

To: All Employees

From: Human Resources Department

Subject: Revised Staff Position Transaction Form

As part of our continued effort to improve the services we offer, we have revised the Staff Position Transaction Form (SPTF) to make it easier for end users to process employee transactions. If you have responsibility for managing new hire processing, reclassifications, work hour adjustments, etc., for your school or operating unit, please be advised that effective November 2, 2009, the new Staff Position Transaction Form (SPTF) should be used as it reflects certain enhancements to our business processes:

- Fiscal Approvers must now identify if positions are funded by the American Recovery and Reinvestment Act (stimulus dollars)
- Form now formatted in Adobe Reader (.pdf) format
- Ability to fill in and save to desktop in .pdf.
- Drop downs are included for the following fields:
 - School/Unit
 - Campus
 - Cashier Code
- Date selector dropdowns
- Prints on regular size paper

To take advantage of the functions listed above, make certain you have the latest version of Adobe Acrobat Reader available at <http://get.adobe.com/reader/> . Please discard all previous versions of the SPTF and restrict use to the new, online version found at the Human Resources Forms site, <http://www.umdj.edu/hrweb/forms/index.htm>.

If you have any questions, please contact your Human Resources Generalist at http://www.umdj.edu/hrweb/hrservices/unit_hrgeneralist.htm or the Director of Human Resources Services at michelma@umdj.edu.

Thank you for your cooperation in this effort.