

# Attention Dynamic Form Users!



We are making great progress with the dynamic forms. However, there are still a few areas that need improvement. By following the tips and reminders below, your PARFs will be processed in a timely manner.

## **Incorrect T#s**

We continue to have issues with the T#s.

**Important:** If you enter a T#, and it DOES NOT find a match and therefore DOES NOT auto-populate the First and Last name fields, you MUST remove the T#.

## **Incorrect email address**

Please make sure that you are using the correct email address for the appointee or the approver.

**All graduate assistants must have the student email address** on the dynamic form. Otherwise, the students will not be able to sign it.

## **Persons having login or signing issues**

Note that any person having issues can always login directly to Dynamic Forms (DF) via the direct link – [www.tnstate.edu/dynamicforms](http://www.tnstate.edu/dynamicforms) -- (instead of through the email that they received) and click “My Forms” and “Pending/Draft Forms” and view and sign any form that is queued for them.

\*The above link is also accessible by clicking “Access” at the top of TSU’s homepage and finding the Dynamic Forms button on that webpage.

If persons continue to have problems logging in or signing a form, direct them to follow these steps -- <http://www.tnstate.edu/dfhelp>.

### **Summer Appointment Form changes**

This form has been updated to include the **summer appointment position number** in the teaching and research section of the form. **Note:** if you already submitted the form previously with the summer position number in Special Conditions, the PARF will still be processed.

The **addendums** for the summer appointments are in PDF and will have to be attached to the dynamic form.

### **Forms returned for correction**

Only the Requestor can make corrections to the dynamic form. So, if the form gets returned to the employee as “Department Head” or to them as “Project Supervisor” ....they will not be able to make edits to the form. They will have to “return it for revisions” to the Requestor. Once it is returned to the Requestor, that person will be able to make edits, including deleting or adding file uploads (attachments) to it.

When a correction is made, the Requestor must write CORRECTION Under Special Conditions and indicate the reason for the correction. For example, *CORRECTION – Start and end date revised*.

### **Budget revisions**

**Temporary contracts require a budget revision.** If it is not attached to the PARF, it will be returned.

### **Reminders:**

- Temporary contracts and GA contracts **cannot** cross fiscal years.

- ESP requests **cannot** cross fiscal years.
- The ESP must be signed by the Division Head before the work can begin. Otherwise, late ESPs require Dr. Glover's signature.
- Temporary contracts require the total hours per week. This is used to determine **Affordable Care Act (ACA) eligibility**.
- ESP forms require an ESP position number. Please contact Budget if you do not your department's ESP position number.

**Need help submitting a form for your department?** Please go to <https://www.tnstate.edu/training/dynamicforms.aspx> to view the training videos.

If you still have questions, please contact Elaine Driver at [edriver2@tnstate.edu](mailto:edriver2@tnstate.edu) or # 5293.

Office of Human Resources

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