Revising a Form 104 Report of Appointment

1. Open the link in the email receipt you received when you originally submitted the Form 104 Report of Appointment

   You have submitted Form 104 for Tester, Sunny. If you need to revise this form or check to see if it has been approved by the Department Chair/Manager/Lead Worker, Budget Analyst (if appropriate) and Dean/Chief Administrator, please visit


2. At the top of the form, check revised

3. Make the necessary changes to the form making sure to briefly state what changes were made under remarks.

4. Enter the appropriate names in the Routing and Approval section

5. Enter Submit

6. Attach documents as required if necessary
7. After uploading attachment to eForm, you will be returned to the Appointment Document; **you do not need to click on submit again.**

8. As with the original submission, you will receive notification when the Dean/Chief Administrator approves the appointment as well as when it has been approved by the Payroll Officer.