TYLER

eForm Cheat Sheet

#1) Personal Information – Incorrect/missing fields will delay the process of your eForm. Please be sure that each required field is filled out correctly prior to submission. Here are a few common missing or incorrect fields.

- Name (review any previous names that could be/are used).
- Email (we often come across utilizing an incorrect email address, please be sure to verify and confirm with the candidate!)
- Social security number (we need this info prior to submission so we can verify search match, I-9, CBC, etc.)

#2) Correct eForm – Using the wrong form will delay the hiring process! Here are a few common eForm scenarios to improve the process of your hire.

Appointment:

- Brand-new employee who has never worked at UT Tyler before.
- Employee has previously worked for (or retired from) UT Tyler and is no longer working for UT Tyler.
- Employee is working for UT Tyler in another department and will be working for my department as well.

End Appointment:

- Employee has multiple assignments and will be ending one of the assignments.
- Employee is completely separating from the University.
- Employee is leaving their assignment before their job end date.

Job Attribute Change:

- I need to change the pay for my current employee.
- Employee's job end date needs to be extended.
- Employee's end date has passed and needs to be rehired with no gaps in employment.

Position Attribute Change:

- Employee's FTE/hours are changing.
- Employee's "reports to" manager needs to be changed.

Transfer:

- Employee is transferring from one department to another with no break in service.

#3) Position – When submitting an appointment to hire, multiple employees cannot use or share position numbers. Submitting for used/taken position numbers will delay the hiring process. The eForm will be placed on hold as the department determines whether a position would need to be created, approved, or for an employee to terminate out of a position.

#4) Comment section – The comment section of an eForm is key during the hiring process. It provides status updates. Submitter, as well as the budget authority, have access to review comments while the eForm is en route. In addition, the comment section will include the name of the HR representative that is handling the hire.

#5) Start Date – For Student Appointments, please be sure that hiring managers and students are aware that they CANNOT begin working until they've completed their onboarding responsibilities, which includes a cleared criminal background check and completion of the I-9, the federal employment authorization form. HR will notify the student, admin, and hiring manager when all is complete.

#6) Attachments – In certain situations, attachments are required on an eForm. If required attachments are missing, it will delay the hiring process. A few situations are listed below. However, there may be others.

End Appointment:

- If the reason given is "Resign" or "Retirement," a resignation/retirement letter must be attached to the eForm.

Job Attribute Change:

- If you are increasing pay based on merit, a current evaluation must be on file. For student workers, click here for a Student Worker evaluation template.

Appointment for Faculty:

- Please be sure CV, transcripts, and offer letters are attached to the e-form.

New FT Position Request:

- This type of request requires Presidential approval. Be sure that the Hiring Authorization Form through DocuSign is attached.

#7) Justification – This is your opportunity to communicate with us! Please use this box to your advantage. The more details, the better. Minimal details could delay the process of your request, as we will have to put the form on hold while we request further information.

#8) Student Hire and End Dates – You no longer need a two-week break for those in student titles. If you know the student will be employed for both fall and spring semesters you may use a hire date of 9/1 and an end date of 5/31. For Summer hires, you may use a hire date of 6/1 and an end date of 8/31.