

Access

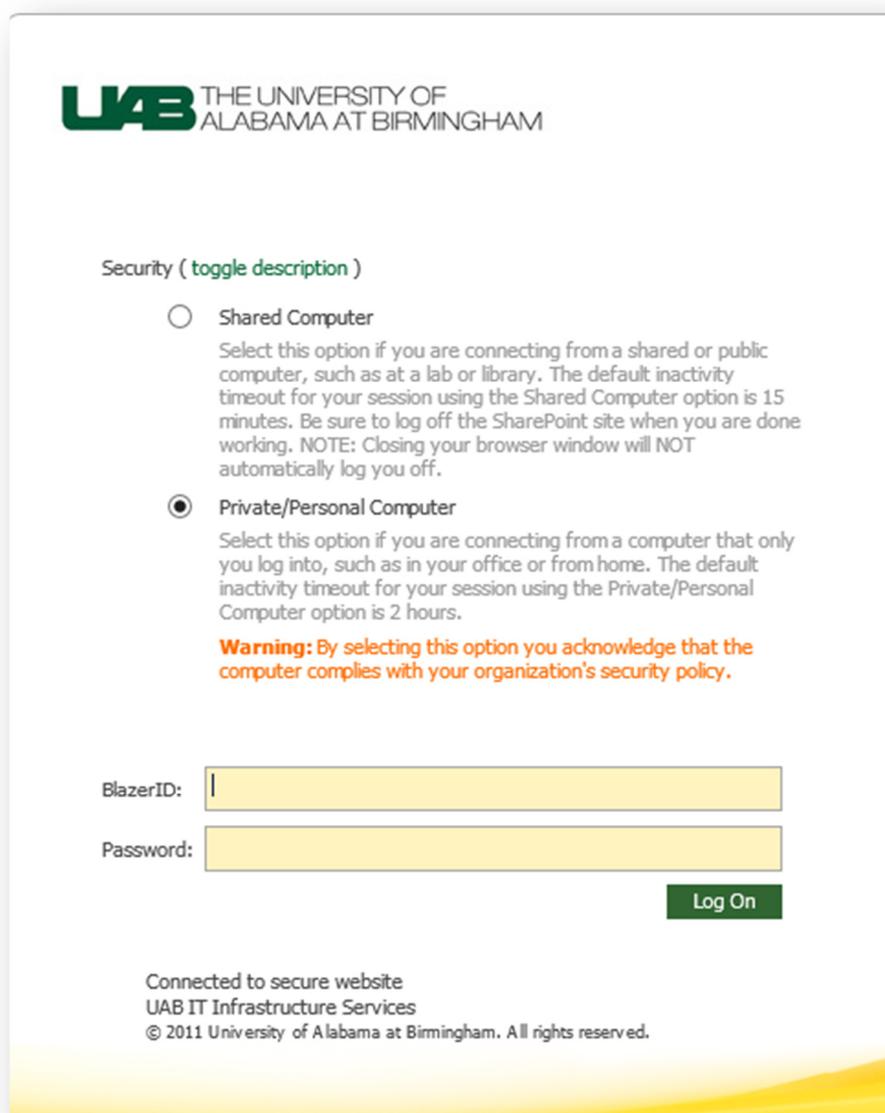
Bookmark the following link to access the PAR/CRF form.

<http://www.uab.edu/uabforms/>

(To bookmark, click the link and open the page. Click the Favorites menu. Select Add to Favorites.)

Log In

1. Log on to the PAR/CRF using your BlazerID and password
2. Click Log On



The screenshot shows the login interface for the University of Alabama at Birmingham (UAB). At the top left is the UAB logo and the text "THE UNIVERSITY OF ALABAMA AT BIRMINGHAM". Below this is a "Security (toggle description)" section with two radio button options: "Shared Computer" and "Private/Personal Computer". The "Private/Personal Computer" option is selected. Below the options are two text input fields labeled "BlazerID:" and "Password:". A green "Log On" button is positioned to the right of the password field. At the bottom, there is a footer with the text: "Connected to secure website", "UAB IT Infrastructure Services", and "© 2011 University of Alabama at Birmingham. All rights reserved."

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Security ([toggle description](#))

Shared Computer
Select this option if you are connecting from a shared or public computer, such as at a lab or library. The default inactivity timeout for your session using the Shared Computer option is 15 minutes. Be sure to log off the SharePoint site when you are done working. NOTE: Closing your browser window will NOT automatically log you off.

Private/Personal Computer
Select this option if you are connecting from a computer that only you log into, such as in your office or from home. The default inactivity timeout for your session using the Private/Personal Computer option is 2 hours.

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

BlazerID:

Password:

Log On

Connected to secure website
UAB IT Infrastructure Services
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Click the Compensation Request Form/Faculty Recruitment Request Form menu option.

Welcome Bryan N Flores

UAB Electronic Forms

UAB Electronic Forms | History | My Approvals | My Saved Forms | Reports/Print Views | Training/FAQs

Submit New Forms

- Compensation Request Form/Faculty Recruitment Request Form
- External/Internal Activity Approval/Financial Interest Disclosure
- UAB-Related International Travel Registration
- Faculty Data Form

Supported Browsers: Internet Explorer and Firefox are currently our only supported browsers.

Timeout Issue: When logging into the UAB Electronic Forms site, please select the **'Private'** option on the main login page. The **'Public'** option times out after 20 minutes. Often this is not enough time to complete a form.

Saved Forms: After saving a form, access the form from the **'My Saved Forms'** tab.

Forms Submitted (For APPROVED forms see 'History', For SAVED forms see 'My Saved Forms')

Form	Form Name	Submitted By	Created	Additional Info	Approval Notes	Approval Status	Submitted For

To create a new form, click the form on the left navigation.

Forms Requiring My Approval (For Approved forms see My Approvals) To APPROVE, click on the document icon in the 'Review the Form' column displayed below.

Review the Form	Form Name	Due Date	Submitted By	Created	Additional Info	Approval Notes	Approval Status	Submitted For
		3/20/2015	IADGSharepoint	3/5/2015				
		3/20/2015	IADGSharepoint	3/5/2015				

Options

The PAR/CRF toolbar will be at the top right of the page.

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Neenahil - Logout | My Forms | Faq | Help

- BlazerID-Logout – use this button to log out of the system
- My Forms – use this drop down menu to link to the current dashboard and view your saved or submitted forms
- Help – Use the help button or hover over each form option for an explanation of the purpose of each form. If none of the options satisfy your request, use “Other”.
- FAQ- use this button to answer general questions you may have about the form.

The Menu page is split - Position Authorization Requests & Compensation Requests. Hover over each form option to view a brief description of the purpose of each form.

 POSITION AUTHORIZATION / COMPENSATION REQUEST FORM

Position Authorization Request

Classify New Position

Refill Vacancy

Temporary Employee

Compensation Request

Reevaluate/Reclassify Existing Position

Reevaluate Department for Reorganization

Update Job Description Only

Create or Update Incentive Plan

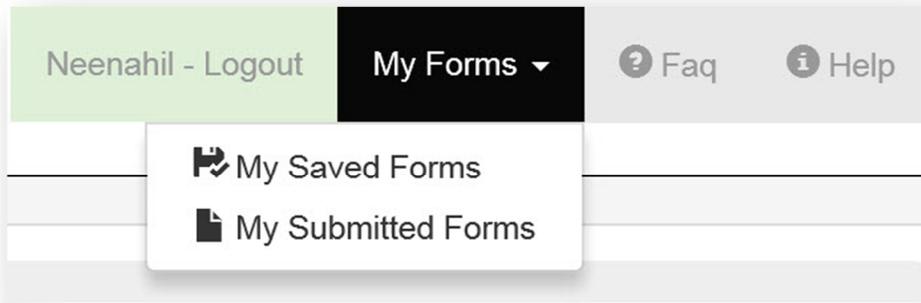
Salary Consultation

Other

Dashboard

The dashboard for PAR/CRF is located on the toolbar. Click the dropdown menu on My Forms to view the two options:

1. My Saved Forms
2. My Submitted Forms



Inside the Form

For this document, we will use the Classify New Position Form.

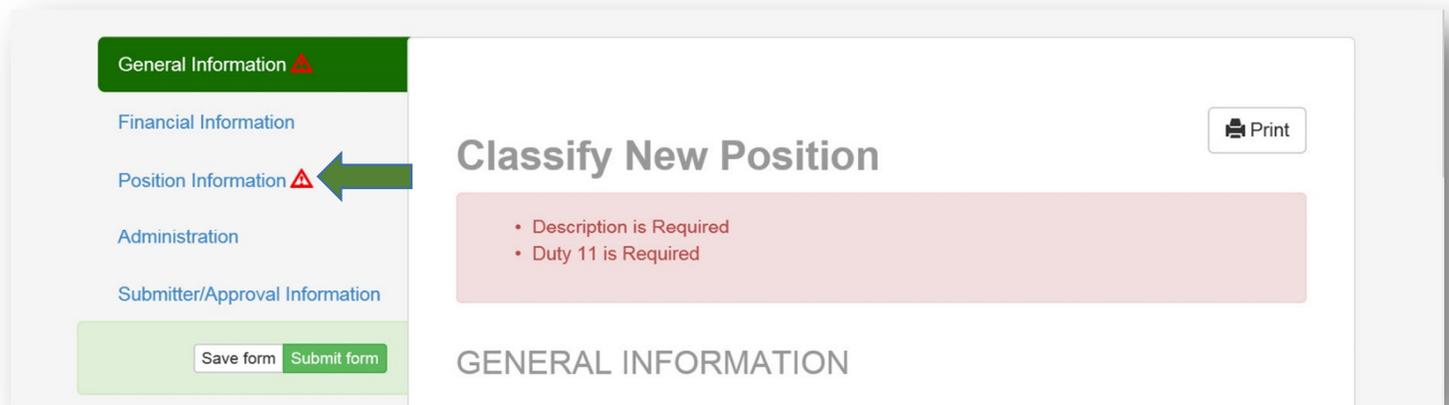
- The toolbar on the right will remain throughout the flow of the form. Once the form is activated, you will have a navigation toolbar on the left. You can skip from page to page by clicking each heading.

A screenshot of the 'Classify New Position' form. At the top left is the UAB logo and 'THE UNIVERSITY OF ALABAMA AT BIRMINGHAM'. At the top right is a toolbar with 'Neenahil - Logout', 'Home', 'My Forms', 'Faq', and 'Help'. On the left side, there is a navigation menu with 'General Information' (highlighted in green), 'Financial Information', 'Position Information', 'Administration', and 'Submitter/Approval Information'. At the bottom of this menu are 'Save form' and 'Submit form' buttons. The main content area has the title 'Classify New Position' and a 'Print' button. Below the title is the section 'GENERAL INFORMATION' and a green heading 'COMPENSATION REQUEST/RATIONALE/JUSTIFICATION FOR CHANGE'. There is a 'Description' label with a red asterisk and an empty text input box.

- Use the Save Form button to save the form and return at a later time.
- Use the Submit Form button after you have entered all required information.

Error Messages

If you click the submit form button before completing all required fields, you will receive error messages plus your page navigation toolbar will have an error icon indicating which pages contain missing data. Click the page heading to navigate to each page.



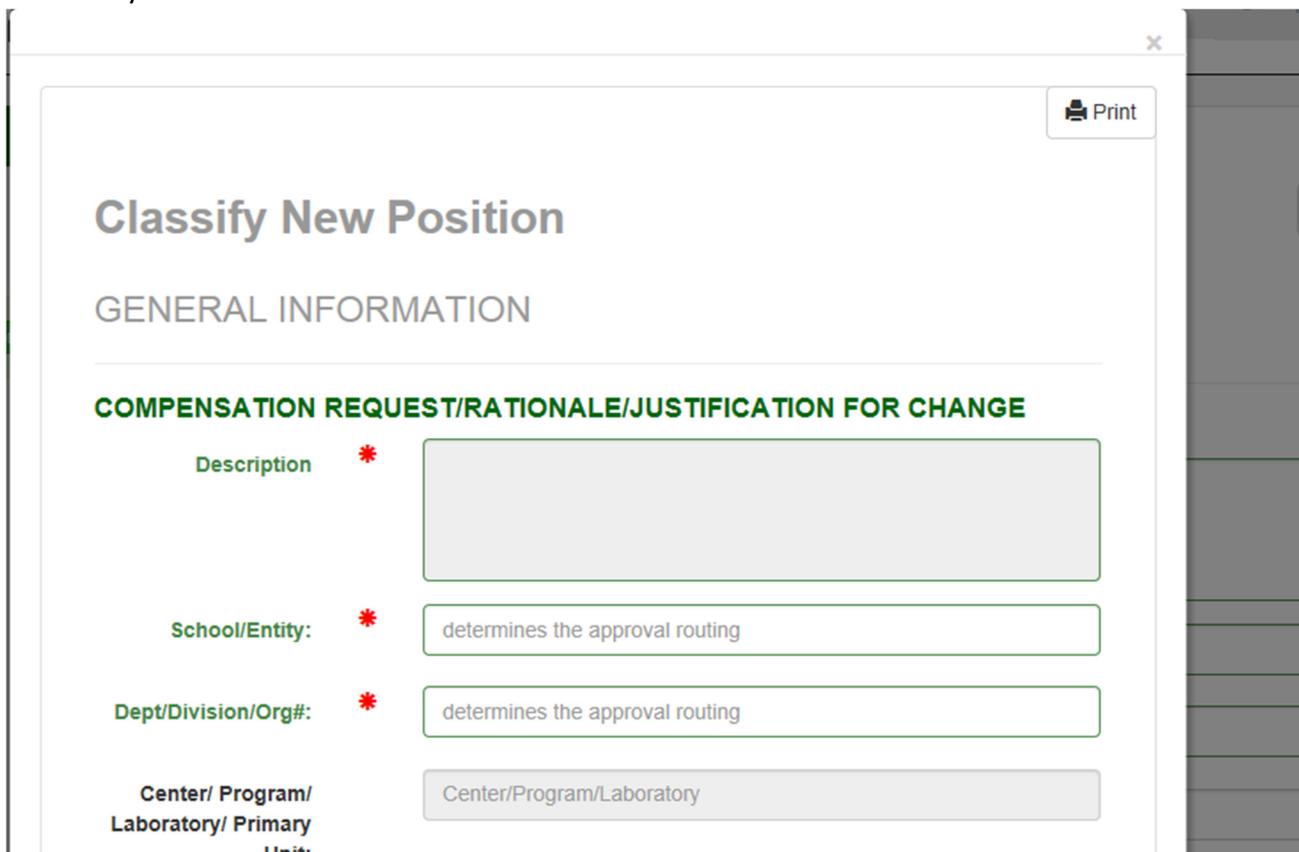
The screenshot shows the 'Classify New Position' form. On the left is a navigation menu with items: General Information (highlighted in green), Financial Information, Position Information (with a red error triangle and a green arrow pointing to it), Administration, and Submitter/Approval Information. Below the menu are 'Save form' and 'Submit form' buttons. The main content area has a 'Print' button in the top right. A red error box contains the following messages:

- Description is Required
- Duty 11 is Required

Below the error box, the heading 'GENERAL INFORMATION' is visible.

Print

The Print Button is located to the top right of each page of the form. You may print the form at any stage of data entry.



The screenshot shows the 'Classify New Position' form in a print window. The 'Print' button is in the top right corner. The form content includes the heading 'Classify New Position' and 'GENERAL INFORMATION'. Below this is a section titled 'COMPENSATION REQUEST/RATIONALE/JUSTIFICATION FOR CHANGE' in green. The form fields are:

- Description ***: A large empty text area.
- School/Entity: ***: A text box containing 'determines the approval routing'.
- Dept/Division/Org#: ***: A text box containing 'determines the approval routing'.
- Center/ Program/ Laboratory/ Primary Unit:**: A text box containing 'Center/Program/Laboratory'.

Review the information in the print window and click Print.

Your Printer dialog box will open. Select the correct printer and click Print.

Automatic Lists

The information you select in the School/Entity and Dept/Division/Org# fields determines the approval routing for the form. **Please be sure to enter the correct information in these fields because the workflow route is dictated by these selections.**

Certain fields in this form contain automatic lists to select from. Once you select a school/entity, the dept/division/org# auto populates a list of departments specific to that school. To access this list, click into the department field and type the % symbol to review all options.

The School/Entity and Org# fields are dependant fields. You must enter the School/Entity first. The Org# field list will populate with options only for the school/entity you selected.

Remember accuracy is very important in this step to guarantee proper routing of the form.

The screenshot shows a web form with several fields. The 'School/Entity' field is set to 'academic Joint Departments'. The 'Dept/Division/Org#' field is open, showing a list of departments. A green callout box points to the 'School/Entity' field with the text 'Select the school or division making this request'. The 'PREPARER INFO' section includes fields for Name/Blazer ID, Email, Phone, and Job Title, all marked with a red asterisk. The list of departments includes: Academic Joint Departments, Athletics, College of Arts and Sciences, General Administration, Health System Administration, Hospital Agency Funds, Provost - Academic Affairs, Provost - Administration & Quality Improvement, School of Arts and Humanities, School of Nat Sciences and Math, School of Social and Behavioral Sciences, University Agency Funds, and VP Development, Alumni & Ext Relations.

School/Entity: *	academic Joint Departments	Select the school or division making this request
Dept/Division/Org#: *	Academic Joint Departments Athletics College of Arts and Sciences General Administration Health System Administration Hospital Agency Funds Provost - Academic Affairs Provost - Administration & Quality Improvement School of Arts and Humanities School of Nat Sciences and Math School of Social and Behavioral Sciences University Agency Funds VP Development, Alumni & Ext Relations	
Center/ Program/ Laboratory/ Primary Unit:		
PREPARER INFO:		
Name/Blazer ID: *		
Email: *		
Phone: *		
Job Title: *		

Add Another

The GL Code/PTAO identifies the specific account numbers (GL or PTAO) to be used to fund the salary for the position.

Some fields have the option to “Add Another” field. Click the Add Another button and the option to delete the second field will be active with the orange X to the right. Use the black X in the field to delete the text you have entered. (This may vary with different versions of browsers).

LABOR SOURCE(S):

GL Code/PTAO:	*	<input type="text" value="1234"/>	×	×
Assignment Salary:	*	<input type="text"/>		
Budget Year:	*	<input type="text"/>		
GL Code/PTAO:	*	<input type="text" value="(Project, Task, Award, Organization)"/>	×	×
Assignment Salary:	*	<input type="text"/>		
Budget Year:	*	<input type="text"/>		

[Add Another Labor Source](#)

Another example of “Add Another” and autofill lists is the License field.

License:

<input type="text" value="Rn"/>	×	×
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[Add Another License](#)

Calendars

Fields that request dates have an automatic calendar. Use the arrows at the top to navigate by month.

Use the Prev and Next button at the bottom of each form page to navigate between pages.

FTE Committee Approval Date (Hospital only):

02/03/2015

< February 2015 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

prev next

Job Code/Title

Under Position Information the Job Code/Title field auto populates based on the School and Org # selected under the General Information. Use the drop down arrow to select the job code/title. If it is not listed, select Other.

You must enter details in the text box if you select other.

Job Code/Title: *

Please enter Other Job Code/Grade/FLSA/Job Family

Grade:

FLSA:

Job Family

Hiring Manager

The Hiring Manager field is a look up field pulling from Oracle. This field is mainly used for the recruiting process. This will be the individual that is considered the point of contact for the recruiter working on this requisition. Use the position reports to field to enter the supervisor for the position.

Click Find.

Hiring Manager: *

Type the name of the hiring manager in the search box and press enter on the keyboard. Double click the correct manager and the form will display your selection.

Find Employee ✕

Show entries Search: ✕

First Name	Last Name	Org	Department	Job Title	Employee #
Rahul	Gaini	PSYCHOLOGY	COLLEGE OF ARTS & SCIENCES ADMIN	Research Assistant	1075575
Rahul	Kalyankar	CIVIL, CONSTRUCTION & ENVIRONMENTAL EGR	SCHOOL OF ENGINEERING	Graduate Research Assistant	1040922
Rahul	Thadani	HRM DATA SYSTEMS	VPFAA-HUMAN RESOURCES	DIR-HR INFORMATION SYSTEMS	1004321

Showing 1 to 3 of 3 entries First Previous **1** Next Last

Knowledge, Skills & Abilities

Click the link to view options you can use in this field. If you wish to use any of the suggestions, highlight the text, right click and select copy.

Click the X in the top right corner of the suggestion box to close the box and return to the form.

Click in the field on the form, right click and click paste.

The image shows a screenshot of a web form titled "Knowledge, Skills & Abilities". A suggestion box is open, displaying a list of skills and abilities. A context menu is open over the text "Ability to distinguish colors", with "Copy" selected. The suggestion box has a close button (X) in the top right corner. The background shows parts of the form, including a "Sub" button and various text fields.

Ability to distinguish colors

Ability to persuade people

Ability to drive with no more than two (2) moving violations per year

Ability to use filing systems

Ability to understand financial aspects

Ability to use office machines including printers, computers and various software packages

Ability to generate ideas, creative programs and new activities

Ability to be able to comprehend written and oral instruction

Ability to be able to proof and perform minor editing of routine office correspondence

Ability to understand topics

Ability to maintain Hyperbaric Oxygen Chambers

Ability to design and manage interventions and evaluate performances

Ability to translate between the identified language and English

Ability to type 20 WPM

Ability to type 30 WPM

Ability to type 40 WPM

Ability to type 60 WPM

Ability to understand and commit to the congregation's vital mission in fostering wellness in communities

Ability to understand and communicate the concepts of inter-relatedness of body, mind and spirit to health and wellness

Ability to use personal computer and related software

Ability to work as part of a team

Ability to work independently

Analytical skills

Conflict resolution skills

Electronic database searching skills

Interpersonal skills

Knowledge and clinical competence in nursing care, knowledge and skills

Knowledge and experience in healthcare

Knowledge of billing and collections

Knowledge of cost accounting and budget systems

Attachments

You may add up to three attachments with a total size limit of 3MG. If you exceed this limit, please zip the files and attach the zipped document.

Click Upload Attachment.

Attachment and Approvers

Attachments:

Click Browse and navigate to your file and click open.

X
^

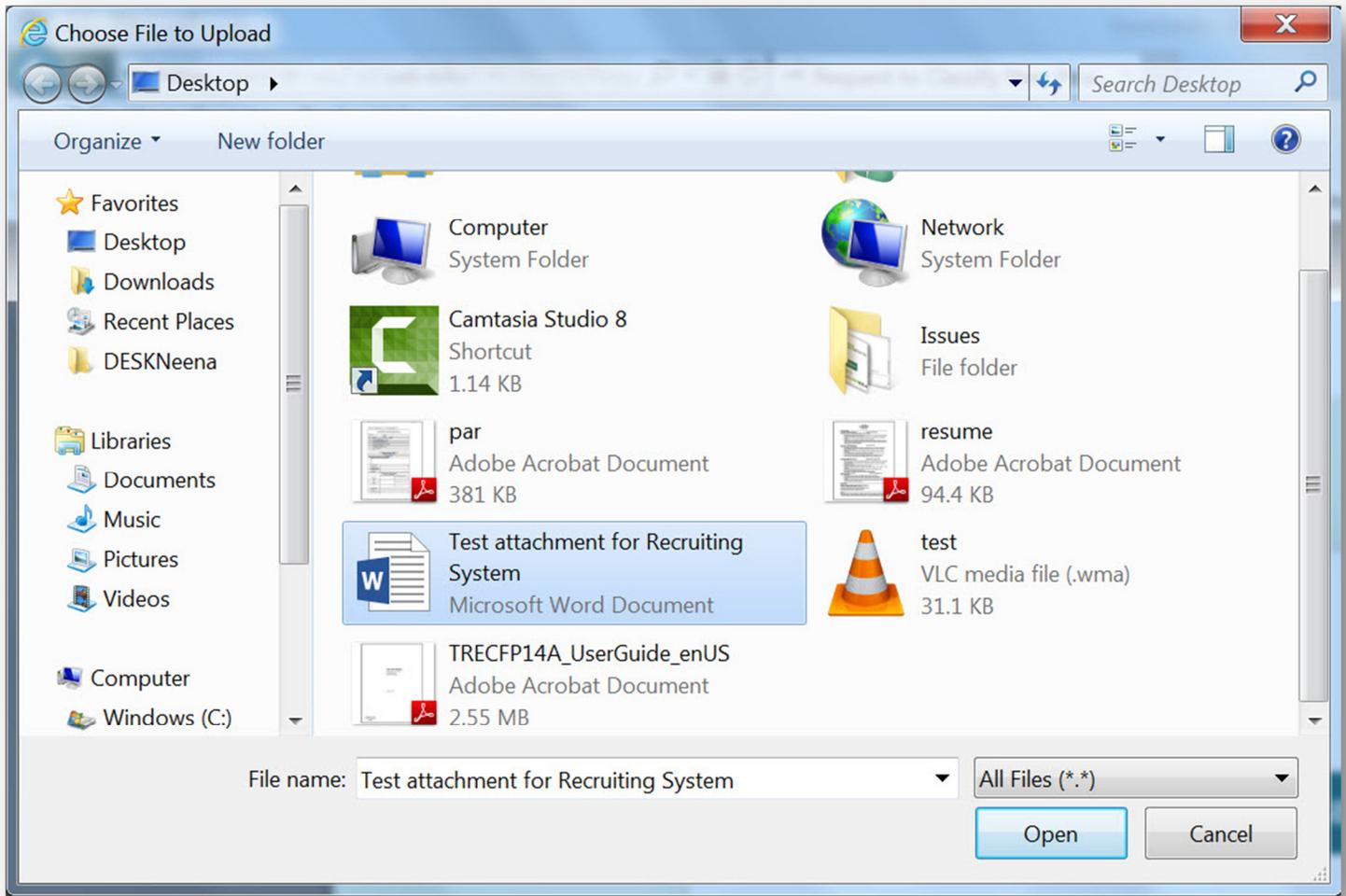
Select a maximum of 3 files, if you have already uploaded some files with this form they will be replaced by these, Max size 1MB.

Select File 1

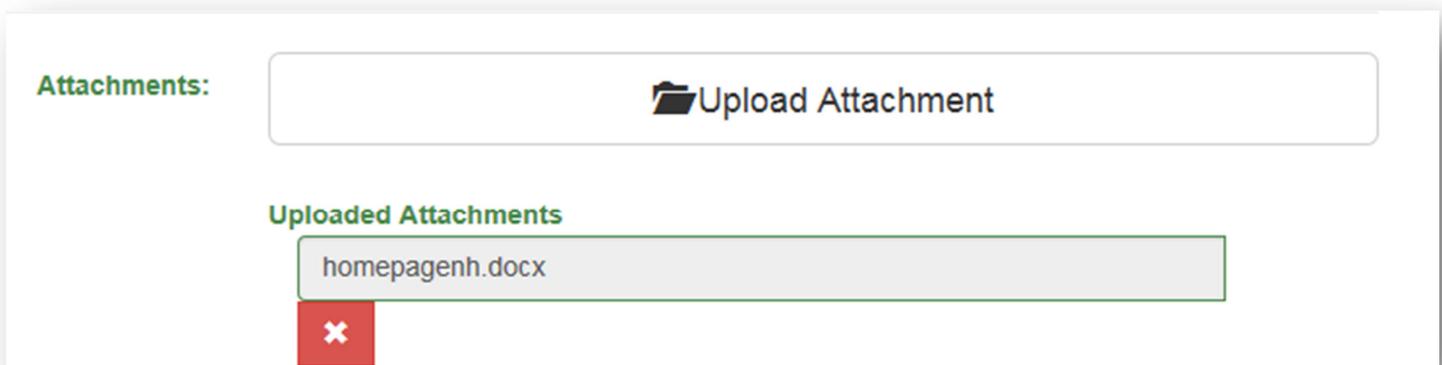
Select File 2

Select File 3

^
v



Use the red X on the form to delete attachments you may have added by mistake.



Please note that files will need to be reattached if you save this form. If a document is rejected and you have to resubmit, attachments will need to be added to the form again.

Additional Approvers

Additional Approvers may be added to the form. **The Blazerid should be the Blazerid of the individual you are adding to the list of approvers and should not be someone already in the approval flow associated with the school/entity and org# you selected and this should not be your Blazerid.** Use the Find button to search for the individual and select the person. This will enter the blazerid into the field.

The system will route the document to the added approvers first and then follow the existing workflow.

Additional Approver:

Find



Add Approver

Save/Submit Form

Scroll through the form and enter all information that is required and more if available. Please be as detailed as possible. If you have finished entering information, click submit form on the navigation toolbar to the left or click Save form to finish at a later time.

To check the Status of the Form, click the My Forms drop down on the toolbar at the top right. Click My Saved or My Submitted forms.

Saved Forms

Show entries Search:

Form	Created By	Created	Name
	UAB\ladgsharepoint	1/16/2015 9:03:54 PM	UABCRFFRRRequestNeenahil-2015-01-16T15_03_52.8330925-06_00newCRF.xml

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Submitted Forms

Show entries

Search:

Form 	Submitted By	Created	Additional Info	Approval Notes	Approval Status
	UAB\ladgsharepoint	1/14/2015 9:44:37 PM	Org: 114302000 Doc # 10717	Waiting on Approval from Compensation	Pending
	UAB\ladgsharepoint	1/14/2015 9:37:11 PM	Org: 114302000 Doc # 10712	Waiting on Approval from Compensation	Pending
	UAB\ladgsharepoint	1/14/2015 9:25:27 PM	Org: 114302000 Doc # 10709	Waiting on Approval from Compensation	Pending

Showing 1 to 3 of 3 entries

First Previous Next Last