

Approving Hiring eForms

An eForm can be approved via two approval methods, an approver will receive an e-mail notification and can use the hyperlink to access the document or they can also use the eForms tile on the Employee Self-Service homepage.

Option 1:

Subject: ACTION REQUIRED: Appointment Request for
Appointment Request is pending your approval.

eForm Action APT
Request ID 00108063
Request Date 2020-03-18
First Name Jane
Last Name Richards
Empl ID 6001000000
Start Date 2020-04-01
Job Title Work Study Student Employee
Position Number 10019756
Reports To John Smith
Department Fac Svcs Business Operations

E-mail Method:

1. Approver will receive the approval e-mail notification.
2. At the bottom of the e-mail, click on the hyperlink to open the document.
3. Enter your UTEP credentials to log into PeopleSoft, you will then see the document displayed.



You can navigate directly to the approval page by clicking the link below:

[URL](#)

Option 2:

HRMS Apporvals Tile:

1. Log into PeopleSoft, from the Employee Self Service home page select the **HRMS Approvals Tile**.
2. Under Pending Approvals, select **eForms Transactions**

HRMS Approvals



Type	Count
All	14
Absence Request	5
Reported Time	8
eForms Transactions	1

eForms Transactions	ID	Name	Status	Date
eForms Transactions	00133649	Diana Espino	Routed	07/27/2020

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The table below is the list of the new forms and their purpose:

eForm Name	Purpose
Appointment Request	Appoints a new paid employee or a returning employee with a break in service.
Transfer	Transfers an employee from one position to another position within the same department or from one department to another.
Job Attribute Change	Extends the appointment for an existing employee or can also be used to make a change in pay.
Affiliate Request	Appoints a university affiliate who will not be paid or receive benefits through UTEP but needs access to facilities or systems for other purposes. Access can also be extended if needed.
New Position	Creates new position.
Position Attribute Change	For changes to an existing position such as FTE (Hours), Reports To, Department, Location, or Working Title.
Position Funding Change	Updates the funding source for a position

Department Approvals

REQUEST_ID=00108063:Pending

Dept Approvals

Pending

John Smith
New Position Reports To

Funding Approvals

REQUEST_ID=00108063:Awaiting Further Approva

Funding Source

Not Routed

Multiple Approvers
FMS Cost Center Approver

Business Office Approvals

REQUEST_ID=00108063:Awaiting Further Approvals

Appointment

Not Routed

Multiple Approvers
Financial Aid

→

Not Routed

Multiple Approvers
EDM

Save
Submit

Approve
Deny
CallBack
Sendback

Cancel
Copy...

1. After reviewing the eForm details:
 - Click the **Approve** button to process the document.
 - To return the document to the creator use the **Send back** button.
 - Select the **Deny** button to terminate a document that will no longer be processed.

Please note: Comments are required for any document that will be sent back or denied.

1