



HRMIS: CREATING CONTRACT AMENDMENTS-REQUEST

There are two (2) parts to this Form that MUST be completed: General & Amendment Details.

STEP 1: (General Tab) Make sure the required fields, highlighted & numbered in sequence, are executed.

Search to select employee (1)

Search your name, person creating this request (2)

Amendment Reason (3)

Amendment Type (4)

Date of MEMO (5)

Add Today's Date (6)

Note: Effective Date will be inserted by PSC if the request is Approved by the commission.

-DO NOT UPLOAD MEMO HERE.

-Memos must be uploaded on the second page of this form

Amendment Reason

- Change Of Position Title
- Educational Leave
- Passport / Vise Renewal
- Position Reclassification
- Post Conversion
- Promotion
- Relocation
- Replacement of Supervisor
- Retroactive

Note:

-If you are creating a request to change the employee's Last Name or other General/Personal information, then select **GENERAL**

-If requesting for Increments, Change of Status, Transfer, Demotion, Promotion...etc, then select **JOB POSITION**

Note:

If more than one (1) Type of Action. Please select multiple **Amendment Reasons or Type of Actions**, based on the Memo. Your selections must be check marked to be validated.

STEP 2: Select the (**Amendment Details Tab**) DO NOT CLICK the **Add** BUTTON YET.

Amendment Details (7)

Contract Amendment General

Employee Id: 211533
 Contract Number: RMIPSC1719
 Contract Start Date: March 25, 2019
 Employee Group: Majuro Regular Emp. Above 18k

Employee Name: WESLEY LOKEDAK
 Contract Type: Permanent
 Contract End Date:
 Organization Unit: NEO

Social Security Number: 04-211533
 Amendment No.: 683
 Job Title: ENERGY ANALYST



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STEP 3: Click the (EDITED ICON)

Contract Amendment
Amendment Details

General Amendment Details

Job Position Details

Job Title	Organization Name	Supervisor	Employee Group	Salary	Status
ENERGY ANALYST	NEO	BENJAMIN WAKEFIELD	Majuro Regular Emp. Above 18k	769.23076923077	Active

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More Job Positions

Job Title	Organization Name	Employee Group	Salary	User_Name	HrType	HrNumber	Effective Date
No Past Future Job Details Found							

STEP 4: Fill out appropriate fields, based on the MEMO. (In this case, this employee is changing title & salary)

Job/Position Details Amendment

General Earnings Allowances Bonuses

Employee Job Detail

Employee Name: WESLEY LOKEJAK

Employee ID: 211533

Social Security Number: 04-211533

Organization Unit Name: NEO

Sub-Unit Assignment:

Project:

Job Title: ENERGY ANALYST

Assignment Date: March 25, 2019

Relevant Job Experience in yrs: 0

Primary Activity:

Effective Date:

Assignment Type: Full-Time Part-Time

Government Service Credited

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Interact - Mozilla Firefox

54.244.175.68/rmi/includes/emailpicker/useremailaddress.php?PickerId ...

Job Search

Job Code: Job Title: ENERGY COORDINATOR Search Reset

Job Titles

Job Code	Job Title
NEO4	ENERGY COORDINATOR
FBPS39	Senior Budget Officer, Compact Fund
FBPS38	Senior Budget Officer, OIDA
FBPS37	Senior Budget Officer, General Fund
FBPS36	Budget Officer, General Fund/OIDA
MOHHS113	PERFORMANCE BASED BUDGET COORDINATOR (MoHHS)
MOHHS112	STAFF-HOME BOUND CARE
NRC06	CASUAL WORKER - NRC AGRICULTURAL PROJECT
MOHHS111	RADIOGRAPHER TECHNOLOGIST
MOHHS110	Quality Improvement & Compliance Manager
FBPS35	Compliance Specialist (SSA)
FBPS34	Social Worker Liaison (SSA)
FBPS33	Peer Recovery Specialist Trainer (SSA)
FBPS32	Compliance Program Lead (SSA)
FBPS31	Data Specialist (SSA)
CSO3	DCS - Planning and Administration
NIT07	Page Boy
FBPS30	FINANCIAL INSTITUTION SUPERVISION, MANAGER/ACCOUNTANT
MOHHS109	Procurement Supervisor
CSO2	DCS - Social Justice & Culture

Note:

-Click the search icon  to change Job Title.

-If you cannot find the Job Title or no match found, please contact PSC's HRMIS Administrators to execute this process, or skip and move on to complete the transaction. PSC verifies your request(s), and will create and change the Job Title before the final approval. **Contact:** rmihrmis@gmail.com



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If the Memo is requesting "Change of Status" from **Probation to Permanent** or **Permanent to Contract**, please follow the instructions below:

The screenshot shows the 'Contract Detail' form. Callout 10 points to the 'Employment Type' section, which has radio buttons for 'Permanent' (selected) and 'Contract'. Callout 11 points to the 'Contract Type' dropdown menu, which is currently set to 'Permanent'. Callout 12 points to the 'Contract Start Date' field, which is set to 09/13/2016. Callout 13 points to the 'Expiry Date' field, which is currently empty.

- Select
- Contract
- Expatriate Employment Contract
- Special Local Employment Contract
- Probation
- Permanent**
- Local Employee Contract-Seawall Project
- Local Head of Department Contract

Note:
 -If the Memo is requesting change of status to **Contract**, you must change **Employment Type** & **Contract Type**.

Note:
 -If the Status is changed to **Contract**, **DO NOT FORGET** to apply the **Contract Start Date & Expiry Date**.

Note:
 -DO NOT USE THIS SECTION WHEN EXTENDING CONTRACTS or applying CONTRACT EXTENSIONS.
 -ONLY USE THIS SECTION WHEN THE REQUEST IS FOR THE FOLLOWING ACTIONS:

- Change Of Status-Contract to Permanent
- Change Of Status-Permanent to Contract
- Change Of Status-Probation to Contract
- Change Of Status-Probation to Permanent



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Step 5: Salary Increment, Salary Adjustment, Salary Reclassification, Promotion, or Changing Salary & Grading, the following fields must be executed.

Pay Type, Salary, & Grade

Pay Type: Hourly Piece work Salary

Piecework Unit of Production Assigned to employee:

Piecework Unit:

Unit Production per Pay Period:

Grade: **14**

Annual Basic Salary Range: **21000 - 21000**

Annual Salary: **16**

Basic Salary: **Biweekly**

Weekly Pay:

Pay Rate Per Hour:

Daily Pay:

Personal Tax Exemption:

Work Unit Rate:

Calculate the hourly rate based on the Work Unit Rate: **15**

Step:

Normal Work Hours: **Biweekly**

Normal Work Hours Per Week: **Hours**

Normal Work Hours Per Day: **Hours**

Normal Shift:

Shifts:

Shift Start Date:

Shift End Date:

Note:

-You **MUST** manually type-in the annual salary without the comma (,) then **Press Enter**. This will automate and calculate the rest of the fields below the Annual Salary.

- Grade 11
- Select
- Grade 01
- Grade 02
- Grade 03
- Grade 04
- Grade 05
- Grade 06
- Grade 07
- Grade 08
- Grade 09
- Grade 10
- Grade 11**
- Grade 12
- Grade 13
- Grade 14
- Grade 15
- Grade 16
- Ungraded

- Select
- Select
- Step 01**
- Step 02
- Step 03
- Step 04
- Step 05
- Step Ungraded

STEP 6: Add/Upload the Memo here.

Supporting Documents Add New

View

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Note:

-You **MUST** add/upload the Memo with a legible title.

Example: MEMO-JOHN DOE SALARY INCREMENT

-You can add multiple files here.

-DO NOT ADD attachments here, or this frame:

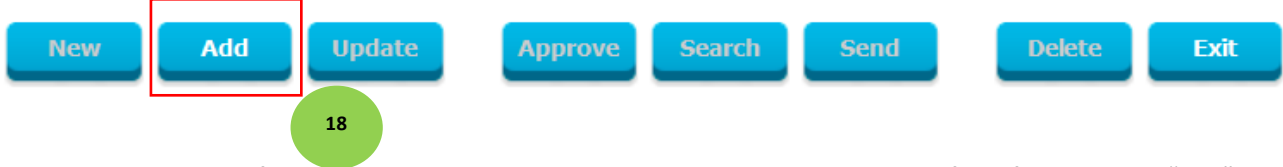
Supporting Documents

No file selected.



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Step 7: Click the “Add” button at the bottom of the form to complete the **Amendment Details**.



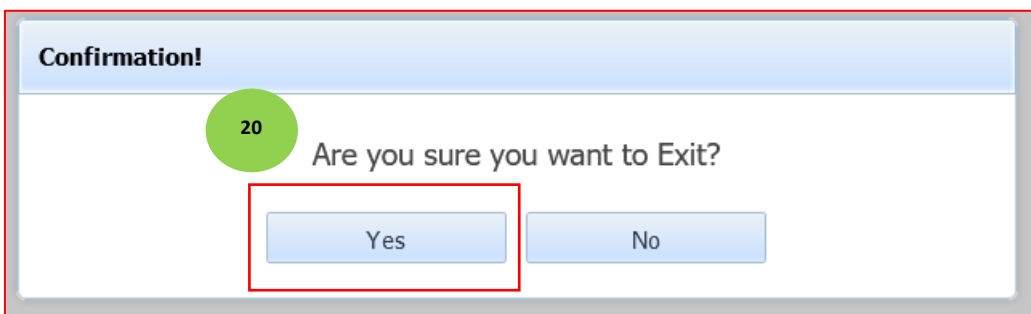
Wait until you get this confirmation message, then scroll back down to the bottom of the form to click “Exit”.



Step 8: Scroll back down to the bottom of the form to click “Exit”.



When this confirmation message pops up, select “Yes”





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Step 9: Click the **General** Tab to go back to the General details form.

Contract Amendment
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General Amendment Details

Job Position Details

Job Title	Organization Name	Supervisor	Employee Group	Salary	Status
ENERGY ANALYST	NEO	BENJAMIN WAKEFIELD	Majuro Regular Emp. Above 18k	769.23076923077	Active

Past Future Job Positions

Job Title	Organization Name	Employee Group	Salary	User_Name	HrType	HrNumber	Effective Date
No Past Future Job Details Found							

Step 10: Finally, once you've entered the **General** details, click the **Add** button at the bottom of this form to complete the task.

KAZUTOYO WASE Change Of Position Title 10/20/2020

Amendment HR Action Letter
Browse... No file selected.

Contract Officer Approval
-

HR Manager Approval
-

Employee Signature Date
-

Rejected By

Amendment Type
Job Position

Contract Officer Approved Date
-

HR Manager Approved Date
-

HR Department Representative Signature Date
-

Rejection Reason

Amendment Status
-

Position Number
-

Amendment Effective Date
10/21/2020

Employee Performance Review

Employee Performance Reviews

Review No	Review Date	Review Type	Status
No Performance Reviews Found			

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Click **Add** to complete the task

New **Add** Update Approve Reject Send Delete Exit

KOMMOOL TATA!

Contact HRMIS Support: rmihrmis@gmail.com