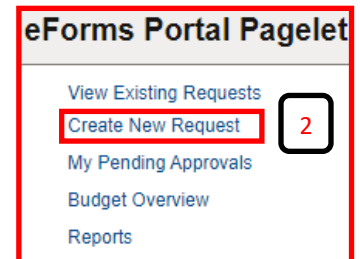
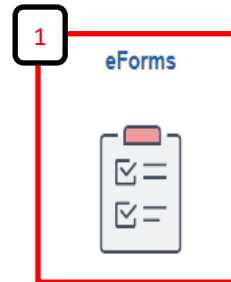


New Employee Appointment Request

This eForm should be used when appointing a new paid employee for the first time.

1. After logging into PeopleSoft, click the **eForms** tile on the **Employee Self Service** home page.
2. From eForms Portlet Pagelet select **Create New Request** Link.



3. The **Initiate New eForms Request** page is displayed. From the “Actions” drop down menu, select **Appointment Request** option.
4. The **Appointment Request** eForm is displayed. Use the **Justification** text box to explain or justify the reason for the eForm action requested.

Appointment Request

Action 3

Actions Appointment Request Status

*Justification NEW HIRE 4

Request ID
Request Date
Processing Messages
Request History

5. Use the “Search Match” feature verify that the employee has not worked for the UTEP or any other university in the University of Texas System.

Employee Information 5

Empl ID Show Current Additional Pay

	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID	Dept Name
1	0									

New Employee Appointment Request

6. Search **First and Last Name**.
7. Then, select the **Search** button and review for any results.
8. You should not see any results if it is a first time hire. If you do see results, proceed as a re-hire since they already have an EMPL ID.

Search Match [X] Help

First Name 6

Last Name SSN

Empl ID Company Job Opening ID

7

Name and ID	Phone	Address	Empl ID	Universal ID	Type of Name	First Name	Middle Name	Last Name	BirthDate	National ID
1			8							

9. Under the **Employee Information** make the following updates:
 - 9a. Enter **Start Date**.
 - 9b. Enter the **Expected End Date**.
 - 9c. Enter the **Position Number**, the magnifying glass can be used to search.



Note: If there is a current incumbent, you will see the employee's information under the "Current and Future Incumbents" section

9

Employment Information 9a

*Start Date 9b Expected End Date

Transfer From State Agency

*Position 9c

Current and Future Incumbents			
Empl ID	Empl Rcd	Name	Position Entry Date
	0		

New Employee Appointment Request

10. **Empl Class** will indicate type of employee.
11. **Comp Frqncy** will indicate the pay schedule.

Proposed Job Information

10

Empl Class Student

11

Comp Frqncy Semi-Monthly

FTE 0.475000 Std Hrs/Wk

*Semi-Monthly Hourly Rate

12. Enter **First Name**.
13. Enter **Last Name**.
14. Enter **Address**. The address can not have any punctuations in it and must be the employee's residential address.
15. Enter **City**.
16. Enter **State**.
17. Enter employee's residential **Zip**.
18. Enter employee's **Email**.
19. Enter employee's phone number in **Home Number**.

Proposed Personal Information

*First Name Paydirt 12

Mid Name

*Last Name 13 Pete Suffix

*Address 1 2701 SUN BOWL DRIVE 14 Clean Address

Address 2

*City EL Paso 15

*State 16 TX Texas 17

*Zip 79968

County

*Country USA United States

*Email paydirtpete@utep.edu 18

*Home Phone 915/747-1966 19

Business Phone

Ethnic Group NSPEC

Working on Grant/Project

New Employee Appointment Request

20. **Current Position Information** will detail the position prior to the start of the new appointment eForm.

21. **Proposed Position Information** will detail the changes that were made to the position with this new appointment eForm.

Current Position Information		20
Position	10019678	Profile ID
Effective Date	09/01/2020	
Status	Active	
Company	University of Texas at El Paso	
Business Unit	UTEP1	UT EL Paso
Department	196601	Athletics
Job Code	10072	Undergraduate Assistant II
Job Title	Undergraduate Assistant II	
Budgeted Amt		
Acadm Rnk		
FTE	0.475000	
Std Hrs/Wk	19.00	
Max Head Cnt	1	
Reports To Pos	10022005	
Reports To	Greg Foster	
Reports To Email	gfoster@UTEP.EDU	
Location Code	1	
Mail Drop ID	00649	

Proposed Position Information		21
Position	10019678	
Effective Date	09/01/2020	
Status	Active	
Company	University of Texas at El Paso	
Business Unit	UTEP1	UT EL Paso
Department	196601	Athletics
Job Code	10072	Undergraduate Assistant II
*FTE	0.475000	
Std Hrs/Wk	19.00	
Max Head Cnt	1	
Reports To Pos	10022005	
Reports To	Greg Foster	
Reports To Email	gfoster@UTEP.EDU	
Location Code	1	
Mail Drop ID	00649	

New Employee Appointment Request

22. The **Current Funding** section is “view only” and displays the position’s current funding information. If changes need to be made, follow step 23; otherwise, continue to step 24.

22

Ern Cd	Cost Center	Cost Center Descr	Project	Project Descr	Funding End Date	Distrb %	Est. Expense
	19010101	Athletic Department				100.000	

23. In the **Proposed Funding** section, update the funding source as needed.

23a. Verify that the start date is correct.

23b. Enter the new cost center of project ID. Add the funding date (if applicable) and enter the distribution percentage.

23c. If adding more than one funding source, click the + button next to the **Est. Expense** column. A new line will appear and repeat step 23b.

24d. If adding an additional funding source with a different “start date”, click the + button on the upper right corner of the **Proposed Funding** field. This will add an additional

23

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
	19010101	Athletic Department			06/24/2024	100.000	

New Employee Appointment Request

24. Expand the **Attachments** section and attach any required documentation along with the email from HR Onboarding indicating that new hire paperwork has cleared.
25. Expand the **Comments** section to include any special comments.
26. Make sure to respond to the questions under the **Form Procedures** section.
27. Once all of the required fields have been completed, click the **Save** button at the bottom of the form.
28. Once you have saved the form, click the **Submit** button next to the **Save** button. This will start the routing of the form.

The screenshot shows a web form with several sections. A red box highlights the 'Attachments' section, which contains a table with columns for Type, Note, Attached File, Attach Date/Time, and By. Below this is the 'Comments' section. A larger red box highlights the 'Form Procedures' section, which contains several questions with dropdown menus and text input fields. At the bottom, a 'Contact Information' section contains a row of buttons: Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., and Check Funds. Callout boxes with numbers 24 through 28 are placed over the Attachments section, Comments section, Form Procedures section, Save button, and Submit button respectively.

Type	Note	Attached File	Attach Date/Time	By
1				

Form Procedures section questions:

- Is the candidate a past or current employee?
- Is there a break in service of 6 months or more?
- Has a CBC been initiated?
- If yes, the CBC has been initiated by whom?
- Has candidate completed CBC questionnaire?
- Is this a TRS Retiree?

Contact Information buttons: Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., Check Funds

Once the form has routed for Department Approvals, Funding Approvals, and Business Office Approvals, an Empl ID will be generated for the new employee.