Job Re-Appointment – (Non Grant Employee)

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 **Job Re-Appointment** (Non Grant Employee) 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:** 000766844 Marcus Arum

  **Query Date:** MM/DD/YYYY 07/01/2014

  **Approval Category:** Job Re-Appointment (Non Grant Employee), 300018

  [Go]

  **Note:** Employees can have a primary job and a secondary job. Be sure to select the proper Radio Button to ensure that the action is executed against the desired position/job.

**New EPAF Job Selection**

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

  **ID:** Marcus Arum, 000766844

  **Query Date:** Jul 01, 2014

  **Approval Category:** Job Re-Appointment, 300018

  **Review** the Employee information and the Approval Category to ensure accuracy.

  **Add Salaries**

  **Job Type:** Full Time
  **Position:** 00190
  **Suffix:** ASSST PROFESSOR
  **Status:** 10010, Accounting

  **Note:** Employees can have a primary job and a secondary job. Be sure to select the proper Radio Button to ensure that the action is executed against the desired position/job.
Once your have updated the **Add Salaried Job section** of the Job Re-Appointment EPAF, Review the Labor Distribution for accuracy.

After reviewing and making any necessary adjustments, complete the **Routing Queue** process.

**Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 - (BUDGET) Budget</td>
<td>Chavin Johnson</td>
<td>Approve</td>
</tr>
<tr>
<td>80 - (HR) Human Resources Approver</td>
<td>Keunta D McPherson</td>
<td>Approve</td>
</tr>
<tr>
<td>95 - (HR) Human Resources Applicant</td>
<td>Linda Wilbon</td>
<td>Approve</td>
</tr>
<tr>
<td>20 - (DEPT) Department, Principle Investigator</td>
<td>Rodney George Dennel</td>
<td>Approve</td>
</tr>
<tr>
<td>30 - (CEM) Dean, Director</td>
<td>Robin Michelle Spann-Frank</td>
<td>Approve</td>
</tr>
<tr>
<td>40 - (TITLE) Title III Grants</td>
<td>Frederick White</td>
<td>Approve</td>
</tr>
<tr>
<td>50 - (VP) Vice President</td>
<td>Michael Thomas</td>
<td>Approve</td>
</tr>
</tbody>
</table>

**Comment**

Your "Scope of Work" comments goes here...

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

Save

Return to Top
Note: If you’ve already set up your Default Routing Queue for this EPAF, it will automatically populate. (see page 18 for setting the default routing queue)

After completing the routing queue, document any comments necessary in the Comment block below the routing queue.

Save your Work and review for accuracy.

Electronic Personnel Action Form

Your change was saved successfully.

Name and ID: Marcus Arlum, J00766844
Transaction: 21585
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Non Grant Employee), J00013

After saving your work, take the time to review the accuracy of the information keyed before making the final submission for approval.

Notice the Successfully Saved message indicator at the top of the screen.

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 default or manually populated Routing Queue. (See page 18 to setup a default routing queue)

Electronic Personnel Action Form

The transaction has been successfully submitted.

Name and ID: Marcus Arlum, J00766844
Transaction: 21585
Transaction Status: Pending
Approval Category: Job Re-Appointment (Non Grant Employee), J00013