

Payroll/HR/Position Forms

I. Paper (PIF):

- ❖ Initiation of a New Position Request (PDQ)
- ❖ Initial Hire/Rehire Employee
- ❖ Personal Data Form (Change Name, Address, Education, Emergency Contact, etc.)
- ❖ Personnel Change Form: *
 - Position Change/Transfer
 - Transfer Friend to Employee
 - Transfer Out of Position (to another campus)
 - Tenure Change
- ❖ Time Sheets
- ❖ Salary Advance Request
- ❖ Exit Clearance Form (Residents)

II. Electronic IRIS Changes:

- ❖ Position Create/Change – ZPOSITION000 *
 - Change Organizational Unit
 - Change Position Title
 - Change Employee Group/Sub-group
 - Change Work Schedule
 - Change Allocated FTE%
 - Change Cost Distribution
- ❖ Personnel Change Request – ZPPAY000
 - Leave of Absence/Return from LOA
 - Pay/Funding Change
 - Percent Full-time
 - Change Work Schedule
- ❖ Additional Payment – ZPADDPAY000
- ❖ Recurring Payment – ZPRECPAY000
- ❖ Termination – ZPTERM000
- ❖ Record Friend, Pending Employee, Guest Traveler – ZPHRRECORD000

III. Other

- ❖ Creating a Position Requisition in ORACLE
- ❖ Employment Authorization in ORACLE
- ❖ Electronic Exit Clearance Form on HR Webpage

***Note: When a position and the employee in it are both changing – the position changes must be made in IRIS first, a paper PIF to change the employee's data may then be completed and submitted for approval.**

Common Payroll & Position Actions

Action	Form(s)
Account Distribution Change	ZPPAY000
Additional Pay	ZPADDPAY000
Changing: 9/12 month, scheduled pay and special pay, employee groups, organizational units, and/or payroll areas	ZPPOSITION000 & Personnel Change Form
Create/Change Position	ZPPOSITION000
Distribution Change – Vacant Position	ZPPOSITION000
Friend (Add)	ZPHRECORD000
Guest Traveler (Add)	ZPHRECORD000
Leave of Absence/Return from LOA	ZPPAY000
Pay Changes	ZPPAY000
Percent FTE	ZPPAY000
Reclassification/Title Change	ZPPOSITION000 & Personnel Change Form
Tenure Change	ZPPOSITION000 & Personnel Change Form
Termination	ZPTERM000
Transfer Employee (on campus)	Personnel Change Form