# Secondary Job Appointment

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the employee record you want to update. Once the employee is identified, select the **Secondary Job Appointment** EPAF from the Approval Category drop down menu and click Go.

## 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: ✱    Secondary Job Appointment, J00034

Go

### Employee Job Assignments

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|------|----------|--------|-------|------------------------|------------|----------|----------------|--------|
| Primary | 004111 | 00 | Payroll Specialist | 402400, Payroll | Sep 16, 2013 | | | Active |

All Jobs

At the **EPAF Job Selection screen**, **key the position # for the Secondary Job in the New Job block**, Tab over to the **Suffix** block and use **"00"**. Ensure that the Radio Button for the Secondary job is filled, and then 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:                Alicia K. Arlum, J00766845
Query Date:        Jul 01, 2014
Approval Category: Secondary Job Appointment, J00034

### 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 | 000505 | 00 | Adjunct Faculty | 200070, Adjunct Instruction | | | | | ⦿ |
| | Primary | 004111 | 00 | Payroll Specialist | 402400, Payroll | Sep 16, 2013 | | | Active | ○ |

All Jobs
Next Approval Type    Go

At the **Secondary Job Appointment** screen, review the employee information and EPAF title to ensure the correct person and EPAF will be impacted.

After a quick review of the employee and Approval Category selected, **key in the requested information in the "Add Salaried Job" section** of the EPAF (**dates, salary, factors, pays**). **Enter the end date (Job Effective Date) under the "Terminate Job" section** of the EPAF.

**Note: Factor and Pays should match the contract period and payroll calendar.**

**Add Salaried Job-Staff/FN, 000505-00 Adjunct Faculty**

**Add Salaried Job**

| 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: ⭑ | | 3000.00 |
| Step: ⭑(Not Enterable) | | 0 |
| Factor: ⭑ | | 24.0 |
| Pays: ⭑ | | 24.0 |
| Contract Type: ⭑(Not Enterable) | | S |
| Job Change Reason: (Not Enterable) | | 00011 |
| Job Status: (Not Enterable) | | A |

| Current Value | New Value |
|--------------|-----------|
| Job Begin Date | Match Current Value |
| Jobs Effective Date | 1st day of work |
| Personnel Date | 1st day of work |
| Salary | Salary Amount |
| Factor | Match Contract Period |
| Pays | Match Contract Period |

**Terminate Job, 000505-00 Adjunct Faculty**

**Terminate Job**

| Item | Current Value | New Value |
|------|--------------|-----------|
| Jobs Effective Date: MM/DD/YYYY⭑ | | 12/15/2014 |
| Job Status: (Not Enterable) | | T |
| Job Change Reason: (Not Enterable) | | 00013 |

| Current Value | New Value |
|--------------|-----------|
| Jobs Effective Date | Job End Date |

(This Job Effective Date refers to the contract termination date)

**Labor Distribution Changes, 000505-00 Adjunct Faculty**

**Current**
Effective Date: 01/16/2014

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date |
|-----|-------|------|-------------|---------|---------|----------|----------|---------|------|---------|-------------------------------|
| J | | 100000 | 200070 | 610010 | 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 | | 100000 | 200070 | 610010 | 10 | | | | | 100.00 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | Total: 100.00 | |

Next, **review the labor distribution** for any necessary changes. If a change is necessary, put a check in the space provided for removing the current labor distribution stream. In the blocks provided below the current labor distribution stream, key in the New Labor Distribution (COA, Index, Fund, Org #, Account#, Program #, and the Percent allocation).

**Routing Queue**

| Approval Level | User Name | | Required Action |
|----------------|-----------|--|-----------------|
| 70 - (BUDGET) Budget | J004 | Chavin Johnson | Approve |
| 80 - (HR) Human Resources Approver | J004 | Keunta D McPhearson | Approve |
| 85 - (HR2) Human Resources Applier | J000 | Linda Wilson | Apply |
| 30 - (DEAN) Dean_Director | J004 | Robin Michele Spann-Pack | Approve |
| 50 - (VP) Vice President | J000 | Michael Thomas | Approve |
| Not Selected | | | Not Selected |
| Not Selected | | | Not Selected |

Save and Add New Rows

**Comment**

College of Education & Human Development
EDAD 711, Education Assessment
Students Enrolled

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

Save

Once the Labor Distribution is complete, **populate the routing queue**.

Routing Queue

| Approval Level | User Name | | Required Action |
|---|---|---|---|
| 30 - (DEAN) Dean_Director | J004282804 | Robin Michele Spann-Pack | Approve |
| 40 - (TITLE3) Title III Grants | J0008 | Mary B. Myles | Approve |
| 50 - (VP) Vice President | J0003 | Michael Thomas | Approve |
| 65 - (VPRES) Vice President of Research | J0009 | Loretta A Moore | Approve |
| 70 - (BUDGET) Budget | J0049 | Chavin Johnson | Approve |
| 80 - (HR) Human Resources Approver | J0047 | Keunta D McPhearson | Approve |
| 85 - (HR2) Human Resources Applier | J0008 | 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

Adjunct Re-Appointed to the College of Business, Department of Accounting.
End Date 05/31/2014

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

Once you have **completed and/or verified the routing queue** set up, click  Save  .

## 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:** 21594          **Query Date:** Jul 01, 2014
**Transaction Status:** Waiting
**Approval Category:** Secondary Job Appointment, J00034

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.

Remember to add any information in the **comment section** that approvers may need to know before approving the EPAF.

**Remember to review your transaction 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:** Alicia K. Arlum, J00766845
**Transaction:** 21594          **Query Date:** Jul 01, 2014
**Transaction Status:** Pending
**Approval Category:** Secondary Job Appointment, J00034

Approval Types | Account Distribution | Errors | Routing C