# Job Re-Appointment – (Non 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 and Tab to next field. Once the employee is identified, adjust the query date to the contract begin date. Select the **Job Re-Appointment** (Non Grant Employee) EPAF from the Approval Category drop down menu and click [Go].

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

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 Cate

✱ - indicates a required field.

→ ID: ✱ J00778246   Willie M. Arlum   👤🔍

Query Date: MM/DD/YYYY ✱ 08/16/2014   ← (Change the query date to the contract start date)

Approval Category: ✱ →   Job Re-Appointment (Non Grant Employee), J00018   ▼

[Go]

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

[All Jobs]

EPAF Approver Summary | EPAF O

At the <u>Job Selection</u> screen, click on the Radio Button ⊙/○ for the Job you want to adjust and click [Go].

If there are no Jobs visable, click the **All Jobs** button to view positions previously occupied by the employee. Key the position # associated with the posion to be re-appointed on the **New Jobs** row, tab over and key "00" for the suffix to populate the previously held position.

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, J00018

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

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

✱ - indicates a required field.

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

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		08/16/2013
Jobs Effective Date: MM/DD/YYYY✱		08/16/2014
Personnel Date: MM/DD/YYYY✱		08/16/2014
Salary: ✱		55000.00
Step: ✱(Not Enterable)		0
Factor: ✱		18.0
Pays: ✱		18.0
Contract Type: ✱(Not Enterable)		P
Job Change Reason: (Not Enterable)		00014
Job Status: (Not Enterable)		A

Current Value	New Value
Job Begin Date	Match Current Value
Jobs Effective Date	08/16/14
Personnel Date	08/16/14
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	Encumbrance Override End Date
J		100000	210010	610010	10					100.00	
										100.00	

Review or Modify the Funding information if necessary.

✓ Defaulting values for Labor Distribution from the Job recor...

Default from Index   Save and Add New Rows

Once your have updated the **Add Salaried Job section** of the Job Re-Appointment EPAF, Review the Labor Distribution for accuracy.

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

Routing Queue

Approval Level	User Name			Required Action
70 - (BUDGET) Budget	JO	1	Chavin Johnson	Approve
80 - (HR) Human Resources Approver	JO	2	Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	JO	9	Linda Wilson	Apply
30 - (DEAN) Dean_Director ▼	JO	4	Robin Michele Spann-Pack	Approve ▼
50 - (VP) Vice President ▼	JO	7	Michael Thomas	Approve ▼
Not Selected ▼				Not Selected ▼
Not Selected ▼				Not Selected ▼

Save and Add New Rows

Comment

```
Comment goes here ... |
```

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: 56606 ←   **Query Date:** Aug 16, 2014
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Non Grant Employee), J00018
[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: 56606   **Query Date:** Aug 16, 2014
Transaction Status: Pending
Approval Category: Job Re-Appointment (Non Grant Employee), J00018