Department eForm Approver Checklist

Key items for Front Office Approver of Faculty eForms to review/verify

Department Manager Approver

- eForm’s justification matches data entered on eForm
- Correct title eligibility based on HOP 2.02 & 2.50 policies
- Correct Contract Length
- Correct Contract Worth/9 Month Academic Rate
- Assigned Position’s Hours/FTE
- Correct Cost Center/Project Id listed and Effective Date

Dean's Office

- The Correct eForm was used:
  - Type of eForm Chart: https://www.utsa.edu/hr/eForms/QuickGuides/eForms-HR-actions.pdf
  - eForm Job Aids: https://www.utsa.edu/hr/eForms/JobAids/
    - Appointment eForm- Hire a brand-new employee, or rehire a terminated job row.
    - Contract Additions/Changes- Add an additional contract to an already active job record, or update an existing contract.
    - Position Attribute Change- To update position attributes only.
- eForm’s justification matches data on eForm
- Correct title eligibility based on HOP 2.02 & 2.50 policies
- Correct Employment & Contract Dates
- Contract Worth/9 Month Academic Rate is accurate
- Assigned Position Hours/FTE
- Verification that data from MOA or OL matches what’s on the eForm
- Correct Cost Center/Project Id listed and have the correct effective dates
- Appropriate funding distributions for Cost Centers & Project IDs listed
- Summer SAMS is attached and accurate for each summer appointment
  - Link to Summer Assignment Master Spreadsheet (SAMS) - https://provost.utsa.edu/resources/staff.html

eForm Training Links:

- eForms at UTSA - https://www.utsa.edu/hr/eForms/support.html
- My UTSA Training - https://mytraining.utsa.edu/online/
  - Course - PS0322 eForms Training Online
- FAQ for eForms at UTSA - https://www.utsa.edu/hr/eForms/FAQ/