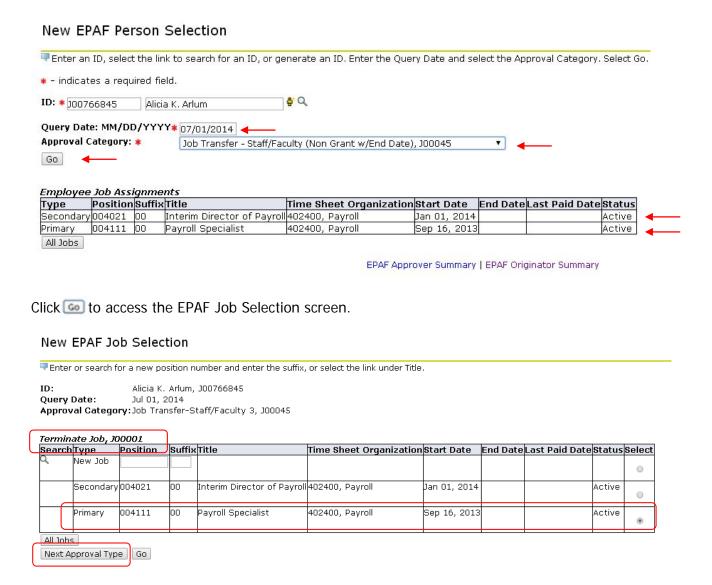# Job Transfer – Staff/Faculty (Non Grant Employee with End Date)

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 (Non Grant Employee with End Date)** 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.

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: * J00766845   Alicia K. Arlum

Query Date: MM/DD/YYYY* 07/01/2014
Approval Category: *   Job Transfer - Staff/Faculty (Non Grant w/End Date), J00045 ▼

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	004021	00	Interim Director of Payroll	402400, Payroll	Jan 01, 2014			Active
Primary	004111	00	Payroll Specialist	402400, Payroll	Sep 16, 2013			Active

All Jobs

EPAF Approver Summary | EPAF Originator Summary

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 3, J00045

Terminate Job, J00001

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job									○
	Secondary	004021	00	Interim Director of Payroll	402400, Payroll	Jan 01, 2014			Active	○
	Primary	004111	00	Payroll Specialist	402400, Payroll	Sep 16, 2013			Active	◉

All Jobs
Next Approval Type   Go

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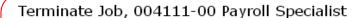
Notice the **"Add New Salaried Job"** heading change above the New Job block of the New EPAF Job Selection screen.

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 3, J00045

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 & Commmunications Ctr					⦿
	Secondary	004021	00	Interim Director of Payroll	402400, Payroll	Jan 01, 2014			Active	○
	Primary	004111	00	Payroll Specialist	402400, Payroll	Sep 16, 2013			Active	○

[All Jobs]
[Next Approval Type] [Go]

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
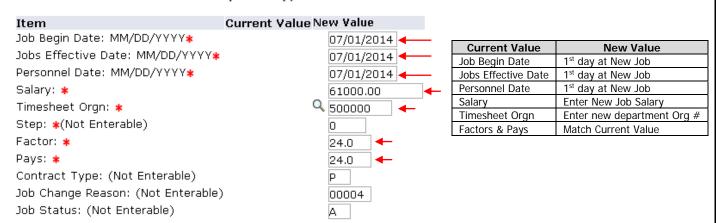
REVIEW

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	06/30/2014

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: ✱		61000.00 ←
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	1st day at New Job
Jobs Effective Date	1st day at New Job
Personnel Date	1st day at New Job
Salary	Enter New Job Salary
Timesheet Orgn	Enter new department Org #
Factors & Pays	Match Current Value

Terminate Job (End Date), 004040-00 E-MAIL ADMINISTRATOR

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY ✱		12/30/2014 ←
Job Status: (Not Enterable)		T
Job Change Reason: (Not Enterable)		00013

Current Value	New Value
Job Effective Date	12/30/2014

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		

Total: 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: 21599   **Query Date:** Jul 01, 2014
Transaction Status: Waiting
Approval Category: Job Transfer - Staff/Faculty (Non Grant w/End Date), J00045

[Save] [Submit] [Delete]

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: 21599   **Query Date:** Jul 01, 2014
Transaction Status: Pending
Approval Category: Job Transfer - Staff/Faculty (Non Grant w/End Date), J00045