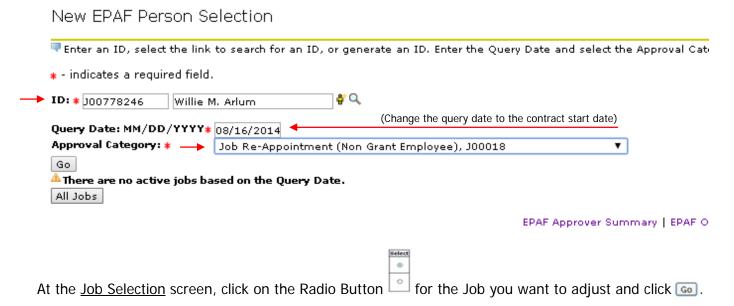
Job Re-Appointment – (Non Grant Employee)

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**.

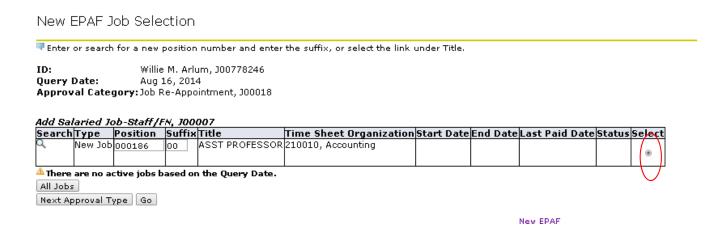
Always Review the Employee information and the Approval Category to ensure accuracy.



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.

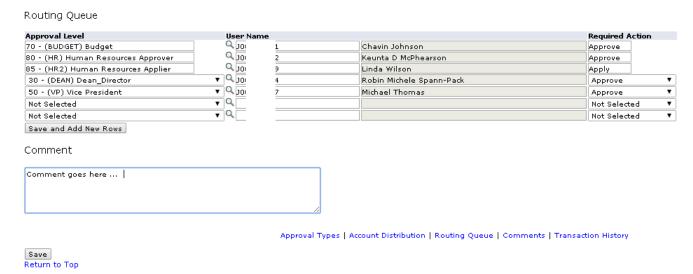


At the **Job Re-Appointment** screen, key in the following information to successfully execute the EPAF:

Jump to Bottom indicates a required field. Add Salaried Job-Staff/FN, 000186-00 Assistant Professor Current Value **New Value** Current Value New Value Job Begin Date Match Current Value Job Begin Date: MM/DD/YYYY 08/16/2013 Jobs Effective Date: MM/DD/YYYY∗ 08/16/2014 Jobs Effective Date 08/16/14 Personnel Date: MM/DD/YYYY* 08/16/2014 Personnel Date 08/16/14 Salary: * 55000.00 Step: *(Not Enterable) Salary Amount Salary Factor: * 18.0 Match Current Value Factor Pays: * 18.0 Pays Match Current Value Contract Type: **∗**(Not Enterable) Job Change Reason: (Not Enterable) 00014 Job Status: (Not Enterable) 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 100000210010 610010 10 100.00 Effective Date: MM/DD/YYYY 08/16/2014 Organization Account COA Index Fund Activity Location Project Percent Encumbrance Override End Date Q Q Q 10 Q 610010 100000 210010 100.00 Q Q Q Q Q Q Q Q Q **Review or Modify the** Q Q Q Q Q, Q Q Q iQ. Q Q Q Funding information if 100.00 necessary. ✓ Defaulting values for Labor Distribution from the Job record

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.



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