



Use this form for PeopleSoft actions that cannot be entered via the Personnel Transaction Request because of program options limitation or hard system errors. It should not be used instead of, or in addition to, submitting an online renewal or PTR. Use Internet Explorer or download the form to complete. See the [DMX guide](#) for instructions.

Employee info

Employee ID Employee name Empl. record #

Job data info

Effective date End date, if applicable Position Job code
Action Reason Select "Action" from list and 'Reason' list options appear. Use Internet Explorer or download the form to complete if dropdowns are blank.
Dept. code Std. hours FTE Reg-Temp and Full-Part
Bi-weekly or hrly. rate Comp. frequency Annual salary

Retroactive pay | Required when job transaction requested above results in retro pay.

Retro amount Manual check requested Process on next on-cycle

Note: Indicate the reason for using this form. If there was a system error, please include or attach an image of the error.

Requisition number Required for Kenexa errors and student employee transactions.

Business leave of absence Important: "No Benefits" status requires prior approval from ACA Compliance — attach approval.

Proposed return or Invol. term date Benefits status Cost center for ERE costs Partial salary for leave?

Required signatures and approvals | See matrix Submitter cannot provide cost center or grant approval.

Submitted by Signature Date Phone

Cost Ctr. or Grant Mgr. signer Signature Date Cost Ctr. or Grant ID

Note: In lieu of Dean, VP or Provost signatures, emails or other documentation may be attached to the DMX form.

Dean or VP Signature Date

Provost Signature Date

The signature below indicates student employment eligibility was checked for ISSO, ICA or Athletics approval. If adjusting the hire date, the student may or may not be eligible for work study.

Student employment verifier Signature Date

SEO notes: