



UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES

PHR Service Center

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PHR Enhancement - Appointment Notes

To All PHR Creators & Approvers,

The PHR Employee & Appointment system has been modified to collapse most of the page specific individual notes fields into one "Appointment Notes" area. However, appointment salary change notes are still required when changing a salary.

For PHR Creators:

You can access the new "Appointment Notes" area from the primary appointment page by clicking "Add/View Appointment Notes" or from the "Data to be Released" page.

For PHR Approvers:

You can access the new "Appointment Notes" area from the "Data to be Approved" page in PHR. You will now be able to enter a note without taking any other action (i.e. approving, sending back, etc.). However, you will still be required to enter a separate "process note" on the approval page if you are rejecting or sending back the action/appointment.

Please contact the PHR Service Center if you have any additional questions.