

## Job Transfer – Staff/Faculty (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. From the **Approval Category dropdown menu**, select the **Job Transfer – Staff/Faculty (Grant Employee)** EPAF.

**Note:** If the change **takes effect immediately**, leave the query date as the current date. If the change **takes place in the future**, change the query date to the future date that the transfer will take effect.

Click **Go** to access the EPAF Job Selection screen.

### New EPAF Job Selection

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

ID: Alicia K. Arlum, J00766845  
 Query Date: Jul 01, 2014  
 Approval Category: Job Transfer- Staff/Faculty, J00016

**Terminate Job, J00001**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job										<input type="radio"/>
	Secondary	004021	00	Interim Director of Payroll		402400, Payroll	Jan 01, 2014			Active	<input type="radio"/>
	Primary	004111	00	Payroll Specialist		402400, Payroll	Sep 16, 2013			Active	<input checked="" type="radio"/>

All Jobs | Next Approval Type | Go

New EPAF

At the **Job Selection Screen**, the system defaults to the Terminate Job Prompt. **Select the Radio Button** to the active position the employee will be **"transferring from"**. Once you have selected the current position radio button, click the **"Next Approval Type"** button to prompt the **"Add New Salaried Job"** action within the Job Selection process.

Notice the **"Add New Salaried Job"** heading change above the New Job block of the New EPAF Job Selection screen.

### New EPAF Job Selection

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

ID: Alicia K. Arlum, J00766845  
 Query Date: Jul 01, 2014  
 Approval Category: Job Transfer- Staff/Faculty, J00016

**Add New Salaried Job - Staff/Faculty, J00011**

Search	Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	004040	00	E-MAIL ADMINISTRATOR		501010, Computing & Communications Ctr					<input checked="" type="radio"/>
	Secondary	004021	00	Interim Director of Payroll		402400, Payroll	Jan 01, 2014			Active	<input type="radio"/>
	Primary	004111	00	Payroll Specialist		402400, Payroll	Sep 16, 2013			Active	<input type="radio"/>

All Jobs | Next Approval Type | Go

New EPAF

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On the **New Job** row, you can key in the **position # of the new job** the employee will be **"transferring to"**. Use **"00"** for the suffix, and then click **Go**.

**Review** the Employee and Approval Category information for accuracy before proceeding to the **“Terminate Job”** and **“Add Salaried Job”** section of the EPAF

Electronic Personnel Action Form

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

**Name and ID:** Alicia K. Arlum, J00766845  
**Transaction:**  
**Transaction Status:**  
**Approval Category:** Job Transfer - Staff/Faculty (Non Grant Employee), J00016

**Query Date:** Jul 01, 2014

**REVIEW**

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\* - indicates a required field.

**Terminate Job, 004111-00 Payroll Specialist**

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/16/2013	06/30/2014
Job Status: (Not Enterable)	Active	T
Job Change Reason: (Not Enterable)00015		00004

Current Value	New Value
Job Effective Date	02/28/2014

**Add New Salaried Job - Staff/Faculty, 004040-00 E-MAIL ADMINISTRATOR**

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		07/01/2014
Jobs Effective Date: MM/DD/YYYY*		07/01/2014
Personnel Date: MM/DD/YYYY*		07/01/2014
Salary: *	52000.00	
Timesheet Orgn: *	500000	
Step: *(Not Enterable)	0	
Factor: *	24.0	
Pays: *	24.0	
Contract Type: (Not Enterable)	P	
Job Change Reason: (Not Enterable)	00004	
Job Status: (Not Enterable)	A	

Current Value	New Value
Job Begin Date	1 <sup>st</sup> day at New Job
Jobs Effective Date	1 <sup>st</sup> day at New Job
Personnel Date	1 <sup>st</sup> day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

Once you have completed the **“Terminate Job”** and **“Add Salaried Job”** Section of the EPAF, **Review the Labor Distribution for the new job** and make any **updates** needed.

After a quick review of the Labor Distribution move to the **“Update Staff/Faculty Employment Information”** section and make any required changes to the employee information (below the Labor Distribution Section).

Labor Distribution Changes, 004040-00 E-MAIL ADMINISTRATOR

Current  
 Effective Date: 07/01/2014  
 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

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		100000	501040	610015	10					100.00			
										<b>Total:</b>			

100.00

Default from Index Save and Add New Rows

Update Staff/Faculty Employment Information

Item	Current Value	New Value
Home Organization: *	402400, Payroll	500000
Distribution Orgn: *	402400, Payroll	500000
Employee Class Code: *	03, Professional Non Faculty (MS)	13
Employee Group Code: *(Not Enterable)	PF, Permanent Full Time	PF
Employee Status: *(Not Enterable)	Active	A
Home COAS: *(Not Enterable)	J	J

Routing Queue

Approval Level	User Name	Required Action
70 - (BUDGET) Budget	0004	Chavin Johnson Approve
80 - (HR) Human Resources Approver	0004	Keunta D McPhearson Approve
85 - (HR2) Human Resources Applier	0000	Linda Wilson Apply
30 - (DEAN) Dean_Director	0004	Robin Michele Spann-Pack Approve
50 - (VP) Vice President	0000	Michael Thomas Approve
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

Employee is transferring to the Division of Information Management as the New Email Administrator



Once complete, ensure that the routing queue is populated with the correct Approvers and Required Actions.

After completing the routing queue, add any comments applicable to the transaction to the **Comment** block below the routing queue. Click **SAVE** and review your work 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: Alicia K. Arlum, J00766845  
 Transaction: 21598  
 Transaction Status: Waiting  
 Approval Category: Job Transfer - Staff/Faculty (Non Grant Employee), J00016  
 Query Date: Jul 01, 2014

Save Submit Delete

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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:** Alicia K. Arlum, J00766845

**Transaction:** 21598

**Transaction Status:** Pending

**Approval Category:** Job Transfer - Staff/Faculty (Non Grant Employee), J00016

**Query Date:** Jul 01, 2014

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