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.

**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.

**New EPAF Job Selection**

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

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.
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).

---

**Labor Distribution Changes, 004040-00 E-HAIL ADMINISTRATOR**

<table>
<thead>
<tr>
<th>Current</th>
<th>Effective Date: 07/01/2014</th>
<th>COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Effective Date: MM/DD/YYYY (07/01/2014)</td>
<td>COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>402400, Payroll 500000 610015 40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>402400, Payroll 500000 610015 40</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Update Staff/Faculty Employment Information**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Organization:</td>
<td>402400, Payroll</td>
<td>500000</td>
</tr>
<tr>
<td>Distribution Org:</td>
<td>402400, Payroll</td>
<td>500000</td>
</tr>
<tr>
<td>Employee Class Code:</td>
<td>03, Professional Non Faculty (MS)</td>
<td>03, Professional Non Faculty (MS)</td>
</tr>
<tr>
<td>Employee Group Code:</td>
<td>(Not Enterable)</td>
<td>PF, Permanent Full Time</td>
</tr>
<tr>
<td>Employee Status:</td>
<td>(Not Enterable)</td>
<td>Active</td>
</tr>
<tr>
<td>Home COAS:</td>
<td>(Not Enterable)</td>
<td>J</td>
</tr>
</tbody>
</table>

**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>Keutta D McPherson</td>
<td>Approve</td>
</tr>
<tr>
<td>82 - (HR) Human Resources Approver</td>
<td>Linda Wilson</td>
<td>Approve</td>
</tr>
<tr>
<td>30 - (DEAN) Dean Director</td>
<td>Robin Michele Spann-Pick</td>
<td>Approve</td>
</tr>
<tr>
<td>50 - (VP) Vice President</td>
<td>Michael Thomas</td>
<td>Approve</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
<td></td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

Employee is transferring to the Division of Information Management as the New Email Administrator

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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.
Notice the “Add New Salaried Job” heading change above the New Job block of the New EPAF Job Selection screen.

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. Arum, J00766845
Query Date: Jul 01, 2014
Approval Category: Job Transfer - Staff/Faculty, J00016

Add New Salaried Job - Staff/Faculty, J00011

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 Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Alicia K. Arum, J00766845
Transaction: Terminate Job, 004111-00 Payroll Specialist
Transaction Status: Complete
Approval Category: Job Transfer - Staff/Faculty (Non Grant Employee), J00016

Terminate Job, 004111-00 Payroll Specialist

Add New Salaried Job - Staff/Faculty, 004040-00 E-MAIL ADMINISTRATOR

Current Value | New Value
--- | ---
Job Effective Date | 02/28/2014
Salary | 920.00
Days | 20.0
Factors & Pays | 100.0

Current Value | New Value
--- | ---
Job Begin Date | 01/01/2014
Jobs Effective Date | 01/01/2014
Personnel Date | 01/01/2014
Salary | 920.00
Factors & Pays | 100.0
Job Change Reason | (Not Enterable)
Job Status | (Not Enterable)

Factors & Pays | Match Current Value
--- | ---

Enter New Job Salary
Enter new department Org #
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.

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)