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:**

**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.

- **Subject:** ACTION REQUIRED: Appointment Request for Jane Richards
- **eForm Action:** APT
- **Request ID:** 00108063
- **Request Date:** 2020-03-18
- **First Name:** Jane
- **Last Name:** Richards
- **Empl ID:** 6001000000
- **Start Date:** 2020-04-01
- **Job Title:** Work Study Student Employee
- **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:

**URL**

**Option 2:**

**eForms Tile:**

1. Log into PeopleSoft, from the Employee Self-Service home page select the eForms Tile.
2. Under My Pending Approvals, select the document to review/approve.

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**Employee Self Service**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Budget Overview</td>
<td>Request ID</td>
<td>eForms Action</td>
<td>Status</td>
<td>Name</td>
<td>Request ID</td>
<td>eForms Action</td>
<td>Status</td>
<td>Name</td>
<td>Request ID</td>
<td>eForms Action</td>
</tr>
<tr>
<td></td>
<td>1 00107779</td>
<td>Position Attribute Change</td>
<td>Pending Approvals</td>
<td>Richards Jane</td>
<td>2 00108061</td>
<td>New Position Request</td>
<td>Pending Approvals</td>
<td>Richards Jane</td>
<td>3 00108063</td>
<td>Appointment</td>
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</tbody>
</table>
## Approving Hiring eForms

The table below is the list of the new forms and their purpose:

<table>
<thead>
<tr>
<th>eForm Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Request</td>
<td>Appoints a new paid employee or a returning employee with a break in service.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers an employee from one position to another position within the same department or from one department to another.</td>
</tr>
<tr>
<td>Job Attribute Change</td>
<td>Extends the appointment for an existing employee or can also be used to make a change in pay.</td>
</tr>
<tr>
<td>Affiliate Request</td>
<td>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.</td>
</tr>
<tr>
<td>New Position</td>
<td>Creates new position.</td>
</tr>
<tr>
<td>Position Attribute Change</td>
<td>For changes to an existing position such as FTE (Hours), Reports To, Department, Location, or Working Title.</td>
</tr>
</tbody>
</table>

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### Department Approvals

REQUEST_ID=00108063: Pending

- John Smith
- New Position Reports To

### Funding Approvals

REQUEST_ID=00108063: Awaiting Further Approvals

- Not Routed
- Multiple Approvers
- FMS Cost Center Approver

### Business Office Approvals

REQUEST_ID=00108063: Awaiting Further Approvals

- Not Routed
- Multiple Approvers
- Financial Aid
- EDM

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1. After reviewing the eForm details:
   - Click the **Approve** button to process the document.
   - To return the document to the creator use the **Send back** button.
   - Select the **Deny** button to terminate a document that will no longer be processed.

**Please note:** Comments are required for any document that will be sent back or denied.