Job Salary Adjustment (Non Grant Employee)

After clicking the **New EPAF** link, key in the **J#** for the employee record you want to update.

**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:** 700766844  
**Marcus Arum**  
**Query Date:** 07/01/2014  
**Job Salary Adjustment (Non Grant Employee), J00008**  

There are no active jobs based on the Query Date.

**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.

After making the employee selection, choose the **Job Salary Adjustment (Non Grant Employee)** EPAF from the approval category dropdown menu and 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:** Marcus Arum, J00766844  
**Query Date:** Jul 01, 2014  
**Approval Category:** Job Salary Adjustment Non-G, J00008

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.
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.

**Electronic Personnel Action Form**

- Your change was saved successfully. Enter the information for the EPAF and either Save or Submit.

**Name and ID:** Marcus Arlum, J00766644
**Transaction:** 21588
**Transaction Status:** Waiting
**Approval Category:** Job Salary Adjustment (Non Grant Employee), J00008

[Save] [Submit] [Delete]

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**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 Default Routing queue setup)

**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 Arlum, J00766644
**Transaction:** 21588
**Transaction Status:** Pending
**Approval Category:** Job Salary Adjustment (Non Grant Employee), J00008