To: ITS Managers and Directors  

All,

In February, ITS Finance announced the launch of the ITS Finance & Business Administration website where you can easily find recent communications, reference guides and various request forms. I'm writing to make you aware of two new resources that can be found on the web site.

The first is the ITS Personnel Change Request form. Filling out this form will allow you to request new staff or contingent workers, or to change the status of existing staff / contingent workers. The new form will allow us to ensure that these changes are captured correctly and consistently in the impacted systems and will improve our ability to manage to our budget. This personnel form must be submitted and approved before any requests for new or changing resources may proceed in Workday, STARS or Fieldglass. Please be sure to complete forms in full, as incomplete information will delay the processing of your request.

The second new resource is a help guide titled Request Extension Contingent Worker Workday, which explains the new Workday process for extending contingent workers.

Should you require assistance with the ITS Personnel Change Request, please contact Joe Gillick in ITS Business Administration. For assistance related to Workday or Stars, please contact the Employee Service Center.

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