

HR EIF Training Manual

Please make sure you enter EIFs timely - this is mandatory.

The Security Authority in your area handles request for access to the EIF system via Service-Now. IT handles setup of the accounts.

To enter a new EIF:

Step 1: Navigate <http://hi.gru.edu/eif/login.asp>

Click on login.

The screenshot shows the top of a web page. On the left is the GRHealth logo with 'GEORGIA REGENTS MEDICAL CENTER' below it. To the right of the logo is a 'Login' button. Further right is the text 'Employee Information Form' and a 'Training Manual' link. Below this is a horizontal line. Underneath is a section titled 'ADS/Citrix Login for EIF'. It contains three rows: 'User Name »' with a text input field, 'Password »' with a text input field, and a 'Submit' button.

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Developed by the
GRMC Web Team
hiweb@gru.edu
2013

Step 2: Enter your NetID and password (same information you enter for Outlook) and click submit to authenticate to the system.

Login

ADS/Citrix Login for EIF

User Name »

Password »

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Step 3: You have options to **Enter New EIF** or view **My EIFS** when you login to the system. Click on **Enter New EIF**.

Enter New EIF

My EIFs

Welcome ::
Donna Fields

Change Password

Logout

Member of :: HR Admin/MASTER «MCGHI Manager »

Step 4: Enter all information required to complete the EIF. You will be prompted to provide mandatory fields based on the selections you make. The following figure shows an example of a **Change in FTE** request. Click the submit button at the top right corner or lower left corner.

Action Type (check only one):

- | | | | | | |
|---|--|---|--|---|--|
| <input type="checkbox"/> Hire | <input type="checkbox"/> Transfer | <input type="checkbox"/> Admin Transfer | <input type="checkbox"/> Salary Change | <input type="checkbox"/> Data Change | <input type="checkbox"/> Leased to Hired |
| <input type="checkbox"/> LOA | <input type="checkbox"/> Return LOA | <input type="checkbox"/> FML | <input type="checkbox"/> Return FML | <input type="checkbox"/> Exec (HR use only) | <input type="checkbox"/> Temp Pay Change (Provide reason in remarks) |
| <input type="checkbox"/> Add Diff | <input type="checkbox"/> Change Diff | <input type="checkbox"/> Remove Diff | <input checked="" type="checkbox"/> Change FTE | <input type="checkbox"/> Title Change | |
| <input type="checkbox"/> Licenses/Certs/Degrees | <input type="checkbox"/> Retro-Pay (leased only) | <input type="checkbox"/> Leased PI | <input type="checkbox"/> SV (HR use only) | <input type="checkbox"/> Separation from Employment | |
- (see Separation from Employment section)

Employee Name: <small>Last Name is mandatory First Name is mandatory</small>		Current Title & Job code: <small>Job Code is mandatory</small>		Current Position: <small>Current Position is mandatory</small>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Last Name First Name MI		Please Select			
Social Security #: <small>SSN is mandatory</small>		Current Department Name: <small>Department Name is mandatory</small>		Current Cost Center: <small>costcenter is mandatory</small>	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Direct Report Supervisor: <small>Direct Report Supervisor is mandatory</small>		Effective Date of Action (mm/dd/yyyy): <small>Effective Date is mandatory</small>		Date Submitted: 4/18/2015	
<input type="text"/>		<input type="text"/>		<input checked="" type="radio"/> Hired <input type="radio"/> Leased	
EMPLOYEE INFORMATION: (Please complete information above for ALL employees. Complete ALL information below for new hires and ONLY information to be CHANGED current employees):					
Home Address: <input type="text"/>					
City: <input type="text"/>		State: <input type="text"/>		Zip: <input type="text"/>	
Home Phone: <input type="text"/>		Office Phone: <input type="text"/>			
Scheduled Shift: <input type="text"/>		Bldg. & Rm. #: <input type="text"/>		T&A #: <input type="text"/>	
Years of Experience: <input type="text"/>					
Highest Level of Education:					
<input type="radio"/> HS/GED <input type="radio"/> Some College <input type="radio"/> Technical School <input type="radio"/> Assoc. Degree <input type="radio"/> BS <input type="radio"/> BSN <input type="radio"/> Masters Degree <input type="radio"/> MSN <input type="radio"/> Ph.D.					
Date of Birth: <input type="text"/>		Gender: <input type="radio"/> Male <input type="radio"/> Female		Alien Status: <input type="radio"/> US Citizen <input type="radio"/> Non-US Citizen	
				Current Marital Status: <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Divorced <input type="radio"/> Widowed	
Employee Type: <small>Employee Type is mandatory</small>		FLSA Status: <small>FLSA is mandatory</small>		Work Commitment (FTE): <small>FTE is mandatory</small>	
<input type="radio"/> Regular <input type="radio"/> Temp <input type="radio"/> PRN		<input type="radio"/> Non-Exempt <input type="radio"/> Exempt		<input type="text"/>	
Pay Band: <input type="text"/>		Base Rate of Pay: <small>Base Rate is mandatory</small>		Number of Hours per week: <small>Hours per week is mandatory</small>	
<input type="text"/>		\$ <input type="text"/> per <input type="radio"/> Hour <input type="radio"/> Month <small>Per Hour/Month is mandatory</small>		<input type="text"/>	

For managers that are making a title change and a salary change, you cannot choose both options. Please choose salary change and fill in the title information, or choose title change and fill in the salary information. If you do not document, HR will not know to change both.
 The second page of the electronic EIF is for termination reasons.

<p>Eligible For Rehire:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employed by Affiliate - V <input type="checkbox"/> End Temporary Assignment - V <input type="checkbox"/> End Temporary Student Assignment - V <input type="checkbox"/> Failure to Meet Work Schedule/Commitment - I (comments required*) <input type="checkbox"/> Failure to Return from Leave - I (comments required*) <input type="checkbox"/> Health Reasons - V <input type="checkbox"/> Personal Reasons - V (comments required*) <input type="checkbox"/> Personal Retirement - V <input type="checkbox"/> PRN-No Work Available - V (comments required*) <input type="checkbox"/> Relocation - V <input type="checkbox"/> Reorganization/Layoff - I (comments required*) <input type="checkbox"/> Resign Other Position - V <input type="checkbox"/> Workforce Reduction - I (comments required*) <p><input type="checkbox"/> HR Use Only</p> <p>Transfers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stayed In Unit <input type="checkbox"/> Left Unit <p><input type="checkbox"/> Deceased</p>	<p>Not Eligible For Rehire:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gross Misconduct - I (comments required*) <input type="checkbox"/> HIPAA - I (comments required*) <input type="checkbox"/> Rules Violation - I (comments required*) <input type="checkbox"/> Safety Violation - I (comments required*) <input type="checkbox"/> Workers' Compensation - I (file attachment required*) <p>Eligible For Rehire After Six Months:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Condition of Employment - I (comments required*) <p>Eligible For Rehire After One Year:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attendance - I (comments required*) <input type="checkbox"/> Employee Failed Introductory Period - I (comments required*) <input type="checkbox"/> Performance - I (comments required*) <p>Eligible For Rehire After Three Years:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quit without notice - V (comments required*) <input type="checkbox"/> Condition of Employment - I (comments required*) (second occurrence only!) <p>Eligible For Rehire After Five Years:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job Abandonment - I (comments required*)
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After submission, a list of HR personnel notified will be displayed. The manager submitting the EIF will receive a PDF version of the EIF automatically via email.

To search for EIFs:

Step 1: Click on **My EIFs** and search by any of the provided criteria. Only the EIFs submitted by the manager currently logged in will be displayed along with statuses of each EIF.

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 2013

For EIF technical support please email hiweb@gru.edu. For questions concerning the EIFs that you have submitted, please call Human Resources Records at 1-1016.

Revisions to EIF

Below is an explanation of Action Types.

Action Type (check only one):

- | | | | | | |
|---|--|---|--|---|--|
| <input type="checkbox"/> Hire | <input type="checkbox"/> Transfer | <input type="checkbox"/> Admin Transfer | <input type="checkbox"/> Salary Change | <input type="checkbox"/> Data Change | <input type="checkbox"/> Leased to Hired |
| <input type="checkbox"/> LOA | <input type="checkbox"/> Return LOA | <input type="checkbox"/> FML | <input type="checkbox"/> Return FML | <input type="checkbox"/> Exec (HR use only) | <input type="checkbox"/> Temp Pay Change |
| <input type="checkbox"/> Add Diff | <input type="checkbox"/> Change Diff | <input type="checkbox"/> Remove Diff | <input checked="" type="checkbox"/> Change FTE | <input type="checkbox"/> Title Change | |
| <input type="checkbox"/> Licenses/Certs/Degrees | <input type="checkbox"/> Retro-Pay (leased only) | <input type="checkbox"/> Leased PI | <input type="checkbox"/> SV (HR use only) | <input type="checkbox"/> Separation from Employment
(see Separation from Employment section) | |

Action Types have been added.

Hire – Check when submitting New Hire.

LOA – Check to put someone out on LOA.

Add Diff - Check when adding new diff.

Licenses/Certs/Degrees – Check to submit license, certification or degree for an employee.

Transfer – Check to transfer an employee into new cost center. Manager that employee is transferring to is responsible for submitting EIF.

Return LOA - Check when returning employee from LOA.

Change Diff - Check when changing diff.

Retro-Pay – Check for submitting retro pay for a leased employee.

Admin Transfer – Transfer under same manager, same title, same FTE, same pay. Ex: a manager is over two different cost centers and wants to transfer a unit clerk from one cost center to the other cost center with same FTE, same pay.

FML and Return FML – Check to put employee on FML or return from FML. This breaks out Family Medical Leave from Leave of Absence.

Remove Diff – Check when removing diff from employee.

Leased PI – Check when submitting PI for a leased employee.

Salary Change – Check when submitting a salary change.

Change FTE – Check when submitting an FTE change.

SV (HR use only) –HR use only

Data Change – Check when submitting data change. This is for name, phone number or address change.

Exec (HR use only) –HR use only

Title Change – Check when submitting a title change.

Separation from Employment – Check when separating an employee from employment.

Leased to Hired – check when a leased employees is terminating from University and hiring into the Medical Center.

Temporary Pay Change – Check when completing a temporary change of pay.

SSNs are mandatory – you can't add zeros in this field or leave blank.

The date format for the effective date is mm/dd/yyyy.