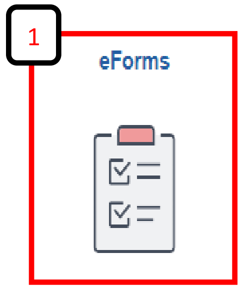
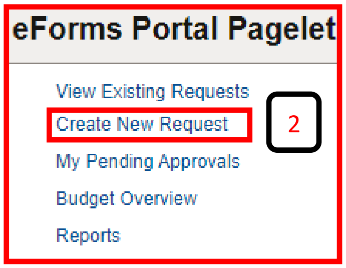
New Employee Appointment Request

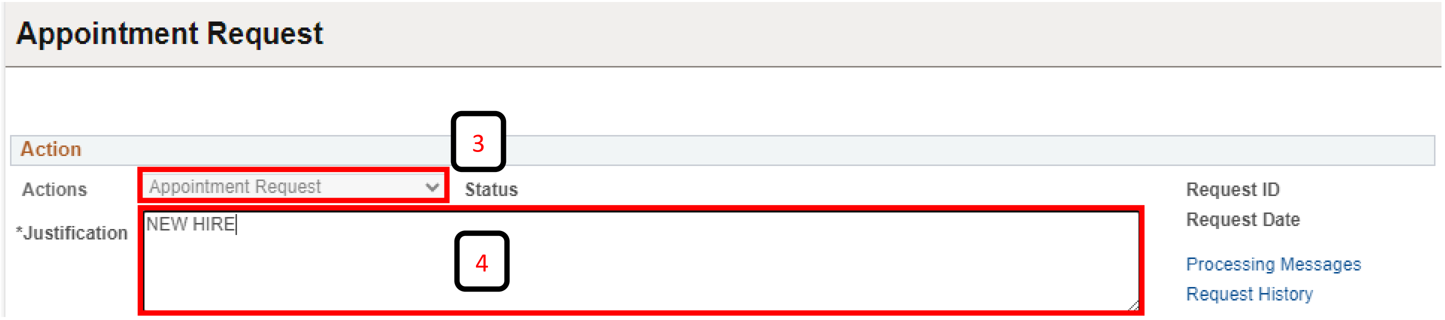
This eForm should be used when appointing a new paid employee for the first time.

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.

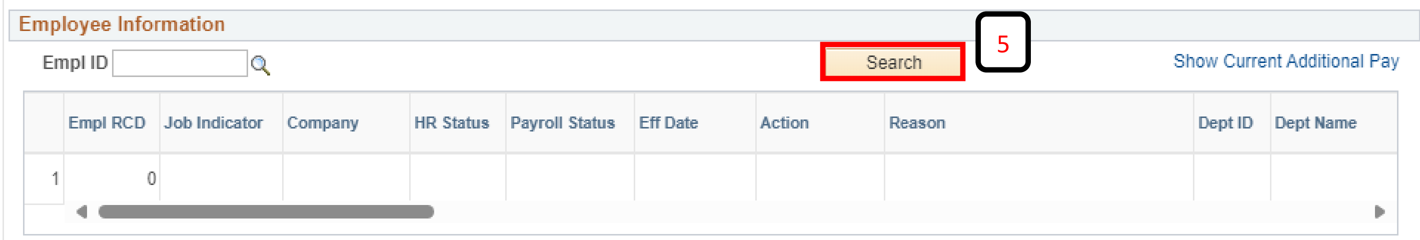




3. The **Initiate New eForms Request** page is displayed. From the "Actions" drop down menu, select **Appointment Request** option.
4. The **Appointment Request** eForm is displayed. Use the **Justification** text box to explain or justify the reason for the eForm action requested.



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.



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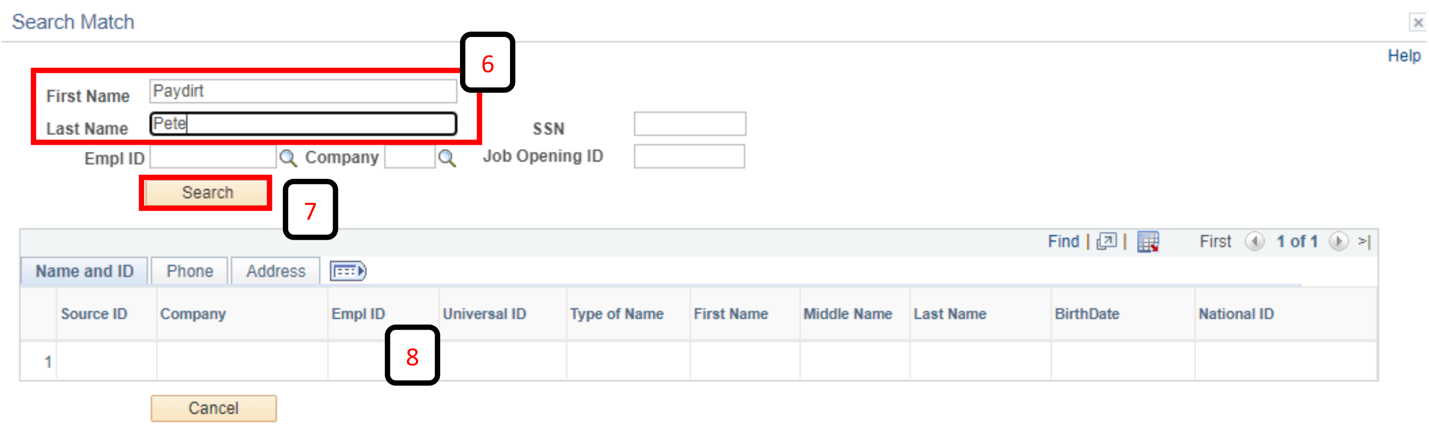
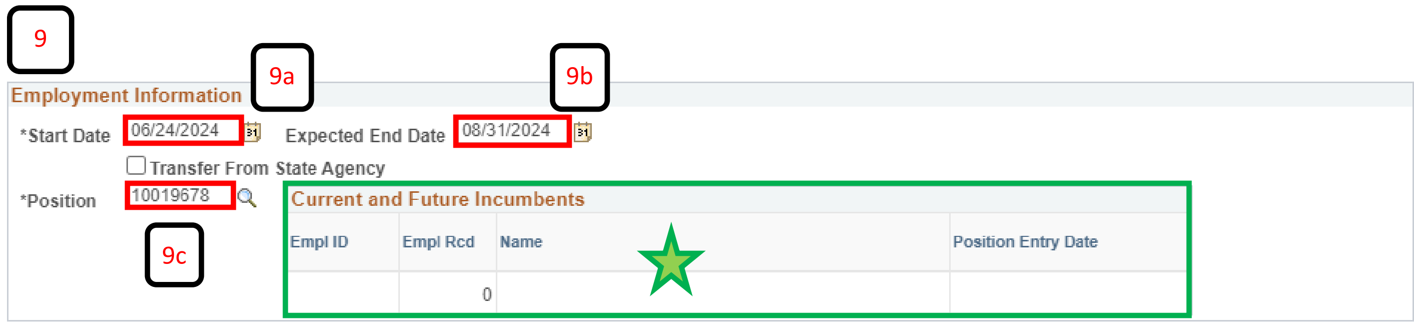
6. Search **First and Last Name**.
7. Then, select the **Search** button and review for any results.
8. You should not see any results if it is a first time hire. If you do see results, proceed as a re-hire since they already have an EMPL ID.



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



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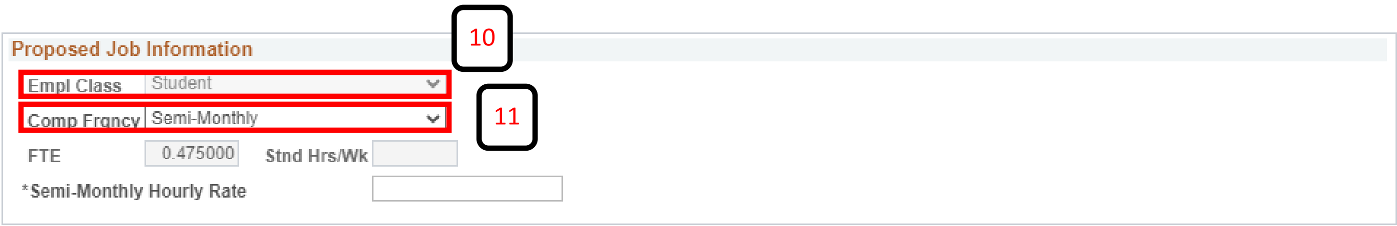
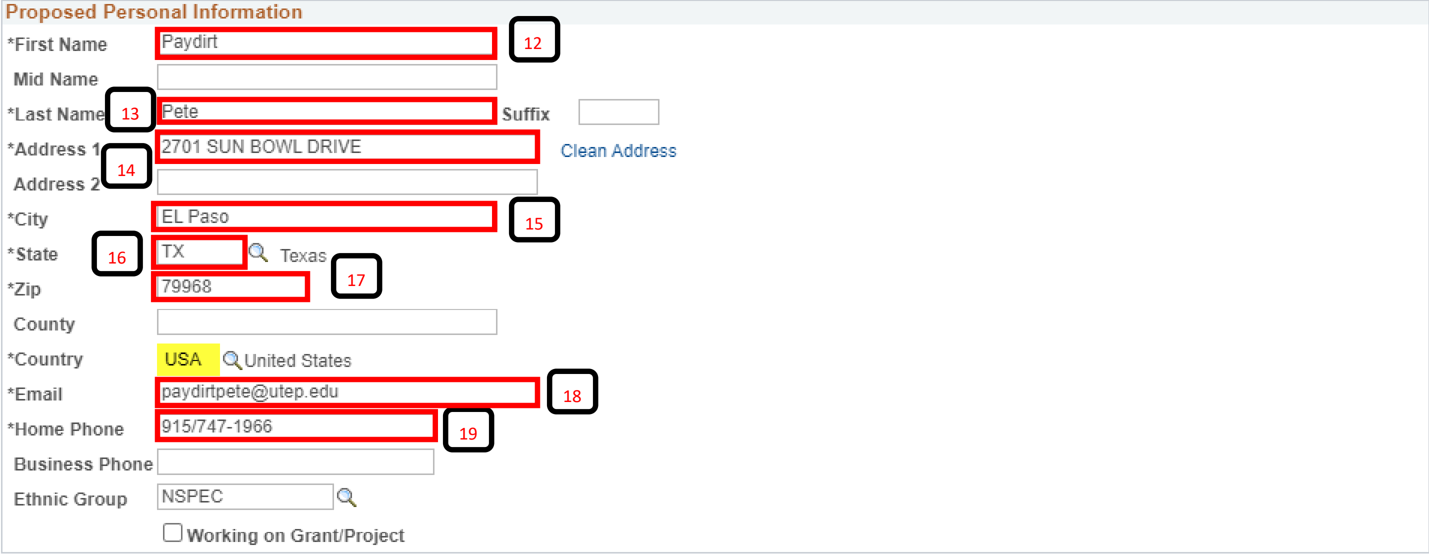
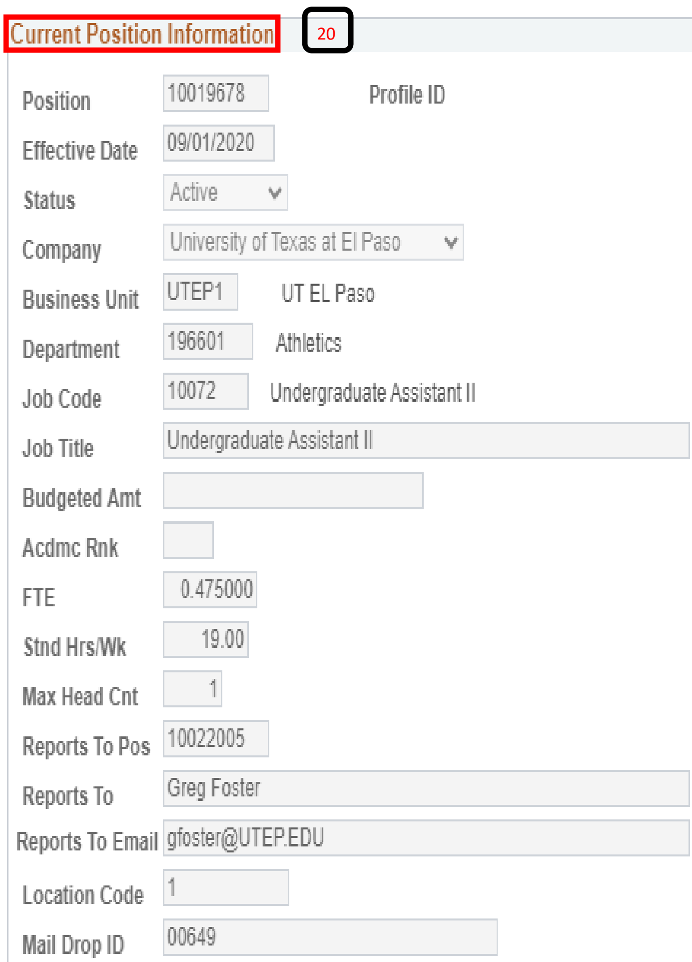
10. **Empl Class** will indicate type of employee.
11. **Comp Frqncy** will indicate the pay schedule.



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.**

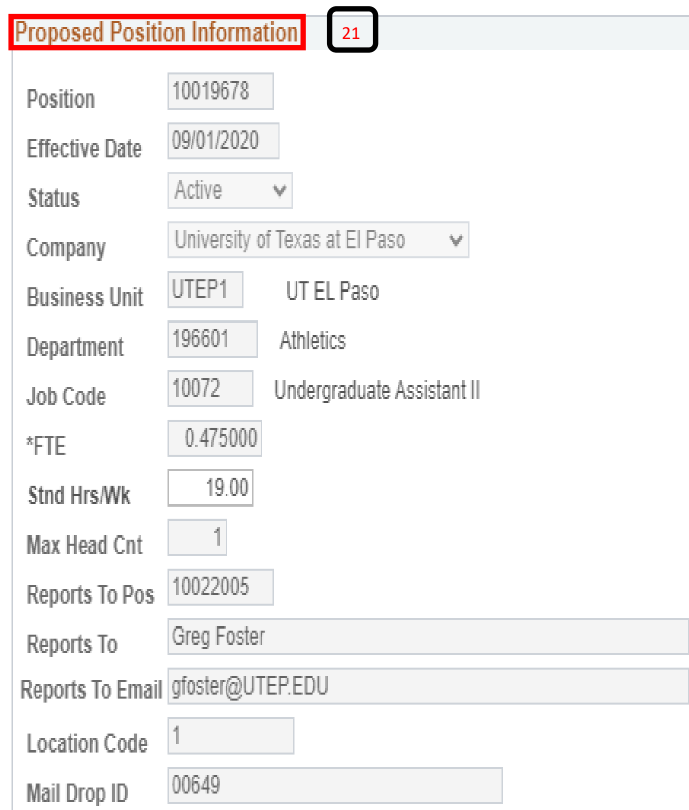


20. **Current Position Information** will detail the position prior to the start of the new appointment eForm.
21. **Proposed Position Information** will detail the changes that were made to the position with this new appointment eForm.



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		
Acdmc Rnk		
FTE	0.475000	
Stnd 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	
Stnd 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	

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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.

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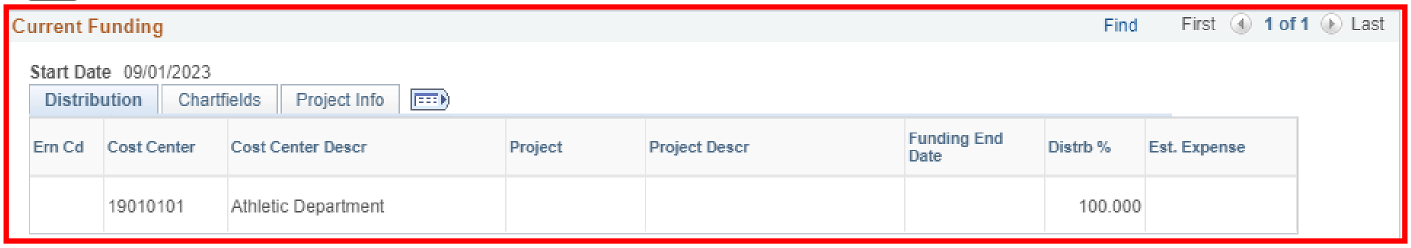

23. In the **Proposed Funding** section, update the funding source as needed.

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 on 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

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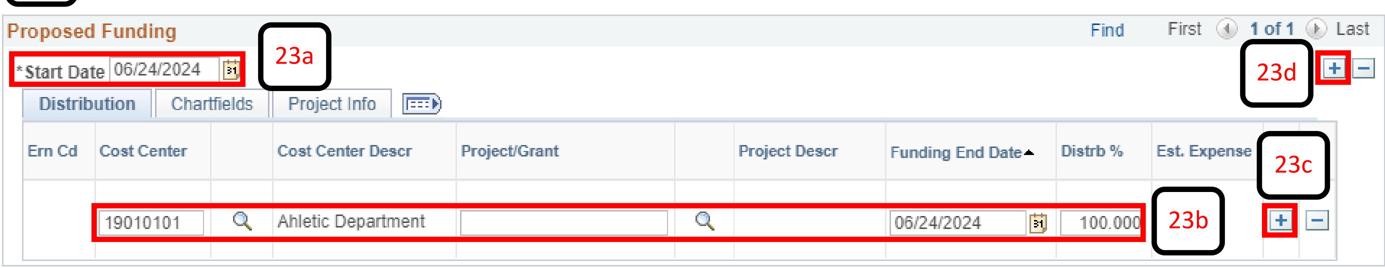

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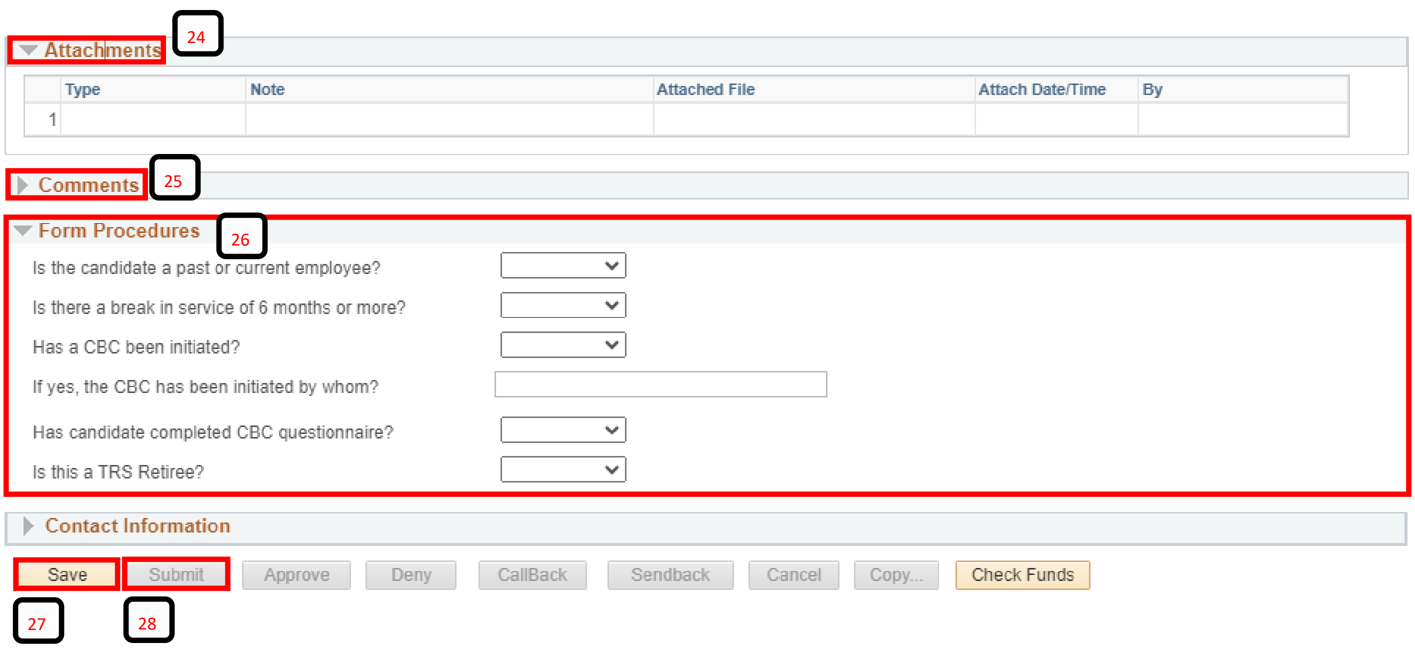
24. Expand the **Attachments** section and attach any required documentation along with the email from HR Onboarding indicating that new hire paperwork has cleared.
25. Expand the **Comments** section to include any special comments.
26. Make sure to respond to the questions under the **Form Procedures** 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.



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