Create Student Employee Appointments in HRMS

1. Look up your position either by using your unit code in the position tab or by one of the incumbent's names in the search field on the upper right.
2. Click on the position ID next to the position you want to create the appointment for.
3. The general overview for the position will open up.
   a. If it is a pooled position you will see an orange link "pooled"
   b. If it is for one person you will see their name
4. Click on the Assign (for non-work study positions) or Assign Work Study (if this is a work study position)
5. For pooled positions you will see a list of incumbents. If the list does not show up you might need to change the date to 12/1/2009.
6. Check the boxes for the incumbents you wish to make appointments for
7. Enter the dates and hours for the appointments. (If there are going to be different dates and hours worked you should pick the dates and hours that most of the workers will work. You can adjust these later.)
   a. For work study appointments, you should use the dates from the contract.
   b. Currently there will be warnings regarding dates, but you should ignore these errors; however it must be corrected before you can approve and route.
8. If you need to add anyone click on the “add incumbent link". You can keep clicking on this link to add more if needed.
9. Use the look up to find an EID or the blue person tool to create an employee record. (Like ANN in DEFINE.) You will need a SSN and a birth date.

Note: For work study appointments you will need to add an EID for a contact on the work study tab.

Note: Remember to save each section if you are working on the walk me through or save and verify if you are doing the all in one document.

Questions about this procedure?
Contact the Office of Human Resources
903-566-7234
www.uttyler.edu/ohr
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10. After finishing your document verify it on the document review tab. If there are any errors you will need to fix them.
   a. If there are any warnings make sure they are acceptable.
11. You should now approve the document and route it forward.
   a. For work study appointments, you should FYA the appointment to the work study desk: "workstudy" all one word.
      i. To do this you will use the drop-down menu on the right of the page. You should be able to see where the document will route.
12. HR recommends that you follow the document and possibly e-mail those that need to approve it.
   a. You can find the link to your document by going to the home page or start-up page of HRMS https://utdirect.utexas.edu/hrms/home.WBX.
   b. Click on "my last 10 documents" and you should see a link to your previous documents.

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