Job Re-Appointment – (Non Grant Employee with End Date)

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** (Non 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: * J00778246 | Willie M. Arlum

Query Date: MM/DD/YYYY * 08/16/2014
Approval Category: * Job Re-Appointment (Non Grant w/End Date), J00043

[Go]

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	000186	00	Assistant Professor	210010, Accounting	Aug 16, 2013	May 15, 2014		Terminated

[Active Jobs]

EPAF Approver Summary | EPAF Originator Summary

At the Job Selection screen, click on the Radio Button for the Job you want to adjust and 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: Willie M. Arlum, J00778246
Query Date: Aug 16, 2014
Approval Category: Job Re-Appointment 2, J00043

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	000186	00	ASST PROFESSOR	210010, Accounting					●

⚠ There are no active jobs based on the Query Date.

[All Jobs]
[Next Approval Type] [Go]

New EPAF

Review the Employee information and the **Approval Category to ensure accuracy**.

Add Salaried Job-Staff/FN, 000186-00 Assistant Professor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	08/16/2013	08/16/2013
Jobs Effective Date: MM/DD/YYYY*	05/15/2014	08/16/2014
Personnel Date: MM/DD/YYYY*	05/15/2014	08/16/2014
Salary: *	80000	54000.00
Step: *(Not Enterable)	0	0
Factor: *	18	18.0
Pays: *	18	18.0
Contract Type: *(Not Enterable)	Primary	P
Job Change Reason: (Not Enterable)	00013	00014
Job Status: (Not Enterable)	Terminated	A

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

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

Labor Distribution Changes, 000186-00 Assistant Professor

Current
Effective Date: 08/16/2013

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date
J		100000	210010	610010	10					100.00		

New
Effective Date: MM/DD/YYYY 08/16/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encum
J		100000	210010	610010	10					100.00	

Review or Modify the Funding information if necessary.

Total: 100.00

[Default from Index] [Save and Add New Rows]

Terminate Job, 000186-00 Assistant Professor

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	05/15/2014	05/15/2015
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable)	00013	00013

Current Value	New Value
Jobs Effective Date	**Contract End Date**

Once your have completed the **Add Salaried Job section** of the Job Re-Appointment EPAF, complete the **Terminate Job section** by entering the **contract end date** in the **New Value** field on the Job Effective Date row.

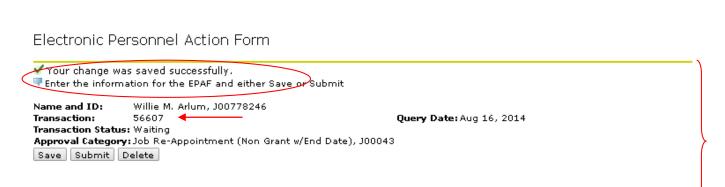After reviewing and making any nessary adjustments, complete the **Routing Queue** process.

Routing Queue

Approval Level		User Name		Required Action
70 - (BUDGET) Budget		J004	Chavin Johnson	Approve
80 - (HR) Human Resources Approver		J004	Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier		J000	Linda Wilson	Apply
30 - (DEAN) Dean_Director ▼		J004	Robin Michele Spann-Pack	Approve ▼
60 - (VPAA) VICE PRES OF ACADEMIC AFFAIRS ▼		J006	James C. Renick	Approve ▼
Not Selected ▼				Not Selected ▼
Not Selected ▼				Not Selected ▼

[Save and Add New Rows]

Comment

```
Add your comment here ... |
        Terminate Job
```

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

[Save]
Return to Top

After completing the routing queue, document any comments necessary in the **Comment** block below the routing queue. **Save your Work and review for accuracy**.

Electronic Personnel Action Form

✓ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: Willie M. Arlum, J00778246
Transaction: 56607   **Query Date:** Aug 16, 2014
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Non Grant w/End Date), J00043
[Save] [Submit] [Delete]

After saving your work, **take the time to review the accuracy** of the information keyed before making the final submission for approval.

Notice the **Successfully Saved** message indicator at the top of the screen.

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: Willie M. Arlum, J00778246
Transaction: 56607   **Query Date:** Aug 16, 2014
Transaction Status: Pending
Approval Category: Job Re-Appointment (Non Grant w/End Date), J00043