**SOM - Personnel Matters Report (PMR) Process**

**HCM Data Entry Requirements for Faculty and University Staff**

- Comments are required for all *Hire/Rehire/Transfer* transactions
  - If a search was conducted, the following coding must be included in the comments:
    - **CHRREQ** (add requisition number here) (Example: **CHRREQ12345**)
  
  **OR**

- If an individual was hired via an appointment type 1 or 2, the following coding must be included in the comments:
  - For appointment type 1 - **CHRAPPT1** and **CHRREQ** (add requisition number here) as noted above to indicate the requisition the employee is being appointed from. Both codes must be included with a space entered in between the codes. (Example: **CHRAPPT1 CHRREQ12345**)
  - For appointment type 2 - **CHRAPPT2**

  *The codes must be typed exactly as they appear (no spaces)*

- Comments are now required for all late entries. Late entries are considered anything entered/approved in HCM once the monthly payroll starts to run.
  Please be sure to type in the appropriate code **AND** the phrase *exactly* as it appears below:
  - **CHL8DEPT**: Late submission from department/unit
  - **CHL8PERS**: Last minute personnel change
  - **CHL8APPR**: Approval received late
  - **CHL8DATE**: Change in start date
  - **CHL8CENSUS**: Census date

  *The codes must be typed exactly as they appear (no spaces)*

Transactions with incorrect or missing comments **will be** pushed back for correction.

SOM Faculty Affairs will maintain all faculty letters of offer. SOM HR will submit copies of all University Staff letters of offer to Central HR. Please do not send copies to them.