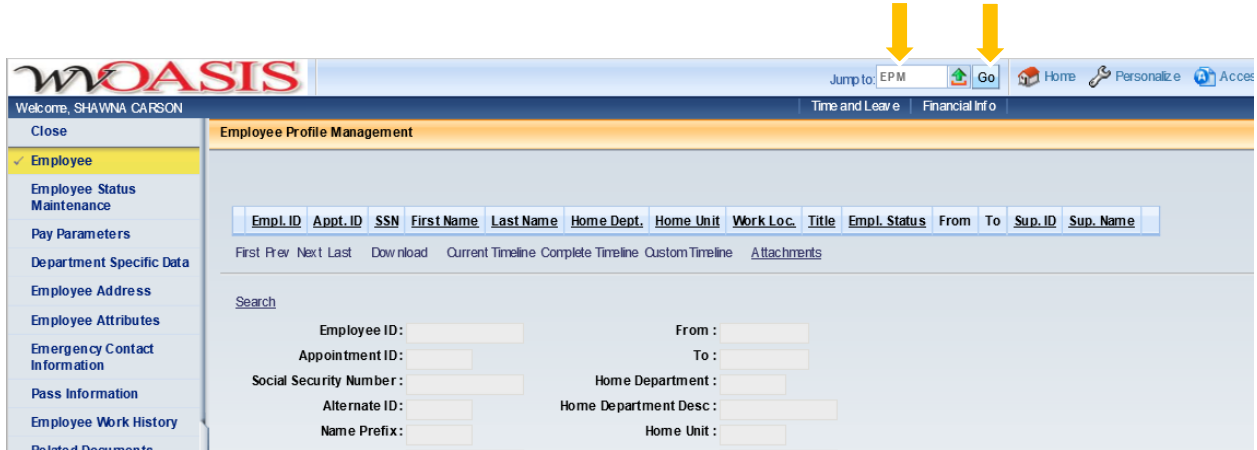


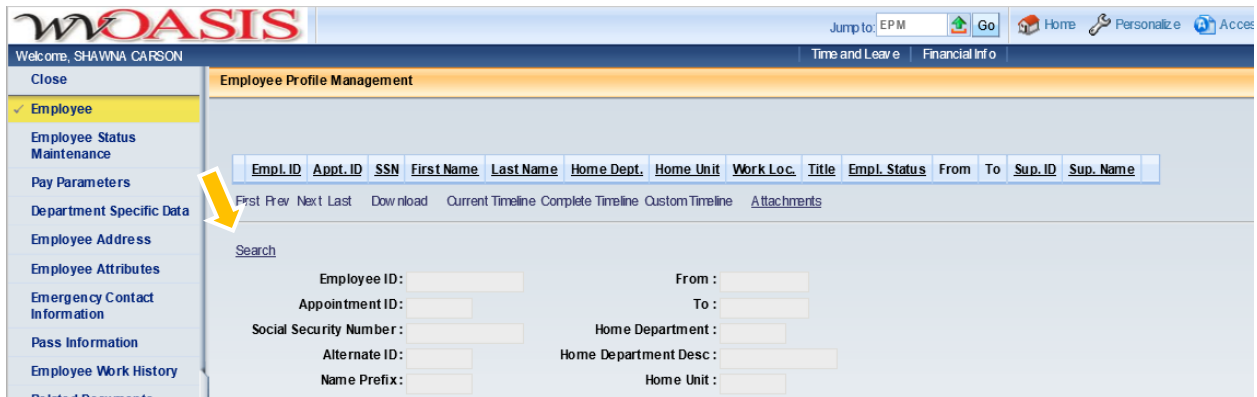
How to process a DEPTD document

First, you will need to go to the Jump to field in OASIS and type EPM and click Go

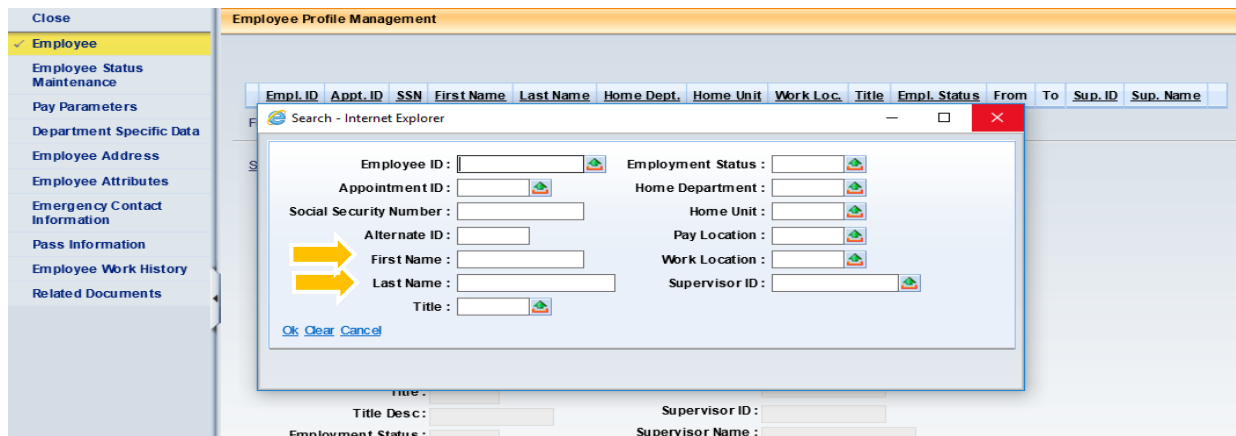
Please remember to turn on CAPS lock as everything must be in capital letters



If a search box doesn't pop up, click on Search



You will now see a search box pop up. You simply need to enter the first name and last name of the employee you are searching for and hit enter.



This will bring up the employee and their information. You will now need to click Department Specific Data on the left-hand side.

MOASIS Employee Profile Management

Welcome, SHAWNA CARSON

Time and Leave Financial Info

Close

- Employee
- Employee Status Maintenance
- Pay Parameters
- Department Specific Data**
- Employee Address
- Employee Attributes
- Emergency Contact Information
- Pass Information
- Employee Work History
- Related Documents

Current Timeline

Empl. ID	Appt. ID	SSN	First Name	Last Name	Home Dept.	Home Unit	Work Loc.	Title	Empl. Status	From	To	Sup. ID	Sup. Name
0000001392		***-**-7301	SHAWNA	CARSON	0608	ADMN	6711	07985N A	A	02/16/2019	12/31/9999	0000001047	DARNELL, APRIL M

First Prev Next Last [Download](#) [Current Timeline](#) [Complete Timeline](#) [Custom Timeline](#) [Attachments](#)

Search

Employee ID: 0000001392 From: 02/16/2019

Appointment ID: To: 12/31/9999

Social Security Number: ***-**-7301 Home Department: 0608

Alternate ID: Home Department Desc: CORRECTIONS

Name Prefix: Home Unit: A DMN

First Name: SHAWNA Home Unit Desc: A dmn. Office

Middle Name: M Pay Location: 6711

You will now be on the Department Specific Data Screen. At the bottom, you will need to click on Modify Department Specific Data

Employee Profile Management

Employee ID: 0000001392 Name : CARSON, SHAWNA M

Appointment ID:

Current Timeline

Department Action	Department Action Reason	Home Department	Home Unit	Pay Location	Work Location
SUPT		0608	ADMN	6711	6711

First Prev Next Last [Download](#) [Current Timeline](#) [Complete Timeline](#) [Custom Timeline](#) [Attachments](#)

Search

General Information

Employment Information

Traveler Information

[Top](#)

[Create Department Specific Data](#) [Modify Department Specific Data](#)

You now have started a transaction. Write down your DEPTD ID number as this is what you will use to track the progress of the transaction

The screenshot shows the MOASIS system interface. At the top, there is a navigation bar with the MOASIS logo and a 'Jump to: EPM' dropdown. Below this is a header bar with 'Welcome, SHAWNA CARSON' and 'Time and Leave | Financial Info'. The main header area contains 'Department Specific Data(DEPTD)' with fields for 'Dept: 0608', 'ID: 03101900000000017923', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. A yellow arrow points to the 'ID' field. Below the header is a 'Header' section with 'Action: No Action Update Delete'. The 'General Information' tab is selected, showing fields for '*Employee ID: 000001392', 'Appointment ID:', 'Name: CARSON SHAWNA M', 'Home Department: 0608', '*Home Unit: ADMN', and 'Home Unit Desc: A dmin. Office'. On the right side, there are fields for '*From: 02/16/2019', 'To: 12/31/9999', '*Department Action: SUPTI', 'Department Action Desc: SUPTI SD UPDT', 'Department Action Reason:', and 'Department Action Reason Desc:'.

Your From date, will always be the **the date the employee started** for a new employee.

For an existing employee that you are making a supervisor change, it will always be the **first day of the closest pay period no exceptions!**

Department Action will **always** be **SUPTI** which is for supervisor.

This screenshot is identical to the one above, but with two yellow arrows pointing to the '*From: 02/16/2019' and '*Department Action: SUPTI' fields.

You will need click on the Employment Information Tab to change the supervisor

WOASIS
Jump to: EPM Go Home Personal
Welcome, SHAWNA CARSON
Time and Leave Financial Info
Department Specific Data(DEPTD) Dept: 0608 ID: 0310190000000017923 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/10/2019

Header
Action: No Action Update Delete

General Information Employment Information Traveler Information

*Employee ID: 000001392 From: 02/16/2019
Appointment ID: To: 12/31/9999
Name: CARSON, SHAWNA M *Department Action: SUPTI
Home Department: 0608 Department Action Desc: SUPTI SD UPDT
*Home Unit: ADMN Department Action Reason:
Home Unit Desc: A dmin. Office Department Action Reason Desc:

On this tab you will change only a few things. First the seniority date will be the first date they began employment within your department. (Example, 0606, 0608, 0619, 0623). If a date already exists and they are coming from an outside agency, you will change it to the date they became effective within your department. You will always enter the Work Cycle as 7DAY BIWEEKLY and only enter the Supervisors name, the timekeeper will be left blank


WOASIS
Jump to: EPM Go Home Personal Accessibility App Help About
Welcome, SHAWNA CARSON
Time and Leave Financial Info
Department Specific Data(DEPTD) Dept: 0608 ID: 0310190000000017923 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/10/2019

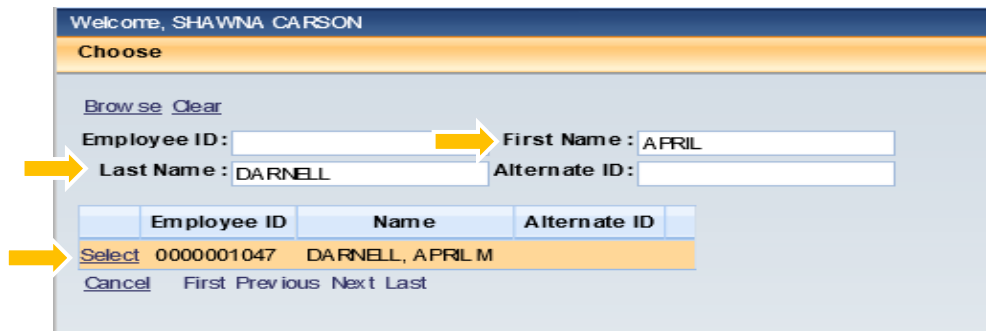
Header
Action: No Action Update Delete

General Information Employment Information Traveler Information

*Pay Location: 6711 Department Specific ID:
Pay Location Desc: NO LESSEE ENTER Work Cycle: 7DAY
*Work Location: 6711 Work Cycle Desc: 7 DAY BIWEEKLY
Work Location Desc: NO LESSEE ENTER *Supervisor ID: 000001047
Seniority Date: 08/06/2016 Supervisor Name: DARNELL, A PRL M
Seniority Number: Supervisor Appointment ID:
Time Keeper ID:
Time Keeper Name:

Save Undo
Copy Validate Submit Discard Print Processing Workflow File Close

Click on the  beside the Supervisor ID box which will bring up a search box. Enter the Supervisor's first and last name and it should bring them up. Click select by the one you want to choose

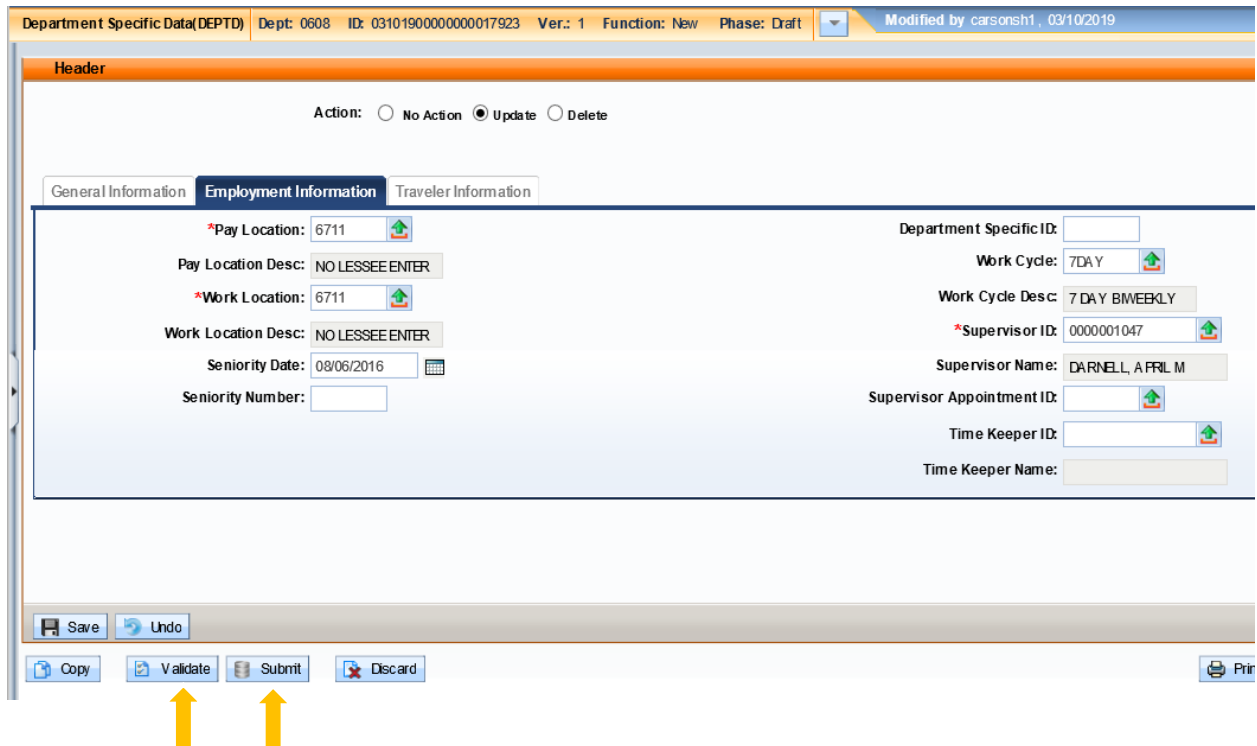


Employee ID: First Name: APRIL
Last Name: DARNELL Alternate ID:

Employee ID	Name	Alternate ID
Select 000001047	DARNELL, APRIL M	

Cancel First Previous Next Last

Once you click select it will take you back to the Employee Information Tab. You are now ready to validate and submit the document for DAS to approve



Department Specific Data(DEPTD) Dept: 0608 ID: 0310190000000017923 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/10/2019

Action: No Action Update Delete

General Information **Employment Information** Traveler Information

*Pay Location: 6711 Department Specific ID:
Pay Location Desc: NO LESSEE ENTER Work Cycle: 7 DAY
*Work Location: 6711 Work Cycle Desc: 7 DAY BIWEEKLY
Work Location Desc: NO LESSEE ENTER *Supervisor ID: 000001047
Seniority Date: 08/06/2016 Supervisor Name: DARNELL, APRIL M
Seniority Number: Supervisor Appointment ID:
Time Keeper ID:
Time Keeper Name:

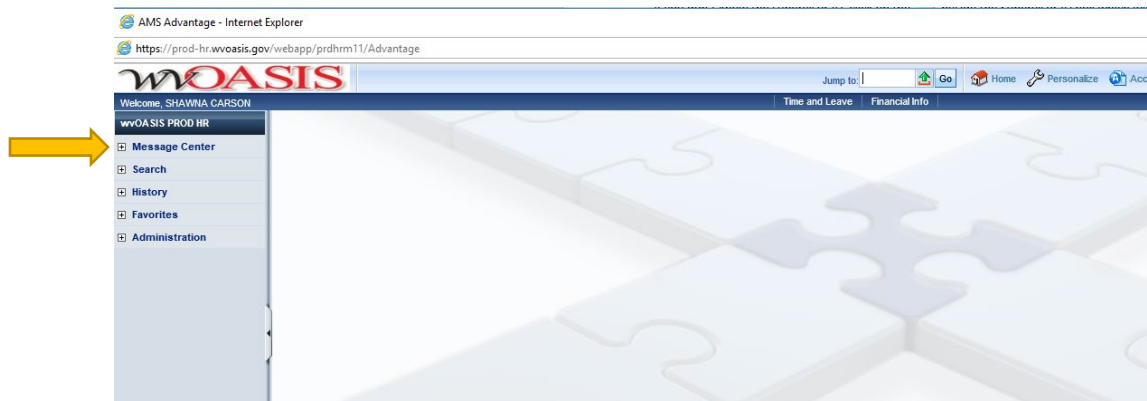
Save Undo
Copy Validate Submit Discard Print

Once you have validated and there are no errors, click submit and you are finished. You can click close in the bottom right-hand corner. And you are ready to search another employee.

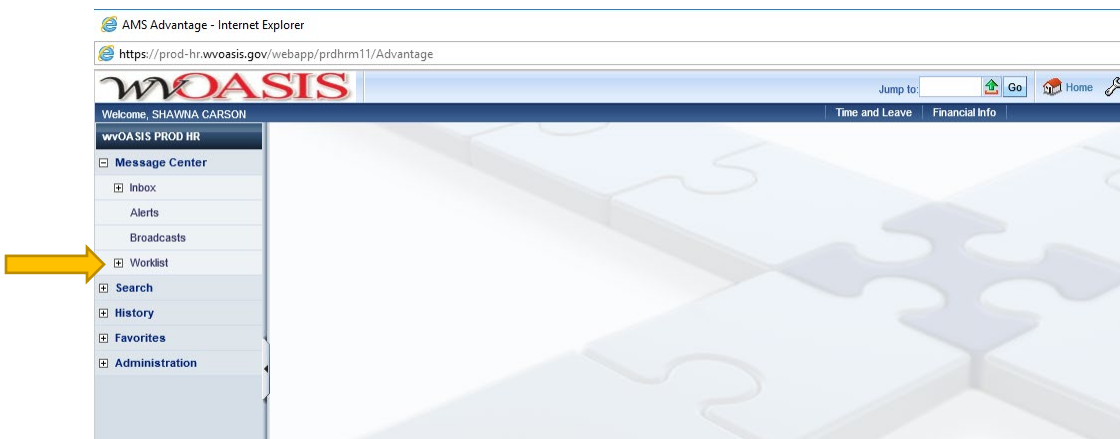


Save Undo
Copy Validate Submit Discard Print Processing Workflow File Close

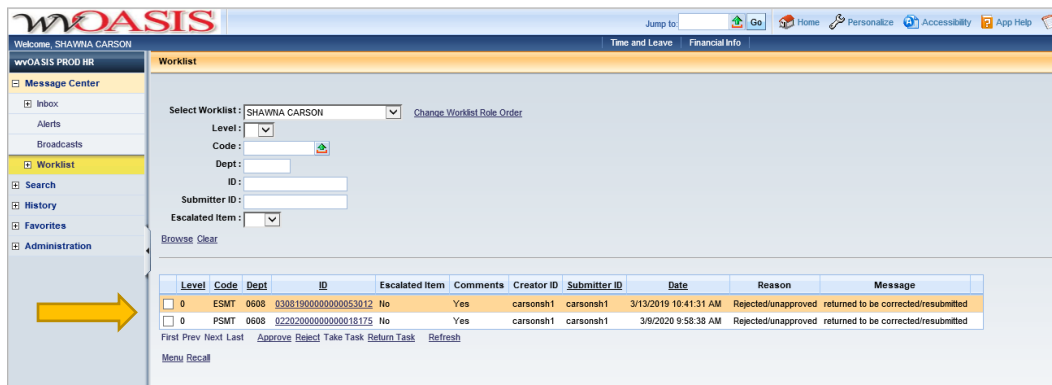
Please be sure you are monitoring your worklist daily so that if something has been rejected back to you for correction, you will see it. To access your worklist, from the home screen in Oasis, you will click on the plus sign beside Message Center (see below)



Then you will need to click on your worklist (see below)



Once you have clicked on the worklist, it will bring you to anything pending in your worklist (see below)



This is where you will see anything that needs your attention.