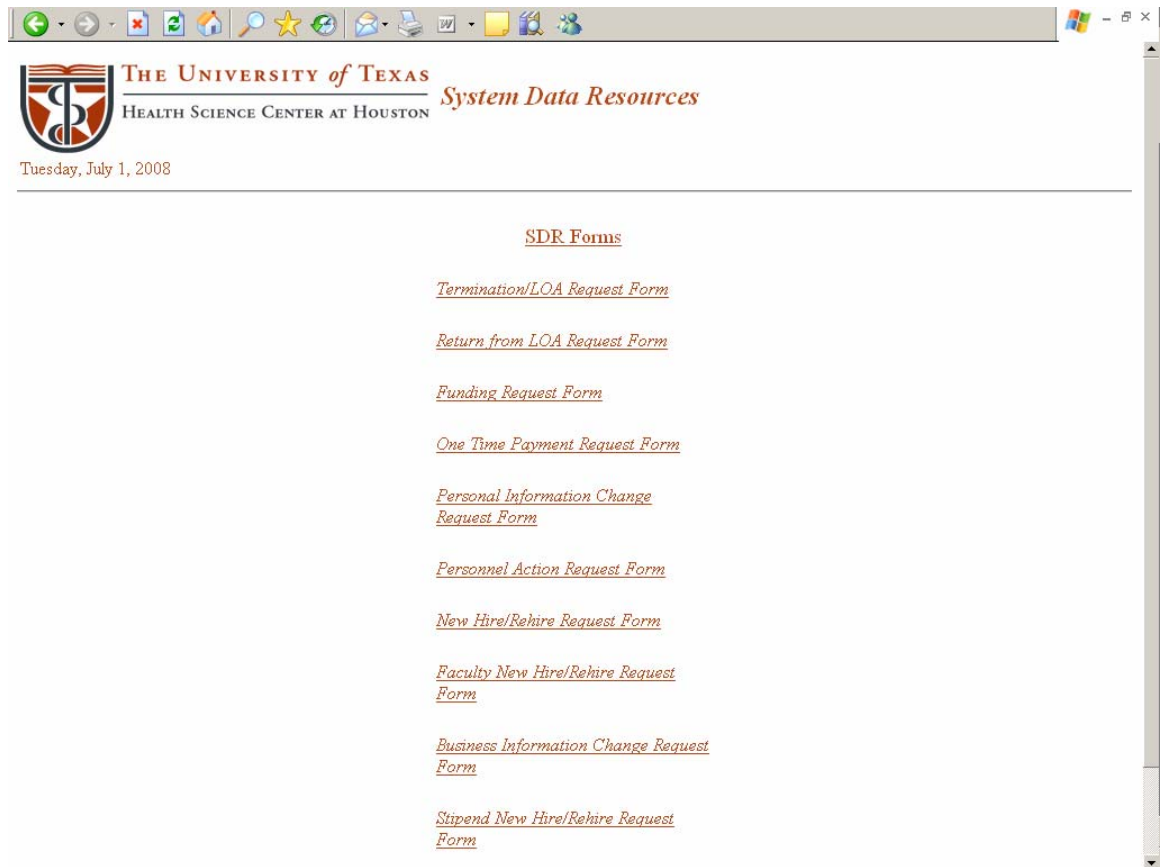


Instructions for Completing/Submitting Web Form PA's

The web forms are only accessible from the SDR website:

<http://www.uth.tmc.edu/finance/sdr/forms.htm> and you must have a Digital ID to access the forms. You may want to bookmark this page for easy access. There are no "templates" to save to your hard drive or to your email folder. Visit this site every time you need to submit a PA.

If you have a large volume (10 or more) of multiple employees with the same info./action taking place, please call us to inquire if a spreadsheet would be appropriate.



The screenshot shows a web browser window with a toolbar at the top. The page content includes the logo of The University of Texas Health Science Center at Houston, the text "THE UNIVERSITY of TEXAS HEALTH SCIENCE CENTER AT HOUSTON", and "System Data Resources". The date "Tuesday, July 1, 2008" is displayed. Below a horizontal line, the heading "SDR Forms" is centered. A list of links follows, each underlined and italicized:

- [*Termination/LOA Request Form*](#)
- [*Return from LOA Request Form*](#)
- [*Funding Request Form*](#)
- [*One Time Payment Request Form*](#)
- [*Personal Information Change Request Form*](#)
- [*Personnel Action Request Form*](#)
- [*New Hire/Rehire Request Form*](#)
- [*Faculty New Hire/Rehire Request Form*](#)
- [*Business Information Change Request Form*](#)
- [*Stipend New Hire/Rehire Request Form*](#)

The information below will be seen on every PA that you submit. The remainder of the PA information will need to be filled out dependent on your PA request type.

Requestor:	<input type="text"/>	Dept:	<input type="text"/>	Phone No:	<input type="text"/>
Requestor Email: <small>(Enter Email Id, then select domain)</small>	<input type="text" value="Robin.A.Cavalier-Brown"/>	@	<input type="text" value="uth.tmc.edu"/>		
Name: <small>(Last, First, MI)</small>	<input type="text"/>	EMPL ID:	<input type="text"/>		
Effective Date:	<input type="text"/>				

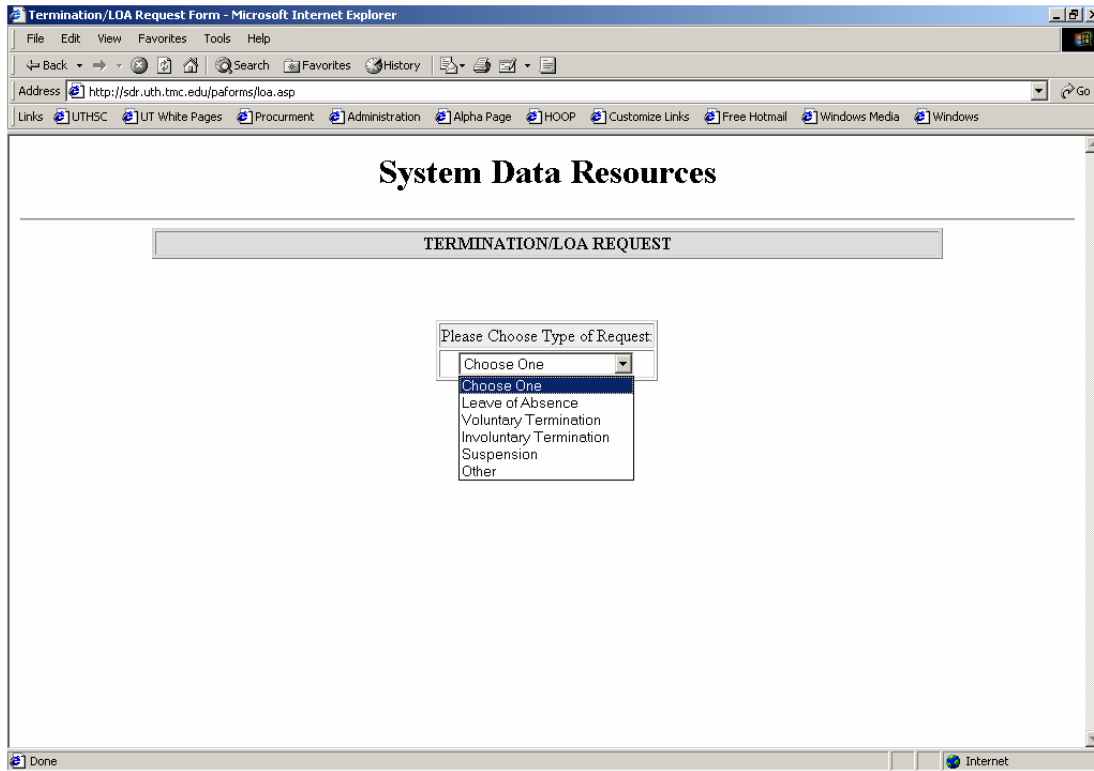
Note: A “requestor” is considered the person *filling out* the PA template. An “authorized submitter” is the one allowed to *submit* to SDR. For most departments, the requestor and submitter will be the same person, but for other departments there are many different “requestors”. There has been an important change in how the submitting process works, and it will be explained later in the instructions.

Since these forms are tied to your Digital ID, the Requestor and Requestor Email fields will be automatically populated with your name and email address. The email address field should always be the requestor’s email address. This is important because it is a critical part of the new submitting process.

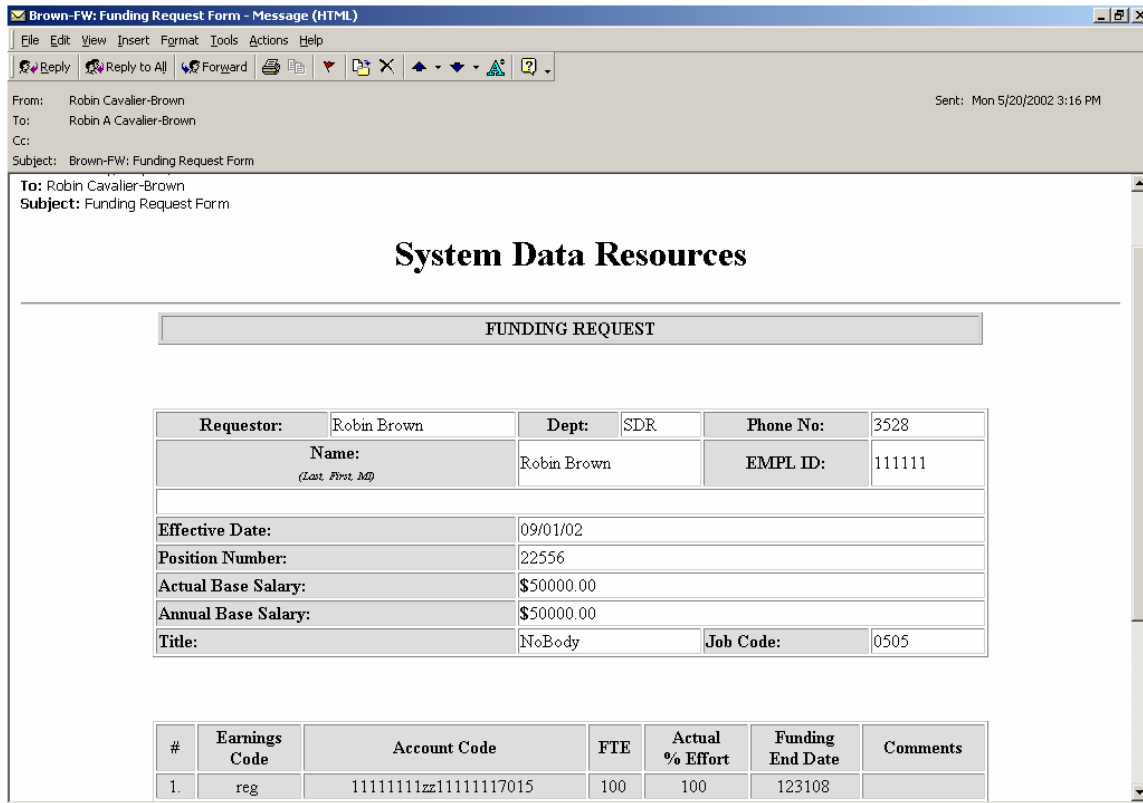
TIP: The Comments section may be used to indicate if the requestor is completing the form on behalf of someone else in the department who makes PA decisions. For Example, if a requestor is completing PAs for a Doctor, or a Director in the department. It would not be appropriate for a requestor to submit a PA arbitrarily at the request of a coworker (Ex: Sally submitting a funding change for Sue). The one exception would be for a Personal Information Change request.

After selecting your PA request form (with the exception of Termination/LOA’s) the form will appear for you to fill out.

When choosing Termination/LOA form you will be given a drop down menu to choose the TERM Type PA that fits your needs; once you click on the submit button the form will appear. (See the screen print below)



Once you have filled out your PA request, click the submit button and the PA will drop into your email box. This will allow you, the requestor, to review what you entered, and then you would need to forward the email through the appropriate channel(s). (For the departments that have to go through an authorized submitter, you will forward the email to your Authorized Submitter and they will forward it to SDR).



The email you receive in your box will have the subject line according to the PA request that you are submitting, (Ex: Subject: Funding Request form). We ask that when you forward the email request, please include the Employee's Name that is affected by the PA in the subject line. (Ex: Brown-Funding Request form – or however you want your subject to look, just make sure to include the name). This will allow for quicker processing and retrieval of the request.

NOTE: Due to the new security changes, please do not include SSN's in the body or subject of an email. If the SSN needs to be corrected return to SDR web form to correct the PA.

You will notice the TO: and FROM: will be the requestor's name. This is how it should look, just forward it as usual.