Job Attribute Change-End Date Job Aid

The Job Attribute Change eForm is used to update an existing employee’s job information. This may include updating their pay rate, FTE, standard hours, etc.

Modify an Employee’s End Date

Navigation: Main Menu > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

1. Navigate to the eForms Action Request page and click on the Add a New Value tab.

2. The Initiate New eForms Request page is displayed. Select the Job Data Attribute Change option from the “Action” drop down menu.

3. The Job Attribute Change eForm is displayed. Use the Justification text box to explain or “justify” the reason for the new eForm action requested.

4. Enter the Empl ID of the employee that needs a job update, or click the magnifying glass to search for the Empl ID number.
   a. The Employee Information section will display all of the current job information. If the employee has multiple job records, you will need to select the job record you would like to change.

5. Enter the Effective Date of the proposed change. This should be BEFORE the employee’s job is scheduled to end.

6. From the Action dropdown box, select Data Change.

7. From the Change Reason dropdown box, select Expected End Date. *Use Working Retiree Data Chg, if your employee is retired.
8. Based on the Empl ID entered, the **Current Job Information** will display. Use the **Proposed Job Information** to change the **Expected End Date**.

9. Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Reg/Temp, Reports To, Location Code and Mail Drop ID**. (Use the lookup icon to look up the “Reports To” by Name, Empl ID or Position Number.)

10. The **Current Funding** for the position will display and the **Proposed Funding** section can be used to make any changes to the existing funding source(s) or distribution(s).

   Funding may be split between different Cost Centers or Projects but the total distribution percentage must equal 100%. Use the plus or minus sign to add/remove an additional funding source.
11. Once all fields have been completed, click the **Save** button. Notice a **Request ID** number has been assigned, with a **Status** of “Saved.”

12. Expand the **Attachments** or **Comments** section to attach required documentation and include any special comments, if needed.

13. After you’ve added attachments and comments, click the **Submit** button.