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 and Tab to next field. Once the employee is identified, adjust the query date to the contract begin date. Select the Job Re-Appointment (Non Grant Employee) EPAF from the Approval Category drop down menu and click Go.

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

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. * indicates a required field.

ID: J00778246  Willie M. Arlum  (Change the query date to the contract start date)
Query Date: MM/DD/YYYY  08/16/2014
Approval Category: Job Re-Appointment (Non Grant Employee), J00018

There are no active jobs based on the Query Date.
All Jobs

At the Job Selection screen, click on the Radio Button for the Job you want to adjust and click Go.

If there are no Jobs visible, click the All Jobs button to view positions previously occupied by the employee. Key the position # associated with the position to be re-appointed on the New Jobs row, tab over and key "00" for the suffix to populate the previously held position.

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: Willie M. Arlum, J00778246
Query Date: Aug 16, 2014
Approval Category: Job Re-Appointment, J00018

Add Salaried Job: Staff/Ex, J00007

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Position</th>
<th>Suffix</th>
<th>Title</th>
<th>Time Sheet Organization</th>
<th>Start Date</th>
<th>End Date</th>
<th>Last Paid Date</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Jobs</td>
<td>001006</td>
<td>00</td>
<td>ASSIST PROFESSOR</td>
<td>210010, Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no active jobs based on the Query Date.
All Jobs
Next Approval Type Go
At the **Job Re-Appointment** screen, key in the following information to successfully execute the EPAF:

- **Job Begin Date**: MM/DD/YYYY
- **Jobs Effective Date**: MM/DD/YYYY
- **Personnel Date**: MM/DD/YYYY
- **Salary**: $Salary Amount$
- **Factor**: Match Current Value
- **Pays**: Match Current Value

After updating 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.

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: Willie M. Arlum, J00778246
Transaction: 56606
Transaction Status: Waiting
Approval Category: Job Re-Appointment (Non Grant Employee), J00018

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 manually populated 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: Willie M. Arlum, J00778246
Transaction: 56606
Transaction Status: Pending
Approval Category: Job Re-Appointment (Non Grant Employee), J00018