

Position Request and HR Action iForms

There are two types of iForms: 1) Position Request & 2) HR Action. Listed below are the iForms:

Position Request iForms	HR Action iForms	HR Action iForms Contd.	HR Action iForms Contd.
Position Request – Create	Additional Assignment - Create	Reassignment	Supplement - Create
Position Request – Change	Additional Assignment - Delimit	Return to Work	Supplement – Delimit
	Change in Pay	Separation of Employment	Termination
	Demotion	Sick Leave Budget—Create	Transfer
	One Time Payment	Sick Leave Budget – Delimit	Working While on Leave

Position Request iForm (PRF) Reminders

- When creating a new position, use the Job Class Listing to obtain the correct job number. If creating a temporary position, the attributes (PA, PSA, EG, ESG) are included on the Job Class Listing.
- The position name usually matches the job class name—use ALL CAPS.
- Be sure to use the correct effective date.
- When using the Position Request Form—Change: Select “Display Data” only once after you enter the position number and then only complete the fields for the data you are updating.
- Contact your Budget Control person (ABA, Budget, Grant, Food & Nutrition Services) for questions on entering data on the PRF.
- Position Request form will route to the initiator’s administrator/principal for approval (regardless of who owns the position) and then to the Budget Control person for execution in SAP.
- The HR Action Processor receives a completion notice in their UWL – Notification tab.
- If you need to delimit a position, you can NOT use an iForm. You must email your Budget Control person.

HR Action iForms Checklist and Reminders

The HR iForms must have all fields completed correctly. iForms with inaccurate data or incomplete iForms will be withdrawn. A notice will be sent to your “Notification” tab in your Universal Worklist (UWL) when an action is completed or if the iForm is withdrawn. You must use the search process function to find the form, open it and review the comments to determine why it was withdrawn and then submit a new iForm. Check your Task Tab daily. iForms that error will be on the task tab. Review the errors and resubmit.

Checklist

- Fill in **ALL** fields on the HR Action iForm.
- Using PO13D, verify the position attributes are correct (i.e. calendar, percentage full-time). If correct, create the HR iForm. If not, submit a PRF—Change, to have the position updated. The HR iForm can be created **AFTER** the position has been updated; otherwise, errors will occur.
- Validate the **position number** has NO holder by using Position Holder ZHOM_POSHOLDER as of the effective date.
- Validate that the employee is **active** using PA20 before creating an iForm. The exception is the Returning to Work iForm.
- HRAP Processors should **not** create an iForm for themselves, it will error out. The location’s backup HRAP Processor must create the iForm for them.

Reminders

- ♦ **SUPPLEMENTS:** Input amounts in the employee’s per pay amount, not annual amounts. The effective date must be at the beginning of a pay period. The supplement amounts with the wage type amounts are listed on the ERP website >Human Resources > Reference Documents.
- ♦ **Delimit supplements** must be completed prior to submitting a **transfer** iForm; otherwise, payments will continue.
- ♦ **Separation and Termination** require different iForms.
 - ♦ Separation (Resignation) is to be used when the employee separates their employment (resigns) with SBBC. Termination is used when it is not the employee’s choice. Use the Reassignment iForm if the employee will be leaving their primary job but keeping a secondary job.
- ♦ **One-Time Payment** iForm is to be used **only** for the approved wage types on the One Time listing available on ERP >Human Resources > Reference Documents
- ♦ Do not use a Reassignment iForm or Transfer iForm for demotions. A **Demotion** iForm must be used for demotions.