

DLS Change Charging Instructions Form Instructions and Workflow:

Completing the Form:

1) Open PDF form in Adobe Reader DC or Adobe Pro.

2) Save file with **correct naming convention**:

Last First (Employee ID#) ED YYYY MM DD rec # CCI

File name example: Doe John (00298424) ED 2024 09 01 rec 3 CCI

3) Complete Today's Date and Department (dropdown) associated with the record.

4) Type in employee's name (First, Middle Initial, Last). Example: John Z. Doe

5) Enter in the current DLS employee's 8 digit ID number and record number.

6) Enter the Effective Start Date of the proposed action to be changed. (Enter in an End Date if applicable.)

7) Select the appropriate Personnel Action(s) that are to take place on the Effective Date specified.

8) Please record any relevant or necessary notes.

9) Select the employee's appropriate Type/Class and Job Code/Job Title from the dropdown options.

10) Enter in the employee's Salary (Type 1, 3, 6), Hourly Rate (Type 4, 5), or Contract Amount (Type 7, 8, 9).

11) Select and double click correct Accounting String and complete String information and percent distribution.

12) Enter in employee's Supervisor Name, Employee ID, and Phone Number.

Signature and Workflow Process:

Please Note: Signatures must be completed with Adobe Digital ID. You will need to "Create a new Digital ID" if you do not have one. This option will be available at the bottom when you click on a signature field.

1) Upon completing the steps above, the preparer must sign on the Preparers Signature Field (Under Dept).

2) Send to Supervisor for review and signature approval on Supervisors Signature Field (Under Supervisor Name).

3) Forward to Business Office for Department Business Specialist and Business Manager Signatures together.

4) Once the form is fully signed, provide a copy to SAS-HR for onboarding reference and upload to HCM.