HR Front End Transaction Tips – Title Change for an Academic

Professional

Transaction Type – Employee Job Record Change

Routing required – Department, College, HR

Documents to attach – Background Clearance Check email if required (required unless person has had Background Check within the past 2 yrs), OEOA, Offer/Accept letter, Provost Approval (if required), PAPE

HR Front End procedure (details – steps)

1. Find employee, go to ERV

2. Enter “View Date” of when the title change is/was to occur. (If the title change should be a date

which is prior to the job’s “Last Paid Date”, enter the day after the job’s “Last Paid Date” in View

Date. If title change is on or after the current Last Paid Date, put the date the change is

desired.)

3. Select ”Employee Job Record Change” from the Transactions menu

4. Expand the Job to be changed

5. If you are making a title change prior to or equal to the job’s “Last Paid Date”, enter the

retroactive date of change in the “Personnel Date” field. If not, the Personnel Date will

automatically populate on SAVE.

6. Change job’s new title (for instance remove Visiting if that is the change)

7. Enter Job Change Reason = OT002 – Title Change

8. Enter Job Comments describing the activity including your phone and email, click the Add button

9. Press SAVE to save the transaction

10. If necessary, add attachment(s) as follows:

a. Click Add Attachment

b. Click Browse, select document to attach (either on your hard drive or network drive)

c. Click Open

d. Click Add, select document type (Background Check Clearance Email if required, Search Approval, Offer‐Acceptance Letter, Provost

Approval, PAPE).

e. Repeat as necessary for additional documents

f. Once all are listed, click Upload. Check the message at the top of the screen to ensure

that no error occurred.

g. Click Done

h. You may change the doc type from ERV by clicking the drop down box, select

appropriate document type and click Save.

11. Repeat step 10 if you have more than one document to attach

1. Review all changes again, Route. If you are not the home org, it will first route to the home org.

2. College will retrieve from group inbox, Take Ownership, review, and Route (may require more

than one College route depending on the orgs involved).

12. Central HR will retrieve from group inbox, Take Ownership, reviews, and Apply transaction