Job Salary Adjustment (Grant Employee)

After clicking the **New EPAF** link, key in the **J#** for the employee record you want to update and hit the **Tab** button to populate the employee name.

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: ✱ J00758275   Christy Arlum

Query Date: MM/DD/YYYY✱ 07/01/2014

Approval Category: ✱ Job Salary Adjustment (Grant Employee), J00009

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	209596	00	Social Media Associate	405000, Title III Program	Nov 01, 2013	Sep 30, 2014		Active

All Jobs

After making the employee selection, **choose the Job Salary Adjustment (Grant Employee) EPAF** Approval Category from the dropdown menu. At this point, adjust the **query date with the actual date the adjustment will take effect.** Click **Go** .

New EPAF Job Selection

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

ID: Christy Arlum, J00758275
Query Date: Jul 01, 2014
Approval Category: Job Salary Adjustment Grant, J00009

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									○
	Primary	209596	00	Social Media Associate	405000, Title III Program	Nov 01, 2013	Sep 30, 2014		Active	◉

All Jobs

Next Approval Type   Go

At the **Job Selection** screen, click on the Radio Button [Select ◉ ○] 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.

Add Salaried Job-Staff/FN, 209596-00 Social Media Associate

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	11/01/2013	11/01/2013
Jobs Effective Date: MM/DD/YYYY*	03/01/2014	07/01/2014
Personnel Date: MM/DD/YYYY*	03/01/2014	07/01/2014
Salary: *	55000	60000.00
Step: *(Not Enterable)	0	0
Factor: *	24	24.0
Pays: *	24	24.0
Contract Type: *(Not Enterable)	Primary	P
Job Change Reason: (Not Enterable)	00014	00005
Job Status: (Not Enterable)	Active	A

At the Job Salary Adjustment screen complete the following requested data:

Current Value	New Value
Job Begin Date	Match Current Value
Job Effective Date	New Salary Start Date
Personnel Date	New Salary Approval Date
Salary (Exempt)	New Salary Amount
Factors	Match Current Value
Pays	Match Current Value

Note: Job Eff. Date must be after last pay date

Labor Distribution Changes, 209596-00 Social Media Associate

Current
Effective Date: 03/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
J	631536	210536	405000	610015	10					100.00	

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

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
J	631536	210536	405000	610015	10					100.00	

Total: 100.00

As with all transactions, **complete the routing queue process** by selecting your divisions' approval levels, user names and the required action for each user prescribed and click Save.

Routing Queue

Approval Level	User Name		Required Action
30 - (DEAN) Dean_Director	J00482804	Robin Michele Spann-Pack	Approve
40 - (TITLE3) Title III Grants	J00083556	Mary B. Myles	Approve
50 - (VP) Vice President	J00032357	Michael Thomas	Approve
65 - (VPRES) Vice President of Research	J00091322	Loretta A Moore	Approve
70 - (BUDGET) Budget	J00495021	Chavin Johnson	Approve
80 - (HR) Human Resources Approver	J00473992	Keunta D McPhearson	Approve
85 - (HR2) Human Resources Applier	J00085189	Linda Wilson	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Merit = 3%, 2500.00
Cost of Living Adj (COLA) = 3%, 2500.00

Total Increase $5000.00

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

Save
Return to Top

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.

Electronic Personnel Action Form

✔ Your change was saved successfully.

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

Name and ID: Christy Arlum, J00758275

Transaction: 7224   **Query Date:** Jul 01, 2014

Transaction Status: Waiting

Approval Category: Job Salary Adjustment (Grant Employee), J00009

[Save] [Submit] [Delete]

Always Review your Work before Submitting for Approval

Electronic Personnel Action Form

✔ The transaction has been successfully submitted.

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

Name and ID: Christy Arlum, J00758275

Transaction: 7224   **Query Date:** Jul 01, 2014

Transaction Status: Pending

Approval Category: Job Salary Adjustment (Grant Employee), J00009