Job Re-Appointment – (Non Grant Employee with End Date)

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.

ID:  J000766844  Marcus Ar lum
Query Date:  MM/DD/YYYY  07/01/2014
Approval Category:  Job Re-Appointment (Non Grant w/End Date), J00043

There are no active jobs based on the Query Date.

At the Job Selection screen, click on the Radio Button for the Job you want to adjust and click 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 Ar lum, J000766844
Query Date:  Jul 01, 2014
Approval Category:  Job Re-Appointment 2, J00043

There are no active jobs based on the Query Date.

Review the Employee information and the Approval Category to ensure accuracy.
At the **Job Re-Appointment** screen, key in the following information to successfully execute the EPAF:

<table>
<thead>
<tr>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Begin Date</strong></td>
<td>Match Current Value</td>
</tr>
<tr>
<td><strong>Jobs Effective Date</strong></td>
<td>1st day of work</td>
</tr>
<tr>
<td><strong>Personnel Date</strong></td>
<td>1st day of work</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>Salary Amount</td>
</tr>
<tr>
<td><strong>Factor</strong></td>
<td>Match Current Value</td>
</tr>
<tr>
<td><strong>Pays</strong></td>
<td>Match current Value</td>
</tr>
</tbody>
</table>

**Labor Distribution Changes, 000190-00 Assistant Professor**

**Current**

<table>
<thead>
<tr>
<th>Effective Date: 08/16/2013</th>
<th>Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100000210000</td>
<td>610010</td>
</tr>
</tbody>
</table>

**New**

<table>
<thead>
<tr>
<th>Effective Date: 07/01/2014</th>
<th>Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100000210000</td>
<td>610010</td>
</tr>
</tbody>
</table>

**Terminate Job, 000190-00 Assistant Professor**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date</td>
<td>05/15/2014</td>
<td>06/28/2015</td>
</tr>
<tr>
<td>Job Status</td>
<td>Terminated</td>
<td>Terminated 00013</td>
</tr>
<tr>
<td>Job Change Reason</td>
<td>(Not Enterable)00013</td>
<td></td>
</tr>
</tbody>
</table>

**Terminate Job**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs Effective Date</td>
<td>Grant End Date</td>
<td></td>
</tr>
</tbody>
</table>

**Funding**

Review or Modify the Funding information if necessary.

---

**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**

**Approval Level**

- 70 - (BUDGET) Budget
- 80 - (HR) Human Resources Approver
- 05 - (HR) Human Resources Applicant
- 20 - (DEPT) Department Principle Investigator
- 30 - (DEPT) Dean, Director
- 40 - (TITLE) Title II Grants
- 50 - (VP) Vice President

**User Name**

- Chavin Johnson
- Keunta D McPhearrson
- Linda Wilson
- Rodney George Danne1
- Robin Michele Spann-Park
- Fredrick White
- Michael Thomas

**Required Action**

- Approve
- Apply
- Approve
- Approve
- Approve
- Approve
- Approve

**Comment**

Appointed as lead internal advisor on the Workforce Development Project

---

**Note:** If you’ve already setup 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.

Enter the information for the EPAF and either Save or Submit

Name and ID: Marcus Arum, J00766844
Transaction: 21584  Query Date: Jul 01, 2014
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Non Grant w/End Date), J00043

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.

Enter the information for the EPAF and either Save or Submit

Name and ID: Marcus Arum, J00766844
Transaction: 21584  Query Date: Jul 01, 2014
Transaction Status: Pending
Approval Category: Job Re-Appointment (Non Grant w/End Date), J00043