

eForms – Standard Use

eForms has standard use throughout the form. As you work your way through your Personnel Action Form, the list of functionality below will aid in making your eForm submission a little easier. If you have additional questions, please contact IST Help Desk.

All Forms - Hire, Job Change and Status Change

- All fields are case sensitive. Use upper and lower case formatting for first and last name – i.e. Jason Bourne
- Fields marked with an (*) are required fields
- When you TAB from field to field ensure the processing icon no longer appears before you move through to another field
- The Highlights feature within eForms helps you to identify any changes made – Button is located in the upper right corner of the page
- The Versions feature is used to view the previous version of the record before changes were made – Button is located in the upper right corner of the page
- Use the Calendar icon when selecting a date
- When entering comments in the Comments Box ensure you have all the information entered before moving on to another section
- Ensure you have the Pop-up blockers turned off for eForms

Data Entry Requirements with eForm Submission

Data requirement on eForm	Action Selection	If Incorrect Entry HRS will ...
Faculty Only – Enter All Education (Including Degrees & Work Experience)	Hire	Recycle
Do not enter step for Academic Hires	Hire	Recycle
Combination Code must correspond to the type of Employee – Ex. Trust must have a Trust Combo Code and Operating must have Operating Combo Code	Hire	Recycle
If an eForm has been submitted AFTER the expected end date of an appointment, enter all instructions in Comments Section and attach appointment letter	Job Change	Recycle
The eForm must have the same information as the appointment letter - Ex. Effective Date, employee type, rate	Hire	Recycle

Attachment Required with eForm Submission

Attachment Type	Action Selection	If NOT Submitted HRS will ...
Fully signed Appointment Letter (Offer Letter)	Hire	Recycle
Banking Information	Hire	Accept
Immigration Forms (Permanent Resident; Work/Study Permit; Visa)	Hire	Recycle
SIN	Hire	Accept
TD1	Hire	Accept
Curriculum Vitae/Resume	Hire	Accept
Hours Reduction letter from Employee	Job Change	Recycle
Parental Leave Approval Request (Support Only)	Status Change	Recycle
Recurring Term – Commence Inactive Period Letter	Status Change	Recycle
Recurring Term – Return to Work Letter	Status Change	Recycle
Resignation/Termination Letter	Status Change	Recycle
Retirement Letter (Support Only)	Status Change	Recycle
All Student Hires - Appointment Letter	Hire	Recycle
Students One Time Payments - Appointment Letter	Hire	Recycle