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

Start Date

Last Name Richards

Empl ID 6001000000

Job Title Work Study Student Employee

2020-04-01

Position Number 10019756

Reports To John Smith

Department Fac Svcs Business Operations

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

1

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.

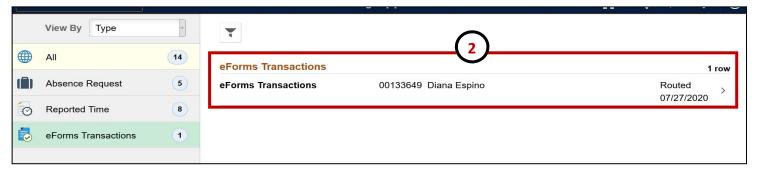


Option 2:

HRMS Apporvals Tile:

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





Approving Hiring eForms

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

