

Entering Date Change Request

There are certain action effective date corrections made in PeopleSoft that do not trigger a retro payment request to Payroll. Submitting these requests via this process and not via an e-mail to Data Services, will now notify Payroll of the changes. This process is only used for the following actions.

Look Up Action ✕

Action:

Basic

Lookup

Search Results

View 100 First ⏪ 1-8 of 8 ⏩ Last

Action
DTA
HIR
LOA
PRO
REH
RET
RFL
TER

To enter a Date Change Request go to HRWEB> Special Update> Date Change Request.

Search for the employee using the name or the 7-digit HR/Payroll system employee ID and click the search button.

Date Change Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

Empl Record:

Last Name, First Name:

First Name:

Last Name:

Basic Search



Save Search Criteria

Entering Date Change Request

1. Enter the original effective date that is being requested to change.
2. Enter the new/correct effective date.
3. Enter the Action/Reason that the date change is being requested for.
4. Choose if you want to use the current DBE or you want Payroll to contact you for the speedtype information.
5. Select one of the “**Reason for Date Change Request**” options.



Date Change Request



Section 1 - Department Request Change to Hire, Termination, Unpaid Leave, or Return from Leave Date



Please use this process to request a change to existing dates on an employee's Job record. Payroll will receive notice of the change and will evaluate to see if there is any retro impact to pay.



Empl ID

Empl Record

*Original Effective Date  

*New Effective Date  

*Action  


*Action Reason  

Check whether Payroll is to use the employee's current distribution or contact you for speedtypes.


Use Current DBE Contact dept for a different Distribution

*Reason for Date Change Request:

- Correct or Delete Death Date
- Correct or Delete Promotion Dt
- Correct or Delete Status Date
- Correcting Hire or Rehire Date
- Correcting Term or Retire Date
- Correcting Unpaid Leave Begin
- Correcting Unpaid Leave Return
- Deleting Term or Retire Date

	Last Update Date/Time	Uploaded By	
<input type="text"/>			

6. Add attachment(s).
7. Click on “**Submit to Data Services**”.

Attachments			
View Attachment	Description	Last Update Date/Time	Uploaded By
View Attachment	<input type="text"/>		

Attachments

 Add Attachment 

Submit to Data Services

Submit entry to Data Services for processing

Requested by: SMCKEN2

Requested On:

Requestor: Sherry McKenzie Stodghill

Email:

Entering Date Change Request

Date Change Request

Section 1 - Department Request Change to Hire, Termination, Unpaid Leave, or Return from Leave Date

Please use this process to request a change to existing dates on an employee's Job record. Payroll will receive notice of the change and will evaluate to see if there is any retro impact to pay.

Empl ID

Empl Record

0

*Original Effective Date

New Effective Date

*Action

*Action Reason

Check whether Payroll is to use the employee's current distribution or contact you for speedtypes.

Use Current DBE

Contact dept for a different Distribution

*Reason for Date Change Request:

Attachments

data_serv_team_assignments.doc	Description	Last Update Date/Time	Uploaded By
data_serv_team_assignments.doc	<input type="text"/>		
View Attachment	<input type="text"/>		

[+ Add Attachment](#)

Submit to Data Services

Submit entry to Data Services for processing

Requested by: SMCKEN2

Requested On: 11/06/2016 4:54PM

Requestor: Sherry McKenzie Stodghill

Email: smcken2@emory.edu

Source: O

Data Services will receive the request and determine if the change is appropriate. If appropriate, Data Services will update the employee's record and notify Payroll of the change. Data Services will **Deny** the entry if it is determined that the change is not appropriate and enter a comment as to why the entry was denied.

An e-mail will be sent to the **Requestor** when Data Services updates the employee's record:

The Effective Date change request you submitted has been entered into Job data and you can now review in HRWEB > View Only > Job Summary at www.leo.cc.emory.edu

Name: XXXXX

Employee ID: 0000000

Original Effective Date: 11/1/2016

New Effective Date: 9/1/2016

Reason for Change: Correcting Hire or Rehire Date

Entering Date Change Request

An e-mail will be sent to the **Requestor** if Data Services “Denys” the request.

The Effective Date change request you submitted was Denied by Data Services.

Name: [REDACTED]
Employee ID: [REDACTED]
Original Effective Date: 2016-09-02
New Effective Date: 2016-08-29
Reason for Change: Correcting Term or Retire Date

Data Services Comments: The 08/29/16 date is already entered.