.html](https://www.utsa.edu/hr/compensation/jobtitles-salaryranges-jobdescriptions.html)

What is the generic phone number/address for an employee who does not have a US address?

   1 UTSA Circle San Antonio, TX 78249 (210) 458-4900
What are the Volunteer titles, and can you please show the job codes for each of the POI titles?

The most commonly used are: Student volunteer – a student who will be unpaid. Research volunteer or Visiting researcher: the titles will be performing research as outlined by the university (their work will typically be published) and their info must go through the Research of Office Integrity. Employee of gov't Agency – an employee of a federal or state government institution (like an auditor) who needs access. Independent Contractor – someone who works for another company (landscaping is a good example) and will perform non-paid functions for UTSA which require access.

When is the vendor Form used for POI?

These are typically used for UTS or for vendor contracts. These vendor contracts are coordinated through Talent Acquisition and usually have a purchase order number for the contract.

If the outside employer is responsible for the CBC, who verifies they have done one - HR or the department submitting the form?

The department confirms. We just need to make sure someone is accountable for the CBC or we need to run one.

Do we need a new CBC to extend a POI that has an assignment ending on 8/31 but will continue employment?

You do not. You only need one if there is a 135 day break in service.

We recently discovered that Student Volunteers (INTERNS) have a specific job code. Can you please give the job codes for each of the POI titles? How do we ensure that students get course credit for the POI unpaid Internship?

A017 is the job code for student interns. The job codes for the other tiles will be tied to the title and are available under the magnifying glass when you search for a position number. The department will need to ensure the student receives credit.

Can you pls. clarify if "Rehire" is used only when the person is going to return within the SAME Dept/VP Area?

Rehire is used any time the employee has an INACTIVE UTSA job record.

I see this position job code is 14442N. When do we create the position with the "N"?

“N” is used in rare circumstances for non-exempt employees. You would not add this; it would updated by Compensation.

What are the hours one can work part-time without losing benefits?

20+ hours for more than 135 days will qualify an employee for benefits. 20-29 hours, there will be a payment obligation on the employee. 30-40 hours, UTSA covers the full cost of benefits.
Is a transfer preferred if an active person in one department is hired through a TAM posting into another department?

A transfer is always preferable to a termination/rehire. If the employee is active, the new (receiving) dept. will initiate the Transfer eForm.

To clarify, we process CBC request for a transfer if going from one department to another but not within the same department (promotion).

If the employee is a student, you do not need a new CBC, otherwise, yes, a change in title or department requires a CBC.

Does the department need to attach the offer letter on the eForm when a person is being hired from a TAM posting?

Yes, please attach the offer letter to the eForm.

What eform should be used for a staff person who will be reducing the number of hours working and reducing the salary?

That would be a Position Attribute Change. If the change (reduction) will affect benefits, please attach a DAF, signed letter, email, etc. indicating the employee is aware their benefits will be affected.

How do you run the query for students who will auto term?

UTS_HR_EE_START_END_DATES

After submitting the effective date change can we then submit a rate change or do we have to wait for a confirmation that the eform has cleared first?

Please wait for all eForms to say COMPLETED in the status before you create any other eForms.

When we create a new position, what criteria determine whether we use an "N" on the eform after the job code?

That is determined based on exempt/non-exempt status. Those are set up by federal guidelines and should not be adjusted without help from Compensation.

An additional pay can only be processed on someone with 1.00 FTE correct? summer included?

Yes, employees cannot receive supplements without being appointed 100% (40 hours)

Which eforms have to use future dates?

A PAC to transfer a position to a new dept needs to made effective the 1st of the month.
What is the preferred method of contact when we have questions while working on E-forms?

Please contact us at ext 4250 or email hr@utsa.edu

If you have a student working in a student clerk position do you still have to use the expected end date just like student workers?

All students must have end dates. They cannot be appointed past the current academic year.

What if I don't want them to be terminated since we are paying their salary, can we bypass this step?

If the employee was a former UT system (not UTSA) employee, do we use New Hire or Re-hire? In this case you would use HIRE. Rehire is only used when they have an inactive UTSA employment record.

Who can provide the SSN for us? We no longer process the hiring paperwork at the department/BSC level and do not have access to that information except through Banner.

Please confirm this information with the candidate. Banner can contain errors and it is always best to ensure you have the most current info.

During the summer, a student can work 40 hrs if they are not taking classes, so can a student worker work 20 hrs in one department and 20 hrs in another?

Yes. Students can work in different departments as long as they do not exceed their hours.

How many hours are needed to make someone part-time vs full time and when is someone regular vs temporary?

FT is 40 hours. Any less is considered part-time on the eForm. Regular is 4.5 months or more.

Why is the Date of CBC Submission still on the eForm, since the CBC is processed by HR now?

It gives us an indicator of when the CBC was sent to the applicant so we can use it for tracking purposes if we do not see it in Applicant Insight.

One of our divisions has already selected two applicants for student assistants for Fall 2022. What is the earliest date the eforms and CBC's be processed?

eForms can be submitted for approval 30 days ahead of the effective date. CBCs are valid for 135 days, so they can be processed before the eForm is submitted.

What does "Error on Update" mean? Do we have to recreate the eForm?

Error on Update means there was something that caused the form to not move through to completion. We review all the data, make any necessary updates, and clear the error. There is nothing more required by the department.
We have our Fall student employees selected at this time. Can I begin the submitting eforms now - assuming the CBCs have been submitted?

You can submit them 30 days ahead of time. Please submit all 09/01 forms on 08/01 for approval.

Can we save an eform while another one is processed for the same employee?

No, this can cause data to be overwritten. Please do not create a new eForm until the previous eForm has been completed.