# Transaction Initiator Manual

Getting Access
Your employing department must give you access to the HR Transaction System. This is a two-step process. They will first set you up through the "Administer System Access" application is Self Service. They will they use the "Secondary Security" application to grant you access to the Transaction System.

Getting Started
To access the HR Transaction System, you must login to the Self-Service web application using your Hawk ID and password.
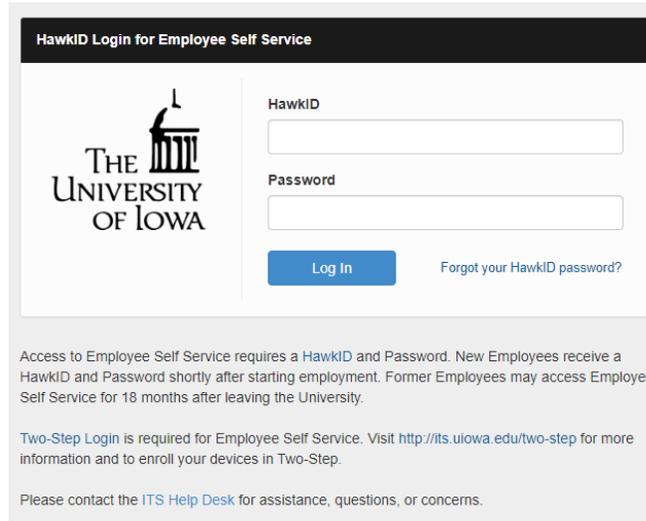
Go to the **Human Resources System/HR Transaction System**
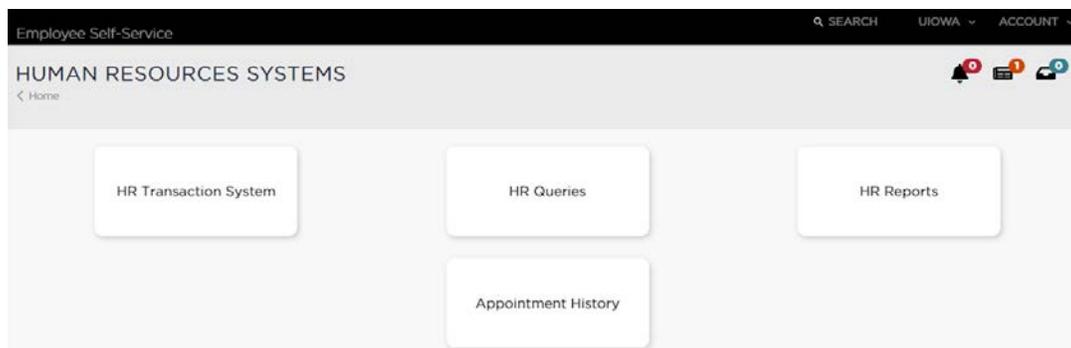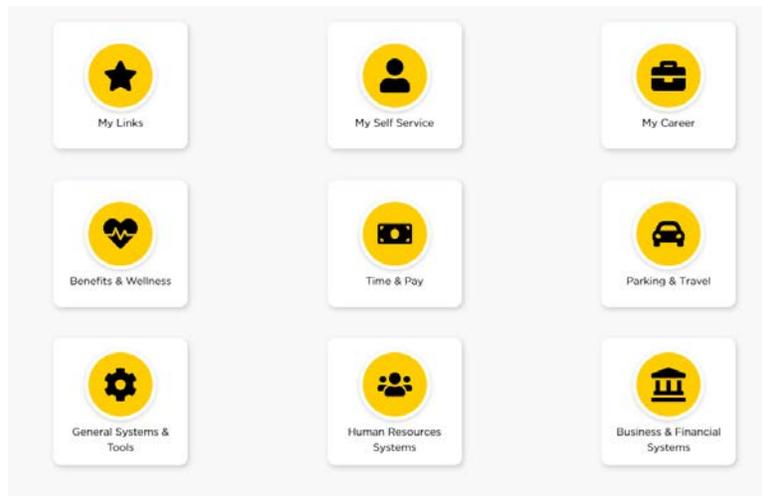
The main screen of the HR Transaction System is the portal to create, complete or review HR forms. It also contains links to helpful resource documents.

Edit Personal Transaction System Profile: The link is located in the "ACTIONS" section.
On your personal profile, you can set specific items such as work address, status, MFK information etc. The values entered into the Personal Profile will default into the transactions that you create – please note that you may override the default values in the actual transaction once it has been created. Also, you may update your personal profile at any time. The email address allows the initiator/approver the ability to receive an email notification when they have received a form that needs to be approved or when a change has been made to a form. The user can enter any valid email address. Please be sure to save any changes made to your personal profile.

The system will allow/restrict the types of forms you may choose. For example, you cannot process a Faculty Review Form on an employee holding a P&S position. Some employees have multiple jobs. If you are creating a form that could apply to more than one of these jobs, the system will take you to a separate screen allowing you to choose the appropriate job record.

Example: Creating a Professional & Scientific permanent appointment for an individual that is new to the University of Iowa.
Under "EMPLOYMENT ACTION FORMS" select "Appointment" to start the form. The system will prompt you to answer if candidate is being hired through OTAC to transfer personal information into the form or not.

If yes:
Step 1: System will populate the list of candidates to select from, you may also search by requisition number, or name of candidate, select the right candidate and click on "Submit"

Next Screen: Select Appointment Type and click on "Submit"

If not through OTAC

Step 1: Type of Appointment

Start by choosing the appropriate Appointment Type. Based on the type selected, the available Sub Type options will be displayed. Select the appropriate Sub Type. Next, select the term of the appointment. The Start Date will default to the day you are creating the form; you can change the date as needed. Continue to the next step.

Step 2: Select Position Number

Many appointments require a valid position number. If you have a specific one to use, select "Use Existing" and enter the number. You can also search by different criteria to locate a valid number. Select the number from the search results. The search results will provide basic details to make sure you have the correct number. If you don't have or need an existing position number, select "Create New" and a new number will be created for you. Helpful resources are several reports in Self Service/Administration/Data Access/HR Reports/Position Management Reports and the Position Management System in Self Service/Administration/Systems/Position Management.

Step 3: Select Employee

There are four different ways to search for an individual. Current or past employees will have a seven-digit Employee ID number. Individuals that have current or past association with the UI will have an eight-digit University ID number. For New Employees search by the nine-digit social security number to eliminate duplicate names, then search by Name to avoid duplicate records. **If:** SSN/EID/UID gives you a result with a different name ***Stop*** and contact Workforce-Operations@uiowa.edu

The search results will display basic details of individuals meeting the criteria you entered. Select the record that matches the details of your new employee and click on "Create Form". If you don't see your person or no records were returned, click on "Add New Employee". The window below will open. Carefully read the instructions, enter the required details and click "Add".

If the employee does not have a valid U. S. social security number yet, follow these guidelines:

- Student appointments: the employee's temporary student number must be used. This number was issued by the Registrar's Office and is in the format of 999-XX-XXXX. Payroll must be notified as soon as the valid social security number is received.
- Non Student appointments and Complimentary appointments: Check the **'No SSN'** box. Once you continue from this screen, a temporary number will be assigned with a 000-XX-XXX format. You will see it in the Social Security # field on the next screen. This temporary social security number must be used for any future transaction, until a valid number is obtained.

Once you leave this screen, a University ID and 000 temporary social security number (if applicable) will be assigned to this individual. If you can not finalize the transaction at this time, please save the form in Draft status for later retrieval. This will stop the creation of multiple numbers to one employee.

The next screen will be the actual body of the appointment form. Based on the details you entered in the previous screens and your Personal Profile settings, some fields will be populated. A red "*" – denotes required fields. Complete the form.

Helpful Resources:
Top right corner – a statement will indicate if a current appointment exists.
Top left corner – link to view the appointment history for this employee

FO/HR Web Transaction System

Data Access Applications   Transaction Main Menu   Workflow Main Menu   HR Home Page   Sign In/Out

Return to Appointment Options

| View Appointment History | This employee has another concurrent Appointment as of 10/22/2018 |

SEIU Regular Appointment Form

Effective Dt: 11/19/2019

Conflict of Interest

*Conflict of Interest In Employment:
Is the appointee related to, or have a potentially conflicting relationship with, anyone who might make decisions or recommendations related to his/her employment status including hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination? (Please refer to UI Operations Manual, III-8, Conflict of Interest in Employment (Nepotism).)
- ○ No, there is no conflict of interest.
- ○ Yes, there is a conflict of interest, and a management plan has been filed.
- ○ Yes, there is a conflict of interest, and a management plan has NOT been filed.

General Information

Employee ID NEW   **Birthdate** 09/13/1987
Last Name DOE
First Name JANE
Middle Name

To ensure prompt delivery of pre-employment information:
If this individual is **not** currently employed at UI, please use today (11/19/19) as the effective date for the Campus Address. Use of a future date could result in incorrect addressing.

Address →

Change Campus Address in central UI Name/Address Database (Opens in new window)
Change Residing Address in central UI Name/Address Database (Opens in new window)

SEX ○ MALE ○ FEMALE   **MARITAL STATUS** ○ MARRIED ○ SINGLE

Hispanic or Latino Ethnicity?
select one response
- ○ Yes
- ○ No
- ○ Unknown

Race
select one or more
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Native Hawaiian/Oth Pac Island
- ☐ Not Specified
- ☐ White

Disabled? ○ Yes ● No   **Disabled Vet?** ○ Yes ● No
Veteran Status
Not Indicated ▼

Campus and Residing Address information is required data. You will not be able to send the appointment into workflow until the information has been updated. Click the link and follow the instructions provided.
The Links for **Address** must be open to make sure we have the Employee's current information. The link will direct you to Self Service, select the desired tab (Residing Address/Campus Address/Campus Location) to update information.

You are here: Personal » **Address and Phone Change**

Address and Phone Change

If you have questions or problems changing your address or phone please send an e-mail to payroll-web@uiowa.edu.

NOTE: For non-US/Domestic addresses (i.e. foreign addresses), do not use any special/foreign character sets.

Residing Address   **Campus Mailing Address**   **Campus Locations**

Correct details must be provided in the **Citizenship Information** section. If you select Non-US Citizen for "Citizenship Status', you will be prompted to verify and enter immigration status details. Please open the **link** to review the document containing more details about the different status types and immigration forms. Make sure dates on immigration documents are current.

Citizenship Information

Citizenship Status	Citizenship Country
US Citizen ▼	United States ▼

Immigration Status	Immigration Start Date	Immigration End Date
N/A - Not Applicable ▼	mm/dd/yyyy	mm/dd/yyyy

More information on Immigration Status (PDF)   If not a US Citizen, the shaded areas must be completed

☐ -- I attest that I have personally reviewed the supporting documentation of this employee's immigration status and the documentation was used to provide the required appointment information.

I-9 Status
According to employment records:

Please review the I-9 status for this person. You may need to complete a new I-9 Form.

* This information is crucial to determine federal, state and FICA tax withholding. Fines can be imposed by the IRS & USCIS for reporting inaccurate data and are the liability of the department*

Departments will be completing the I-9 form **and E-Verify** electronically by using I-9 Express. Please refer to the I-9 Information website for more information on I-9 requirements.

Org & Department Information

*Organization
11 - COLLEGE OF LIBERAL ARTS AND SCIENCES

*Department ID
11-1110 Clas-Computer Science

*Jobcode / Title / Paygrade
View Function Family Info

[PRK1 / Research Assistant / 3A ▼]

Position Number
00227263

Patient Care Flag
○ Yes   ○ No   ⦿ N/A

Patient Care:
Will this employee's duties be directly involved in or support the care of patients, the staff who perform patient care, the teaching of students as they care for patients, or research performed on patients?
(field required for Orgs 17, 20, 65, 70, 80, 85, 87, 89, 92, and 93)

*Blood Borne Pathogen Risk
○ Yes   ○ No
More information on Blood Borne Pathogens

Affirmative Action

*Affirmative Action Notice:
Faculty and professional and scientific appointments that are 50% time or more and extend for more than one year require a search that complies with the University's affirmative action procedures (please refer to the UI Operations Manual, III-9.4, Affirmative Action Employment Guidelines).
Please indicate whether a search has been conducted for this position:
○ Search required. Formal search conducted. Search and Selection Summary, salary rate, and offer letter approved by central administration and the Office of Equal Opportunity and Diversity
○ Search not required. Position is less than 50% time, or for less than one year, or a waiver of the search process was approved by the Office of Equal Opportunity and Diversity.

* Jobs Ad/Posting Info
[Internal Hire ▼]

Drop-down Menu under ***Job Code** will assist you to select the correct Title and Pay Grade.

Org & Department Information

*Organization
11 - COLLEGE OF LIBERAL ARTS AND SCIENCES

*Department ID
11-1110 Clas-Computer Science

*Jobcode / Title / Paygrade
View Function Family Info

[PRK1 / Research Assistant / 3A ▼]

Position Number
00227263

PRE4 / Assoc Dir, Lic, Market or IP / 7B
PRE5 / Executive Director, UIRF / 8B
PRF1 / Manufacturing Specialist / 3A
PRF2 / Manufacturing Supervisor / 4A
PRF3 / Manufacturing Manager / 5B
PRF4 / Manufacturing Director / 6B
PRG1 / Assistant Chemist / 3A
PRG2 / Associate Chemist / 4A
PRG3 / Senior Chemist / 5A
PRG4 / Laboratory Manager / 5B
PRG5 / Laboratory Director / 6B
PRH1 / Health Records Associate / 2A
PRH2 / Health Records Analyst / 3A
PRH3 / Health Records Specialist / 4A
PRH4 / Health Records Manager / 5A
PRJ1 / Asst Research Scientist/Engin / 5A
PRJ2 / Assoc Research Scientist/Engin / 6A
PRJ3 / Mgr/Dir, Spec Srv Ctr/Facility / 7A
PRJ4 / Research Scientist/Engineer / 7A
PRK1 / Research Assistant / 3A

*Blood Borne Pathogen Risk
○ Yes   ○ No
More information on Blood Borne Pathogens

that are 50% time or more and extend for more than one ty's affirmative action procedures (please refer to the UI yment Guidelines).
ucted for this position:
arch and Selection Summary, salary rate, and offer letter approved by central administration and the Office of Equal Opportunity and Diversity
○ Search not required. Position is less than 50% time, or for less than one year, or a waiver of the search process was approved by the Office of Equal Opportunity and Diversity.

Jobs Ad/Posting Info: Non-**OTAC** candidates will have this field in their form. An option from the drop-down menu must be selected. Based on that selection the ***Requisition Number** field will remain or disappear.

* **Jobs Ad/Posting Info**

Jobs@UIowa Requisition Nbr ▼
OTAC Requisition Nbr
Jobs@UIowa Requisition Nbr
Temp Posting ID
EOD Waiver Nbr
3 Day Waiver
Executive
Internal Hire
Acquisition (UI Healthcare Only)

* **Requisition Number**

P&S End Date

mm/dd/yyyy

XXX.XX   %

The MFK that you enter will be checked against the General Ledger system to make sure it is a valid MFK as of the **effective date** of the form.

*Percent Time

XXX.XX   %

MFK/COMPENSATION INFORMATION:

Total Compensation: 0 (divided into 12 MONTHLY payments)

Number of MFK Lines to display: 1 (Click "Refresh" to insert new MFKs) [Refresh]

The amount in MFK 1 is incomplete.
IACT #1 is invalid for this employee type.
MFK 1 WAS REJECTED FOR THE FOLLOWING REASON: **Invalid MFK - FUND DOES NOT EXIST**

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	Total Comp $	% of Total	MONTHLY $	Delete MFK?
000	00	0000	00000	00000000	0000	000	00000	00	0000	0	0	0	☐

Education Information

All credentials (degrees, certifications, licenses) related to this hire or the setting of salary must be verified. Contact Judie Hermsen with questions regarding degrees and licenses.

#	Degree	Institution	Year	Verification Required	Verification Complete
1	Bachelor of Business Administr	University of Iowa	1988	☐	YES
2	Select One... ▼			☐	☐
3	Select One... ▼			☐	☐

#	License Type	Lic #	State	Expr. Date	Req'd?	Verified?
1	Select One... ▼		N/A ▼	mm/dd/yyyy	☐	☐
2	Select One... ▼		N/A ▼	mm/dd/yyyy	☐	☐
3	Select One... ▼		N/A ▼	mm/dd/yyyy	☐	☐

Furlogh Information:
Is this a furlough hire? ☐

Attachment Information:
Offer Letter ☐

Relocation Expenses Reimbursed ☐

A Background Check is Required for this Appointment

Background Check Completed ☐

Non-UI Healthcare Organizations only. Please indicate below if this change is a result of one or both of the following. (Skip if not applicable):

This transfer is the result of an ERIP reorganization. ☐

This transfer is the result of a TIER reorganization. ☐

Remarks

Continue / Save
- ◉ Refresh this form, checking data for errors and validating MFKs
- ○ Save this form as a draft copy, regardless of errors, for later retrieval.
- ○ Finalize this form , forward preliminary to HR and enter into the workflow queue.

[Continue]

After you have completed the form, you have three choices to proceed:

- Refresh this form – checking for errors. If there are errors, a "Note" will be displayed at the top of the form stating how many errors plus indicate if there are any MFK/amount problems. A red bar will highlight the sections requiring your attention.
- Save this form as a draft copy – allows you to return at a later time to continue completing the form. To get back to the form, click "Load a Draft Copy" on the main screen of the Transaction System.
- Finalize this form and enter it into the workflow system. Please note that you will not be able to send the form to workflow until all of the errors have been corrected.

At this point, the transaction is finalized in the Transaction System. It now needs to be put into the workflow system to obtain approvals. To access a finalize form that hasn't been put into workflow yet, go to the "Set Route for Finalized Form that was not routed in workflow" link on the main screen of the Transaction System.

Entering the finalized form into workflow:
Select the appropriate workflow group and click Continue. These workflow paths are set up by your department's Workflow Administer.
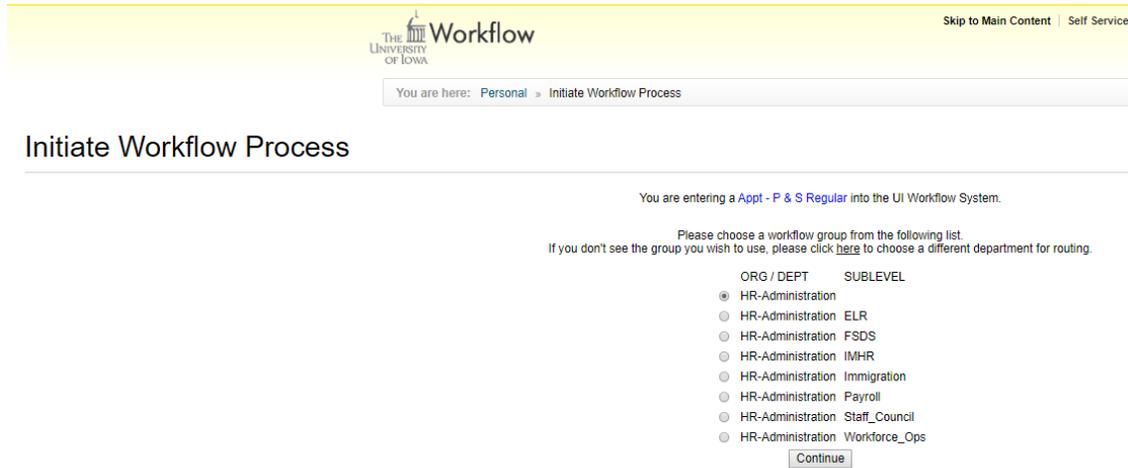
You will now proceed to the Approval/Routing screen where you will have three choices for routing. In addition, you will also have the option to void the form if necessary. Attachments can be added to this form at this point. Suggested attachments are listed and there is an Attachment Help link.

Workflow Routing

Workflow for: Appt - P & S Regular (Transaction 6096487)

This transaction was entered into Workflow on 11/01/2019
The Workflow Inbox displays this basic information: EE-ID & EE-Name | 00000797 | 07-0700
View the entire projected Workflow path for this form.

⚪ WORKFLOW OPTIONS FOR: APPT - P & S REGULAR (TRANSACTION 6096487)

You are viewing all options for this form.
View Approval options only. View "Do Not Approve" options only.

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

🔘 Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
Employee IDs & Names will be displayed here…		DEPT	Edit/View
		DEPT	Edit/View
		DEPT	Required
		DEPT	Edit/View
		DEPT	May Approve

⚪ Send to the next approval level plus someone from my alternates list.
(specify on next page)
⚪ Send to an alternate for intermediate approval.
(specify on next page)
⚪ Void this form, removing it completely from workflow.
You will be asked for further confirmation.

[Continue]

WORKFLOW ATTACHMENTS

(Attachment Help)

In order to have access to attach documents, please attach your documents before forwarding the form.
Use the following link to attach documents to this transaction:

Attach Documents

The following are suggested attachments:

- Resume
- Job Description
- Offer Letter
- Offer Letter/Draft
- Correspondence
- Letters of Recommendation

Clicking on "**View the entire projected Workflow path for this form**" will display the names of all approvers for the selected workflow group.

⚪ PROJECTED ROUTING FOR: APPT - P & S REGULAR (TRANSACTION 6096487)

Following is the projected Workflow routing for this form. This information is subject to change if the established Workflow Path changes for this form or a listed approver uses ad-hoc routing (alternates/supervisor-list selection).

Future actions are listed as "Future". Pending actions are listed in green as "Pending".

Name	Group	Approval Type	Action	Date	Email
	INITIATOR	Required	Yes (Y)	11/01/2019	📧
	DEPT	Edit	Future		📧
	DEPT	Edit	Future		📧
	DEPT	Permitted	Future		📧
	DEPT	Edit	Future		📧
	DEPT	Required	Future		📧
Names of everyone in the workflow route will be displayed here…	DEANS GROUP	Required	Future		📧
	DEANS GROUP	View	Future		📧
	Equal Op & Div	Permitted	Future		📧
	Equal Op & Div	Permitted	Future		📧
	Equal Op & Div	Permitted	Future		📧
	Equal Op & Div	Permitted	Future		📧
	Comp and Class	Permitted	Future		📧
	Comp and Class	Permitted	Future		📧
	Comp and Class	Permitted	Future		📧
	Comp and Class	Permitted	Future		📧
	Comp and Class	Permitted	Future		📧

[Close Window]

If you need to void this form, select "Void this form – removing it completely from workflow". Follow the prompts as directed.

If you are approving the form, the three options are:

- Send to the next approval level as listed here: you will send the completed form into workflow on the predetermined approval path as indicated on the screen.
- Send to the next approval level plus someone from my alternates list: you can send the completed form on the predetermined approval path plus to someone from your alternates list.
- Send to an alternate for immediate approval: you can send the completed form to someone on your alternates list before sending the form through the predetermined approval path.

Alternates –

An alternate is someone not in the established workflow path that you would like to send the form to on an ad hoc basis. If you select either of the "Send to an alternate" choices and you already have an alternate list established, you'll receive a listing of those names. Put a checkmark next to the individual you want to send the form to as an alternate and select the type of approval (View, Permitted or Required). The default approval type is "Required". Click on the Continue button to proceed. If you select either of the "send to alternate" choices and you have not previously established any alternates or need to add a new alternate to your list, click "Add New Workflow Alternate" to proceed.

A new window will display. Search for the individual you would like to add to your alternates list by Employee ID or name.

"Alternates" for Ad Hoc Approval

Search for Alternate

Please select the Employee to add to your Ad Hoc Approval List

Employee ID: [ ]
Last Name: [ ]
First Name: [ ]

[Reset]   [Continue]

Once you have completed your search for your alternate, the name will be displayed. Click on "Process Request" to finalize the request.

"Alternates" for Ad Hoc Approval

Add Alternate

You are selecting   **EE-ID & EE-Name**   to your Ad Hoc Authorization List:

Click to store this employee on your ad hoc list:

[Process Request]

The next screen will confirm the new alternate and list all available alternates. It will default to the individual just added. Select the appropriate alternate and type (View, Permitted or Required) and click Continue.

Select Alternates for Workflow Routing

Last, First Name **A was added to your alternates list and has automatically been selected as a required alternate on this page.**

SELECT ALTERNATE APPROVERS FOR: APPT - P & S REGULAR (TRANSACTION)

This transaction was entered into Workflow on 11/01/2019
The Workflow Inbox displays this basic information: EE-ID & EE-Name | 00000797 | 07-0700
View the entire projected Workflow path for this form.

You have selected to route this form to individuals outside the workflow path. *Please select the specific individuals to whom you wish to route this form by clicking their boxes to the left of their names.*

[Add New Workflow Alternate]

NAME	EMAIL	TYPE OF APPROVAL REQUESTED
☑ Last, First Name	✉	○ View ○ Permitted ● Required

Review the details and if everything is correct, click "Continue".

Confirm Workflow Routing

CONFIRM ROUTING FOR: APPT - P & S REGULAR (TRANSACTION 6096487)

This transaction was entered into Workflow on 11/01/2019
The Workflow Inbox displays this basic information: EE-ID & EE-Name | 00000797 | 07-0700
View the entire projected Workflow path for this form.
You are processing this form; it will proceed through the workflow system as follows:

You have chosen to override the default workflow routing and send this transaction to individuals from your alternates list.

Name		Approval Type
Last, First Name	(SELECTED AS AD-HOC APPROVER)	Required

Press Continue to approve this routing:

[Continue]

You will now be presented with a screen that verifies your approval is complete.

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.

To return to the HR Transaction System, please click here.

To view the form you have created or print associated paperwork, please click here.

Instruct the new employee to **Self Service/Time & Pay** to complete W-4 and Direct Deposit information

There are many other types of forms. Each will look slightly different based on the information that is required. Remember there are available resources on the main screen of the HR Transaction System, and many useful reports found in **Self Service/Human Resources Systems/HR Reports**.

Any questions about the system can be sent to hr-transaction@uiowa.edu