## 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 look to access the EPAF Job Selection screen.



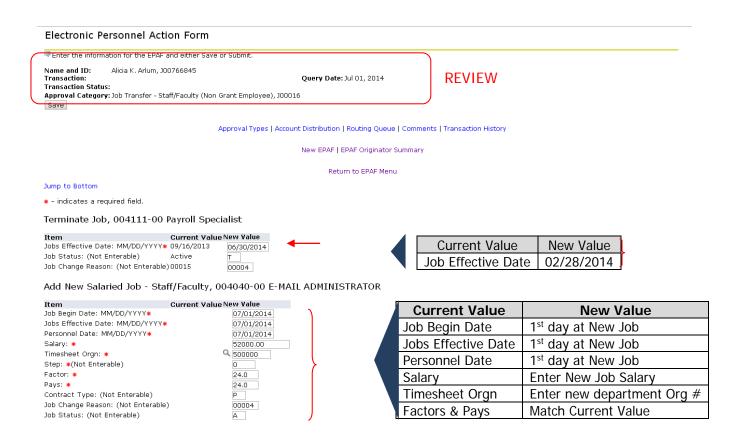
At the **Job Selection Screen**, the system defaults to the Terminate Job Prompt. **Select the Radio Button** to the active position the employee will be "transferring from". Once you have selected the current position radio button, click the "Next Approval Type" button to prompt the "Add New Salaried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



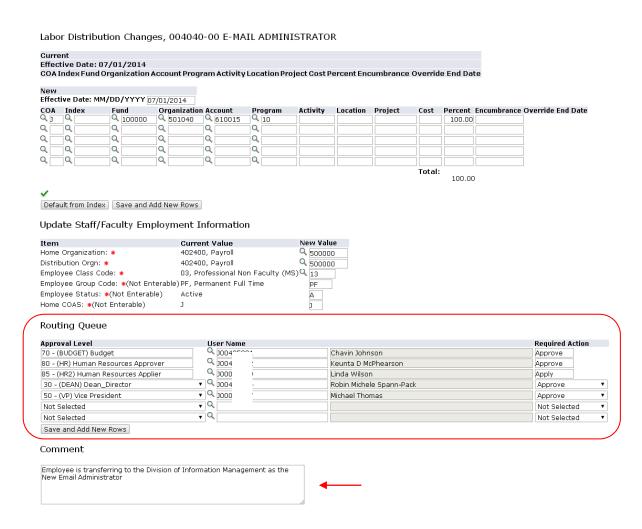
On the **New Job** row, you can key in the **position # of the new job** the employee will be "**transferring to**". Use **"00"** for the suffix, and then click ...

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



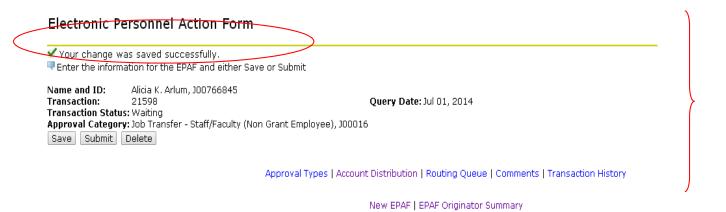
Once you have completed the "Terminate Job" and "Add Salaried Job" Section of the EPAF, **Review the Labor Distribution for the new job** and make any **updates** needed.

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).



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.



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.

Tenter 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

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

Query Date: Jul 01, 2014

New EPAF | EPAF Originator Summary