Job Re-Appointment – (Grant Employee)

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the employee record you want to update. Once the employee is identified, select the **Job Re-Appointment (Grant Employee)** EPAF from the Approval Category drop down menu and click [Go].

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

→ **ID:** * J00766843   Keith Arlum   👤🔍

Query Date: MM/DD/YYYY * 07/01/2014
Approval Category: *   Job Re-Appointment (Grant Employee), J00017   ▼   ←
[Go]
⚠ **There are no active jobs based on the Query Date.**
[All Jobs]

At the **Add Salaried Job Selection** screen, click on the Radio Button ⊙/○ for the Job you want to Re-Appoint the employee to and click [Go].

If the position is not listed, key the position # in the **New Job** block, hit Tab and use "00" for the suffix.   Click [Go] .

Note:
Employees can have a primary job and a secondary job. Be sure to select the proper Radio Button to ensure that the action is executed against the desired position/job.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Keith Arlum, J00766843
Query Date: Jul 01, 2014
Approval Category: Job Re-Appointment Grant, J00017

Add Salaried Job-Staff/FN, J00007

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	208198	00	Coordinator, Service/Project	241080, Technology					⊙

⚠ **There are no active jobs based on the Query Date.**
[All Jobs]
[Next Approval Type] [Go]

New EPAF

At the **Job Re-Appointment** screen, key in the following information to successfully execute the EPAF:

Add Salaried Job-Staff/FN, 208198-00 Grant Coordinator

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	09/01/2013	09/01/2013
Jobs Effective Date: MM/DD/YYYY*	03/31/2014	07/01/2014
Personnel Date: MM/DD/YYYY*	03/31/2014	07/01/2014
Salary: *	48000	25000.00
Step: *(Not Enterable)	0	0
Factor: *	24	24.0
Pays: *	24	24.0
Contract Type: *(Not Enterable)	Primary	P
Job Change Reason: (Not Enterable)	00013	00014
Job Status: (Not Enterable)	Terminated	A

Add Salaried Job

Current Value	New Value
Job Begin Date	Match Current Value
Jobs Effective Date	1st day contract period
Personnel Date	1st day of contract period
Salary	Salary Amount
Factor	Match Current Value
Pays	Match current Value

Terminate Job, 208198-00 Grant Coordinator

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	03/31/2014	06/30/2015
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable)	00013	00013

Terminate Job

Current Value	New Value
Jobs Effective Date	Grant End Date

Review your **routing queue** to reflect the desired routing path for the transaction.

Labor Distribution Changes, 208198-00 Grant Coordinator

Current
Effective Date: 09/01/2013

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
J	634A72	240A72	240000	610015	20					100.00	

Review or Modify Funding accounts if necessary.

New
Effective Date: MM/DD/YYYY 07/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date	Remove
J	634A72	240A72	240000	610015	20					100.00		

Total: 100.00

Routing Queue

Approval Level	User Name		Required Action	Remove
20 - (DEPT) Department_PrincipleInvestigtr	J00017026	Rodney George Denne'	Approve	
30 - (DEAN) Dean_Director	J00_____	Robin Michele Spann-Pack	Approve	
40 - (TITLE3) Title III Grants	J00	Fredrick White	Approve	
50 - (VP) Vice President	J00	Michael Thomas	Approve	
70 - (BUDGET) Budget	J00	Chavin Johnson	Approve	
80 - (HR) Human Resources Approver	J00	Keunta D McPhearson	Approve	
85 - (HR2) Human Resources Applier	J00	Linda Wilson	Apply	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	
Not Selected			Not Selected	

Comment

Date: Jun 17, 2014 10:48:21 AM
Made by: Rodney George Denne', J00017026
Comments: Grants Coordinator for the 2014-2015 fiscal year

Remember to add any information in the **comment section** that approvers may need to know before approving the EPAF.

Transaction History

Once you have completed and/or verified the routing queue set up, click [Save] .

Electronic Personnel Action Form

✔ Your change was saved successfully.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Keith Arlum, J00766843
Transaction: 21583
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Grant Employee), J00017

Query Date: Jul 01, 2014

Save | Submit | Delete

Once saved and no errors appear, you should see the "**saved successfully**" message at the top of the EPAF screen along with the new transaction number.

After reviewing your work for accuracy, click the **Submit** button to execute the personnel action by forwarding the transaction for approval to each employee defined in the manually populated Routing Queue.

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Keith Arlum, J00766843
Transaction: 21583
Transaction Status: Pending
Approval Category: Job Re-Appointment (Grant Employee), J00017

Query Date: Jul 01, 2014