



Department eForm Approver Checklist

Key items for Front Office Approver of Faculty eForms to review/verify

Department Manager Approver

- eForm's justification matches data entered on eForm
- Correct title eligibility based on HOP 2.02 & 2.50 policies
- Correct Contract Length
- Correct Contract Worth/9 Month Academic Rate
- Assigned Position's Hours/FTE
- Correct Cost Center/Project Id listed and Effective Date

Dean's Office

- The Correct eForm was used:
 - Type of eForm Chart: <https://www.utsa.edu/hr/eForms/QuickGuides/eForms-HR-actions.pdf>
 - eForm Job Aids: <https://www.utsa.edu/hr/eForms/JobAids/>
 - Appointment eForm- Hire a brand-new employee, or rehire a terminated job row.
 - Contract Additions/Changes- Add an additional contract to an already active job record, or update an existing contract.
 - Position Attribute Change- To update position attributes only.

- eForm's justification matches data on eForm
- Correct title eligibility based on HOP 2.02 & 2.50 policies
- Correct Employment & Contract Dates
- Contract Worth/9 Month Academic Rate is accurate
- Assigned Position Hours/FTE
- Verification that data from MOA or OL matches what's on the eForm
- Correct Cost Center/Project Id listed and have the correct effective dates
- Appropriate funding distributions for Cost Centers & Project IDs listed
- Summer SAMS is attached and accurate for each summer appointment
 - Link to Summer Assignment Master Spreadsheet (SAMS) - <https://provost.utsa.edu/resources/staff.html>

eForm Training Links:

- eForms at UTSA - <https://www.utsa.edu/hr/eForms/support.html>
- My UTSA Training - <https://mytraining.utsa.edu/online/>
Course - PS0322 eForms Training Online
- FAQ for eForms at UTSA - <https://www.utsa.edu/hr/eForms/FAQ/>

The screenshot displays the approval workflow for a request with ID 00230599. It is divided into three main sections: Department Approvals, Funding Approvals, and Business Office Approvals. Each section shows a list of approvers with their names, roles, and approval timestamps. The Department Approvals section shows Eric Brey as the Department Head/Manager. The Funding Approvals section shows three 'Auto Approved' entries by Eric Brey and one approved entry by Ann Marie Ryan. The Business Office Approvals section shows a sequence of four approvals: Marvel Guerrero (Dean), Kirstin M Wilsey (VP&FS), Sung-Ho Hong (Budget Office), and Cory James Thomas (Employee Services). At the bottom, there are buttons for Save, Submit, Approve, Deny, CallBack, Sendback, Cancel, Copy..., and Check Funds.