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.
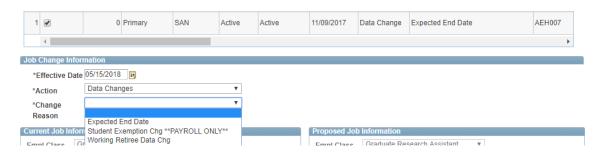
Modify an Employee's End Date

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.
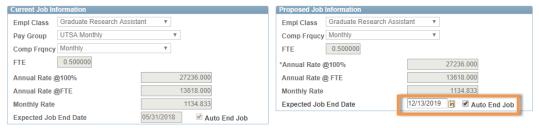
Employee Information

*Empl ID 6001204484 🔍 [ ]   Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active	11/09/2017	Data Change	Expected End Date	AEH007

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.

1	☑		0	Primary	SAN	Active	Active	11/09/2017	Data Change	Expected End Date	AEH007

Job Change Information

*Effective Date 05/15/2018 📅

*Action   Data Changes ▼

*Change   [▼]
Reason

         Expected End Date
Current Job Infor   Student Exemption Chg **PAYROLL ONLY**   **Proposed Job Information**
                 Working Retiree Data Chg
  Empl Class   Gr   Empl Class   Graduate Research Assistant ▼
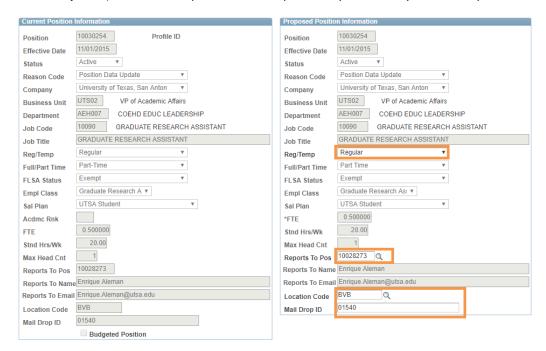
8. Based on the Empl ID entered, the **Current Job Information** will display. Use the **Proposed Job Information** to change the **Expected End Date**.
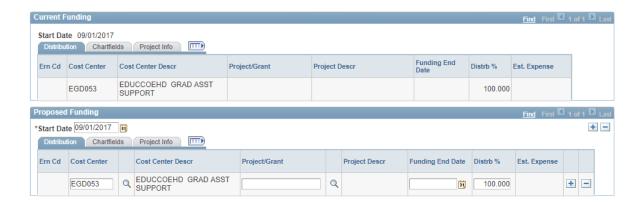

9. Based on the Position number previously entered, the **Current Position Information** will display. Use the **Proposed Position Information** to make any changes such as **Reg/Temp, Reports To, Location Code and Mail Drop ID**. (Use the lookup icon to look up the "Reports To" by Name, Empl ID or Position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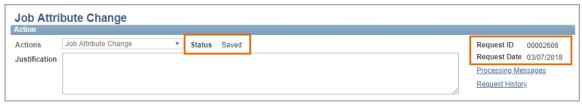

10. The **Current Funding** for the position will display and the **Proposed Funding** section can be used to make any changes to the existing funding source(s) or distribution(s).

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.

Human Resources 04/2018

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.