

Changes to the ER form

Most of the detailed headings were removed to make room for a larger Remarks section, the addition of another “Administrative Approval” line and more space for all signatures. The “Preparer” line was moved to the right side above the Remarks section and room was added for a date.

The Processing Information box was renamed to Information Entered into Oracle with both “Adjustment” boxes being made larger.

The back of the ER was updated to be in line number order and includes updated lists with reference to proper websites for additional information

Line #1 – added Adjusted Service Date between the Latest Start Date and Birth Date

Line #2 – added Employee Number as the last field

Line #3 – no change

Line #4 – no change

Line #5 – moved the following fields from other lines

Organization – from line #7

Pay Year Type – from line #7

Campus – from line #7

External Affiliation – from line #7

FLSA – from line #8

Line #6 – no change

Line #7 – moved the following fields from other lines

Assignment Effective Date – from line #8

Provisional Period End Date – from line #8

Grade – from line #8

Payroll – from line #8

Assignment Category – from line #8

% of Effort – from line #8
CDC Code – from line #8
Staff Work Months – from line #8

Line #8 – previous ER line #9

Line #9 – previous ER line #10

Line #10 – previous ER line #11

Line #11 – previous ER line #12

Line #12 – combined previous ER lines #15 and #16

Line #13 – previous ER line #14, also moved Recommended for Rehire after Last Day Worked and before Accrued Vacation Hours – Accrued Sick Days