



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. Download the form to complete. [See the DMX guide.](#)

Employee information

Employee ID Employee name Empl. record #

Job data information

Effective date End date, if applicable Position Job code
Select "Action" from list and 'Reason' list options appear. Download the form to complete if the drop-down menus are blank. Action Reason
Dept. code Standard hours FTE Reg-Temp and Full-Part
Biweekly 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 approval 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: