
Human Resources Update: Microtransactions

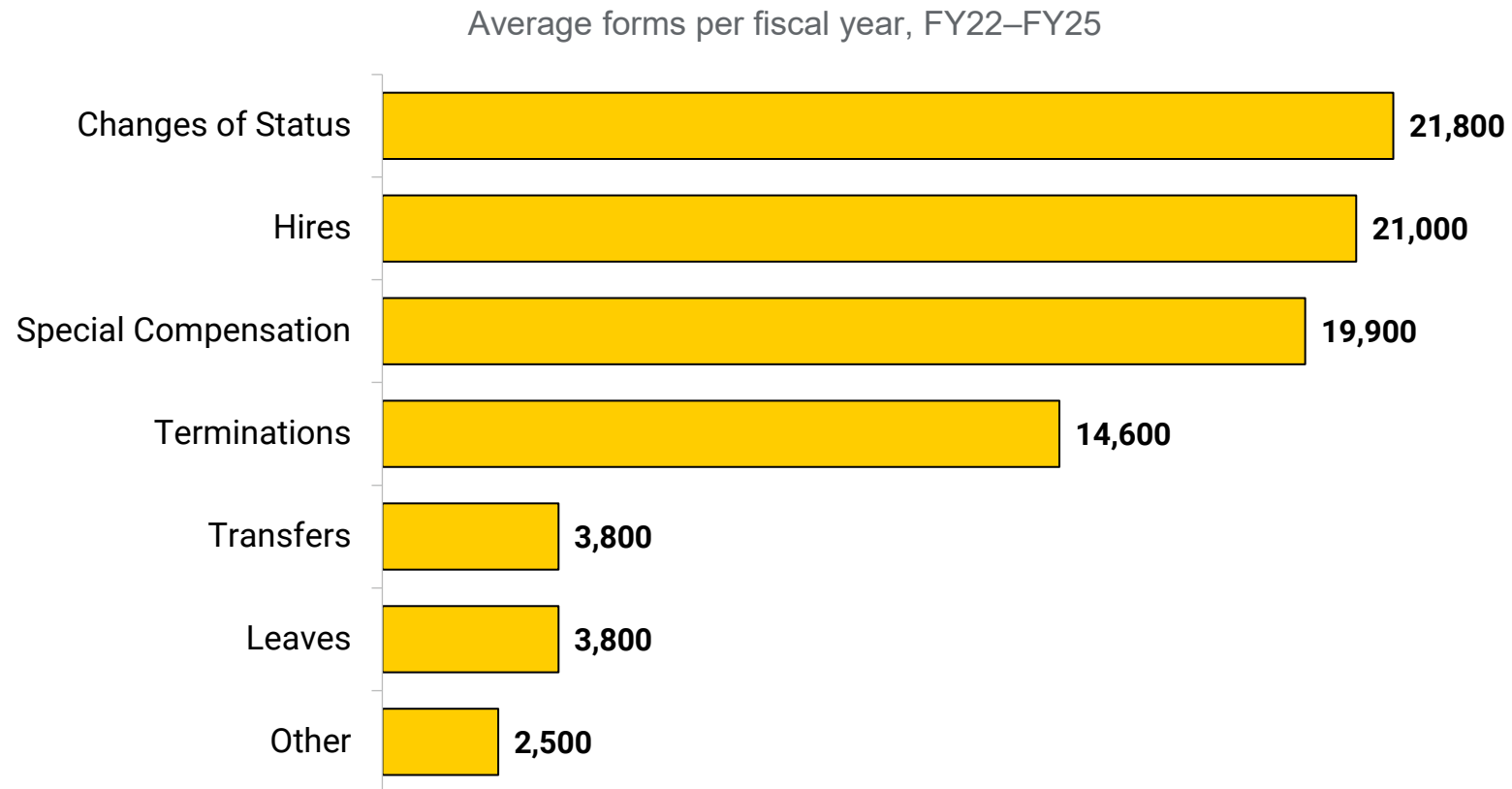
Becky Tjelmeland

Senior Director, HR Systems and Analytics • Admin Information Systems

What Is an HR Transaction?

- Every change to someone's employment record is a form
 - Hiring, ending employment, pay changes, job title changes, funding source changes, leaves, transfers
- Changes route through Workflow for approval
- Once fully approved, it loads to the HR system
- Today, the rule is: one form = one person = one change

HR Transactions by Type



Why Change?

High Volume, Low Complexity

- Annually, 36–50% of all Changes of Status are simple pay, job classification, or funding changes:
 - that's 8,000–10,000 transactions a year
 - generating 55,000+ approval notices

The Demand Is Already Here

- UI Health Care, Graduate Medical Education, Student Life and others have submitted large spreadsheets for years
- About 4,000 actions a year are already batch-loaded by hand
- They arrive in waves: many changes land in the same week

Microtransactions

One form. Many changes. The same approvals.

What Is a Microtransaction?

One Form, Many Entries

Many simple changes on a single form instead of one form per employee. Each entry is still tracked individually.

What's In Scope

Pay adjustments (biweekly and salaried)

Funding changes

Job classification (jobcode) changes

What's Not In Scope

Hires, terminations, transfers and leaves keep today's forms.

Built-In Guardrails

No retroactive changes. Salaried increases capped at 10%, biweekly at 25%. Justification required on a per-form basis or per-entry for exceptions.

How It Works

1. Build the form

Enter changes directly or upload the spreadsheet template that downloads pre-filled. Save as a draft and come back to it.

2. Validate and approve

Every entry is checked for completeness, accuracy and the percentage caps; anything invalid is flagged and cannot load. The form routes to the same Universal Workflow approvers, who can edit, remove or switch off individual entries.

3. Final review and load

University HR reviews the form, then approved entries load automatically - each with its own audit record.

What Departments Gain

Less Repetitive Work

One upload replaces a stack of near-identical forms — no rekeying the same change for each person.

Approvers review one form instead of a queue of look-alikes.

Fewer Errors, Less Waiting

Incomplete and out-of-range entries are flagged up front, not discovered after a form comes back.

Units already sending spreadsheets get a supported, self-service path — upload, route and track in one place.

Stronger Oversight

Every entry keeps its own audit record of who submitted, edited and approved it.

Caps and required justification still apply, approvers can switch off any single entry, and University HR reviews before anything loads.

By the Numbers (Estimated)

10,000

changes moved off one-at-a-time entry each year

37,000

fewer approval actions each year

\$80,730

estimated annual staff-time savings

Estimates from FY25 volumes and the project's time-savings model.

Where We Are and What's Next

The Pilot

- Limited pilot began in June:
 - Finance and Operations
 - Division of Student Life
 - College of Liberal Arts and Sciences
- Spreadsheet changes now run through batch forms
- Most recent batch: 210 changes from UI Health Care

Next Steps

- Continue to solicit feedback from pilot users
- Add units the pilot this fall before expanding campus-wide
- Identify other simple, high-volume transactions for batch forms

Questions?

→ hr.uiowa.edu

Becky Tjelmeland
Senior Director, HR Systems and Analytics
rebekah-tjelmeland@uiowa.edu