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.

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.
**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.

- [ ] Use Current DBE
- [ ] Contact dept for a different Distribution

6. Add attachment(s).

7. Click on “Submit to Data Services”.

**Attachments**

<table>
<thead>
<tr>
<th>View Attachment</th>
<th>Description</th>
<th>Last Update Date/Time</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Attachment</td>
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</tbody>
</table>

Submit entry to Data Services for processing

Requested by: SMCKEN2
Requested On:  
Requestor: Sherry McKenzie Stoghill
Email:  
Entering Date Change Request

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](http://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: [Name]
Employee ID: [ID]
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.