Job Transfer – Staff/Faculty (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 (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.

Click Go to access the EPAF Job Selection screen.

New EPAF Job Selection

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

ID: Alicia K. Arum, X00766845
Query Date: Jul 01, 2014
Approval Category: Job Transfer – Staff/Faculty, X00016

Terminate Job, X00001

SearchType| Position| Suffix|Title| Time Sheet Organization| Start Date| End Date| Last Paid Date| Status| Select
---|---|---|---|---|---|---|---|---|---
New Job| Secondary| 00 Interim Director of Payroll| H02400, Payroll| Jan 01, 2014| Active
Primary| 00 Payroll Specialist| H02400, Payroll| Sep 16, 2013| Active

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.

Add New Salaried Job – Staff/Faculty, X00011

SearchType| Position| Suffix|Title| Time Sheet Organization| Start Date| End Date| Last Paid Date| Status| Select
---|---|---|---|---|---|---|---|---|---
New Job| Secondary| 00 Interim Director of Payroll| H02400, Payroll| Jan 01, 2014| Active
Primary| 00 Payroll Specialist| H02400, Payroll| Sep 16, 2013| Active

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.
Once complete, ensure that the routing queue is populated with the correct Approvers and Required Actions.

**Note:** If you initially setup your Default Routing Queue for the Job Transfer – Staff/Faculty (Non Grant Employee) EPAF, all approval levels, user names, and required actions will automatically populate the routing queue upon your initial selection of the EPAF from the EPAF main menu.

If you did not set up your default routing queue, manually populate the routing queue by selecting the approval level, user and action required for each Approver needed for approval.

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.
Review the Employee and Approval Category information for accuracy before proceeding to the “Terminate Job” and “Add Salaried Job” section of the EPAF.

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).
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 default or manually populated Routing Queue. (See page 18 for Setting up a Default Routing Queue)