

7.14 ACADEMIC REHIRE (AREH)

Overview

The procedures described in this section are for rehiring an employee for an academic position

When **not** to use the AREH bundle:

- If you re-hiring a student in an academic title, use the AURH bundle. Note: There is a separate DCD used for Student Academic Rehire
- If you are re-hiring a student in an academic title that holds another appointment, use the ADDL bundle.
- If you are recalling a faculty member who has an emeritus designation use the Academic Recall (ARCL) Bundle.

Policy Summary

A rehire in an academic title is the result of the academic review process established for the title. The policies for rehiring in an academic title are the same as the policies for hiring in an academic title. (See Section on Academic Hires.)

Before you Start

1. Obtain required approval (e.g. Offer Letter) to perform the payroll/personnel action. Refer to the academic personnel Delegation of Authority Chart:
<http://apo.ucsc.edu/delegation-of-authority-chart/index.html>
2. Work with the employee to complete the following forms:

- Employment Eligibility Verification form (I-9), with attachments. New I-9 is not required if the employee completed this form for UCSC employment within the last 3 years. Verify previous I-9 date in the EDB.
- The Oath/Patent is valid for 1 year from the date signed. If the signature date on the original Oath is over 1 year old, a new Oath must be signed. The Oath/Patent must be signed and witnessed on or before the first date of service*. No alterations may be made to this form.

*First date of service may be different than hire date (e.g., 7/1-6/30 pay dates, 9/20-6/19 service dates.)

- Benefits Eligibility Level Indicator (BELI) form (UPAY 726)
- Demographic Data Transmittal form (U5605); applicable only if there has been a change to any of the fields.

3. Have the employee complete relevant fields of the Academic Initial Hire/Rehire Data Collection Document.
4. Prepare information for on-line entry. In the case of rehires of intercampus transfers send all collected information to Payroll for on-line entry.

Data Entry

Enter data for rehiring an employee for an academic position via the AREH bundle. This bundle contains the following functions:

EEID (Employee Identification)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

EPD2 (Employee Personal Data 2)

EPER (Personnel-Miscellaneous)

EAPP (Appointments/Distributions-Condensed)

XTAX (Tax Information)

EALN (Alien Information)

EACD (Academic Service)

EHON (Academic Honors)

Accessing the AREH Bundle

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **AREH** and press **Enter**.

The EEID function is displayed.

Completing the EEID Function

THE EEID (EMPLOYEE IDENTIFICATION) FUNCTION

The screenshot shows a terminal window titled "TN3270 - uccmvsvb to host uccmvsvb.ucop.edu". The window contains the following text:

```

Session Edit Commands Settings Help
PPEEID0-E0943          SCT EDB Entry/Update   AREH 10/14/95 15:33:02
                        Employee Identification      Userid: SCACPLJW

Employee ID      : 650000903
SSN              : 650000903
                  650-00-0903

First Name      : _____
Middle Name     : _____
Last Name       : _____
Suffix         : _____
Result          : REHIRE, LECTURER DEMO
                  REHIRE, LECTURER DEMO

Date of Birth    : 111065
Intercampus Transfer: _

Next Func: ____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F:           9-Jump          11-NextFunc
    
```

Notes and Tips

- Enter the Employee ID number and press **Enter** to range/value. The SSN, Result, and Date of Birth fields are derived from the Employee Data Base and will automatically fill in.
- For rehires, review all data displayed from previous record and change only those fields that need to be updated.
- Use F1 Help for field-level or screen-level on-line help.

The EEID Procedure

1. Enter data in the following field and press **Enter** to range/value:

Employee ID	Nine-digit identification number.
-------------	-----------------------------------

The following fields will derive from the Employee Data Base:

SSN	System derived.
First Name	Employee's first name.
Middle Name	Employee's middle initial or name, as it appears on the employee's Social Security card.
Last Name	Employee's last name. <i>The system will accept a maximum of 26 characters for all three names together.</i>
Suffix	If applicable. Any suffix to the employee's last name, such as Jr. or III. Do not include any degree information, such as MD or Ph.D., in the suffix field.
Result	Employee's name derived by the system.
Date of Birth	Employee's date of birth derived from the EDB.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

```

ucmvsbu.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPEADD0-E1302          SCT EDB Entry/Update          06/18/03 16:02:39
01/27/03 20:52:45     Employee Address Data          Userid: SCTRNG68
ID: 650000903 Name: REHIRE, LECTURER DEMO          SSN: 650-00-0903 Pri Pay: M0

Permanent Address Line 1: 2310 CHERRY ST
                  Line 2:
                  City: SOMERVILLE          State: MA Zip: 02144
Foreign Addr Ind:  _ Prov:          Country:  _
Postal Code:  _
Home Phone: 6178285488      Spouse Name:
Campus Release Codes - Perm Address:  _ Home Phone:  _ Spouse Name:  _
Employee Organization Disclosures - Perm Address:  _ Home Phone:  _

Campus Address Line 1:
                  Line 2:
                  City:          State:  _ Zip:  _
Campus Phone 1:          Phone 2:
Campus Room: 000476 Building:

Next Func:  _ ID:          Name:          SSN:

====>
F: 1-Help          3-PrevMenu 4-Print 5-Update
F:                9-Jump          12-Exit
    
```

Notes and Tips

- Review data and change only those fields that need to be updated.
- If the new address does not continue to Line 2, but the old address does, be sure to enter an asterisk (*) on Line 2 to delete the old information.

The EADD Procedure

1. Enter data in the following fields, as applicable:

Permanent Address	Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.
-------------------	---

Permanent Address	<p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters. Otherwise leave blank.</p> <p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind. Enter F if this is a foreign address.</p> <p>Prov. Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry. Foreign addresses only. Two-digit country code associated with the address.</p>
Postal Code	Foreign addresses only. Postal code associated with the address, if applicable
Home Phone	Enter home phone.
Spouse Name	Enter spouse name. (Optional)
Campus Release Codes	Enter 'N' or 'Y' according to the employee's selections on the Data Collection Document.
Employee Organization Disclosures	Enter 'N' or 'Y' according to the employee's selections on the Data Collection Document.

Campus Address	Leave blank.
Campus phone(s)	Leave blank.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 FUNCTION (EMPLOYEE PERSONAL DATA 1)

The screenshot shows a terminal window titled "uccmvsb.ucop.edu - TN3270/TN5250 Connection". The main display area contains the following text:

```

PPEPD10-E1450          SCT EDB Entry/Update          06/18/03 16:04:33
01/27/03 20:52:45      Employee Personal Data 1      Userid: SCTRNG68
ID: 650000903 Name: REHIRE, LECTURER DEMO      SSN: 650-00-0903 Pri Pay: M0

Date of Birth: 11065
Sex: M
Ethnic: E
Veteran Status Codes - Vietnam: M War/Campaign: _ Disability: M
Recently Separated Veteran Date: ____
Disabled Status: M
Citizenship: C
Student Status: 1 No. of Reg. Units: ____
Pay Disposition Code: 000476

Next Func: ____ ID: ____ Name: ____ SSN: ____

====>
F: 1-Help          3-PrevMenu 4-Print    5-Update
F:                9-Jump          12-Exit
    
```

Notes and Tips

- Employees should self-identify ethnic, disability, and veteran status on the Demographic Data Transmittal form (U5605).

The EPD1 Procedure

1. Enter data in the following fields, as applicable:

Date of Birth	Entered on the EEID function
Sex	M = male and F = female.
Ethnic	Enter codes as indicated on the Demographic Data Transmittal Form
Veteran Status Codes	Enter codes as indicated on the Demographic Data Transmittal Form

Disabled Status	Enter codes as indicated on the Demographic Data Transmittal Form
Citizenship Code	Enter codes as indicated on the Demographic Data Transmittal Form
Student Status	Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press F1 Help to see valid codes.
No. of Reg. Units	Leave blank. (System will derive)
Pay Disposition Code	Enter Mail Code (See Appendix J, Mail Codes).

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD2 Function

THE EPD2 FUNCTION (EMPLOYEE PERSONAL DATA 2)

The screenshot shows a terminal window titled "uccmvsh.ucop.edu - TN3270/TN5250 Connection". The window displays the following information:

```

Session Edit View Commands Script Help
PPEPD20-E1140      SCT EDB Entry/Update      06/18/03 16:10:33
01/27/03 20:52:45      Employee Personal Data 2      Userid: SCTRNG68
ID: 650000903 Name: REHIRE, LECTURER DEMO      SSN: 650-00-0903 Pri Pay: NO

      PIN Signature Date: 07/01/97
      Oath Signature Date: 07/01/97
      I-9 Date: 07/01/97
      Education Level Code: D
      Education Level Year: 95
      Non-UC Prior Service Code: F
      Prior Service Months:
      Prior University Service Institution Code: NBU

      Employment Service Credit:
      Employment Service Credit From Date:

      Current Specialty Code:
      Highest Degree Specialty Code:
      Highest Degree Institution Code: NBU
Next Func: ID: Name: SSN:
U0001 Input accepted
====>
F: 1-Help      2-Cancel      4-Print      5-Update
F:           9-Jump

```

Notes and Tips

- Review all data and change only those fields that need to be updated.
- Oath Signature Date cannot be older than one year prior to rehire date. If it is, a new form must be completed.
- The I-9 (Employment Eligibility Verification) form with attachments must be completed if it has been over 3 years since the employee previously completed this form.

The EPD2 Procedure

1. Enter data in the following fields, as applicable:

Oath Signature Date	Date the Oath of Allegiance was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of service. It is required for citizens only.</i>
I-9 Date	Date the I-9 (Employment Eligibility Verification) form was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of service.</i> See <u>Notes and Tips</u> .
Education Level Code	Code indicating the highest level of education attained by the employee. Press F1 Help to see valid codes.
Education Level Year	Year in which the employee's highest level of education was attained.
Non-UC Prior Service Code	Code indicating the type of employment service prior to the most recent University employment. Press F1 Help to see valid codes.
Prior Service Months	Leave blank.
Prior Univ. Service Institution Code	Leave blank.

Employment Service Credit	Leave blank.
Employment Service Credit From Date	Leave blank.
Current Specialty Code	Leave blank.
Highest Degree Specialty Code	Leave blank.
Highest Degree institution Code	Leave blank.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

The EPER Procedure

1. Enter data in the following fields, as applicable:

Assigned BELI	Benefits Eligibility Level Indicator (BELI). Code indicating employee's health benefits eligibility. Press F1 Help for valid codes.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the employee becomes eligible for any health benefits indicated by the BELI code.
BELI Status Qualifiers	<p>Primary: Code indicating the primary condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the qualifying condition began, in the format: MMDDYY.</p> <p>Secondary: If applicable. Code indicating an additional condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the additional qualifying condition began, in the format: MMDDYY.</p>
Date of Hire	Date on which the <i>most recent</i> employment affiliation commenced. See <u>Notes and Tips</u> .
Original Hire Date	Leave Blank

ACADEMIC ACTIONS

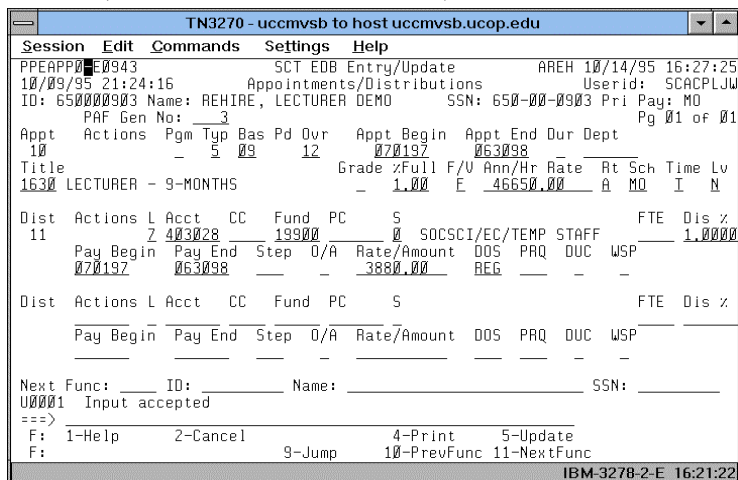
Employee Relations Code	Code indicating the employee designation/status for the purpose of collective bargaining. Press F1 Help to see valid codes, or refer to Appendix E. Employee Relations Codes for assistance in determining the appropriate code.
Employee Relations Unit	Code indicating collective bargaining unit of an individual. Press F1 Help to see valid codes.
Next Salary Review Date	Leave blank
Next Salary Review Type	Leave blank
Merit Rate Increase Percent	Leave blank
Home Dept	Six-digit home department code. See Appendix J for valid codes.
Primary Title Code	Do not enter (system derived)

Employee Unit Code	Do not enter (system derived)
Employee Representation Code	Code indicating, for collective bargaining purposes, whether the employee is covered or uncovered. See F1 for valid codes.
Employee Special Handling Code	Do not enter (system derived)
Employee Distribution Unit Code	Do not enter (system derived)
Job Group ID	Do not enter (system derived)
Alternate Department Code	Code indicating an alternate home department that may update the employee's personnel record. Used to give non-home divisions OEU access to the employee.
Academic Program Unit Code	Leave blank

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EAPP Function

THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION



Notes and Tips

- Always enter a decimal point in the percentage and rate fields. Do not enter commas or dollar signs in the rate fields.
- Refer to [Appendix C, Leave/Vacation Accrual Rates and Codes](#) to determine appropriate rate, schedule, time, and leave codes for this appointment.

The Appointment Level Procedure

1. **F9 Jump** to the Next Func field and then use the **F15 New Line** key to go to the command line.
2. At the command line type “**add a**” to set up the first available appointment.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	This code is system-derived for rehires at appointment level.
Pgm	Leave blank (system derived)
Typ	Enter 5 (academic).
Bas	Code indicating the service period on which an appointment is based. Enter 9 for academic-year appointments or 12 for fiscal-year appointments. Leave blank for WOS and BYA appointments.
Pd Ovr	Code indicating the number of months in the year over which the salary for the appointment will be paid (9 or 12). Leave blank for WOS and BYA appointments.
Appt Begin	Date on which the employee’s appointment is effective, in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in the format: MMDDYY. If appointment is indefinite or tenured, enter 999999.

ACADEMIC ACTIONS

Dur	Appointment duration. See F1 Help for a list of valid codes. Leave blank if the appointment has an end date.
Dept	Financial department. Do not enter- system derived.
Title	Code indicating the position or classification title for this appointment. Use Title Code Inquiry System (TCS) or academic salary scales for help selecting the right code. https://tcs.ucop.edu/tcs/jsp/homePage.htm
Grade	Leave blank- n/a for academics.
% Full	The maximum percentage of time the employee is expected to work in the appointment. Enter 1.00 for full time.
F/V	F - Fixed V - Variable Code indicating whether the time the employee will work in the appointment is a fixed or variable percentage of time.
Ann/Hr Rate	The annual salary or hourly rate associated with the appointment.
Rt	A - Annual H - Hourly B - By Agreement Code indicating whether the rate of pay is annual, hourly, or by agreement.

Sch	MO - Monthly Current BW - Biweekly Code indicating the pay schedule on which the appointment will be paid. Hourly employees are paid biweekly; salaried employees are paid monthly.
Time	R – Exception; time reporting not required. Z – Positive; time entered on Roster. C – Positive; time entered in CruzPay (hourly student employees) W - Without Salary Code indicating the method for reporting time worked in the appointment.
Lv	Code indicating the rate at which vacation and sick leave will be accrued. Refer to Appendix C, Leave/Vacation Accrual Rates and Codes .

4. Continue to distribution procedures.

The Distribution Level Procedure

1. **F9 Jump** to the Command Line and type “**add d**” to set up the first available distribution.
2. Enter data in the following fields, as applicable:

Actions (Action Code)	Code indicating the personnel action which affected the associated distribution. Code not required for rehires at the distribution level.
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.
FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/fund. Full time is represented as 1.0000.
Pay Beg	Date on which the pay is expected to begin to be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY. If indefinite or tenured, enter 999999.
Step	The step within the salary range associated with the title code. Do not enter decimals for academic steps.

O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly, hourly, or by agreement amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. Press F1 Help to see valid codes.
PRQ	Code indicating the type of perquisite provided. Leave blank if none.
DUC	Leave blank
WSP	Code indicating the type of work study award funding the appointment (student employees only).

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the XTAX Function

THE XTAX (TAX INFORMATION) FUNCTION

```

TN3270 - scrnshts to host ucsmvsb.ucop.edu
Session Edit Commands Settings Help
PPXTAX0-E0907 SCT EDB Entry/Update 11/27/96 10:50:13
11/19/96 22:34:39 Tax Information - Departments Userid: SCPPSLAH
ID: 010000220 Name: CASUAL, STAFF DEMO SSN: 010-00-0220 Pri Pay: MA

Retirement System Code: F FICA Eligibility Code: M Ret FICA Derive: V
Federal
  Marital Status : S
  Personal Allowances : 3
California
  Marital Status : S
  Personal Allowances : 1
  Itemized Deductions : 0
Additional Withholding
  Federal :
  California :
SSN: 010000220
Next Func: ID: Name: SSN:
==>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
IBM-3270-2-E 10:57:15
    
```

Notes and Tips

- Advise the employee to update their allowances online at <http://ucnet.universityofcalifornia.edu/>

The XTAX Procedure

- 1) Enter Single/ 1 for both federal and state allowances. This will be a placeholder until the employee makes elections online.

Press **F11 Next Func** to continue to the next function.

Completing the EALN Function

THE EALN (ALIEN INFORMATION) FUNCTION

Session Edit Commands Settings Help
 PPEALN000964 SCT EDB Entry/Update AREH 10/14/95 16:32:54
 10/09/95 21:24:16 Alien Information Userid: SCACPLJW
 ID: 650000903 Name: REHIRE, LECTURER DEMO SSN: 650-00-0903 Pri Pay: MO

Citizenship: Country of Residence:

Visa Type : Visa/Work Permit End Date:
 Tax Treaty Income Code : Alt Tax Treaty Income Code:
 Article Number: Retirement System Code: U
 End Date : FICA Eligibility Code: E
 Income Limit : Ret FICA Derive: Y
 Other State Tax CA Res :
 Other State Name :

Federal Tax Marital Status: Allowances: 2
 Maximum Withholding: 999 Additional Fed Withholding:
 Calif. Tax Marital Status: Allowances: 2 Itemized Deductions: 0
 Maximum Withholding: 999 Additional CA Withholding :
 Non-UC Health Exp : Non-Resident Alien Tax Form Indicator:
 Next Func: ID: Name: SSN:

===>
 F: 1-Help 2-Cancel 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc

IBM-3278-2-E 16:34:48

Notes and Tips

- See [Section 4.11, Resident Alien Coding](#), for further information.

The EALN Procedure

1. Enter data in the following field, as applicable:

Visa Type	Code indicating the type of visa held by an individual. See F1 for valid codes.
Citizenship	See F1 for valid codes.
Country of Residence	See F1 for valid codes.
U.S. Date of Entry	From work authorization documents.
Work Permit End Date	From work authorization documents.
Tax Treaty Information	Refer to GLACIER documents.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EACD Function

THE EACD (ACADEMIC SERVICE) FUNCTION

```

TN3270 - uccmvb to host uccmvb.ucop.edu
-----
Session Edit Commands Settings Help
PPEACD0000949          SCT EDB Entry/Update      AREH 10/14/95 16:44:03
10/09/95 21:24:16      Academic Service          Userid: SCACPLJW
ID: 650000903 Name: REHIRE, LECTURER DEMO  SSN: 650-00-0903 Pri Pay: MO

Quarters/Semesters/Months in_8-Year Rule :  _  Units:  _
Extension to 8-Year Rule  _____ :  _  Units:  _
Quarters/Semesters/Months on 19900
Funds At Greater Than 50 Percent :  _  Units:  _
Quarters/Semesters in Unit 18 Titles :  _  Units:  _
Quarters/Semesters as Teaching Assistant :  _  Units:  _ as of:  _____
Next Func:  ____ ID:  _____ Name:  _____ SSN:  _____

===>
F:  1-Help      2-Cancel      4-Print      5-Update
F:           9-Jump      10-PrevFunc  11-NextFunc
IBM-3270-2-E 16:37:56
    
```

The EACD Procedure

- No entry required at this time. This page is not used at UCSC. Service is tracked in DivData.
2. Press **F11 Next Func** to continue to the next function.

Completing the EHON Function

THE EHON (ACADEMIC HONORS) FUNCTION

The EHON Procedure

1. No entry required at this time. This page is not used at UCSC.
2. Press **F11 Next Func** to continue to the next function.
2. This is the last function of the AREH bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the Review bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the bundle, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Refer to the Data Collection Document for disposition of forms information.