Job Transfer – Staff/Faculty (Non 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 (Non 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.

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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.

52

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

New EPAF Job Selection

Renter 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 N	ew Salaried	Job - Staff	/Facul	ty, 100011						
Sear	hType	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
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	Primary	004111	00	Payroll Specialist	402400, Payroll	Sep 16, 2013			Active	
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All Jobs

Next Approval Type Go

New EPAF

Return to EPAF Menu

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 Fo	rm			
Enter the information for the EPAF and eithe	r Save or Submit.			
Name and ID: Alicia K. Arlum, J00766845 Transaction: Transaction Status: Approval Category: Job Transfer - Staff/Facult Save	y (Non Grant Employee), JOOC	Query Date: Jul 01, 2014	REVIEW	
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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).

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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.

