Job Salary Adjustment (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.

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: J00758275
Query Date: 07/01/2014
Approval Category: Job Salary Adjustment (Grant Employee), J007600

After making the employee selection, choose the Job Salary Adjustment (Grant Employee) EPAF Approval Category from the dropdown menu. At this point, adjust the query date with the actual date the adjustment will take effect. 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: Christy Airum, J00758275
Query Date: Jul 01, 2014
Approval Category: Job Salary Adjustment (Grant Employee), J007600

Add Salaried Job/Staff/FN, J000007

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.
As with all transactions, complete the routing queue process by selecting your divisions’ approval levels, user names and the required action for each user prescribed and click Save.

As the Job Salary Adjustment screen complete the following requested data:

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date: M/DD/YYYY</td>
<td>11/01/2013</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Job Effective Date: M/DD/YYYY</td>
<td>03/01/2014</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Personnel Date: M/DD/YYYY</td>
<td>03/01/2014</td>
<td></td>
</tr>
<tr>
<td>Salary:</td>
<td>6000.00</td>
<td></td>
</tr>
<tr>
<td>Step: (Not Enterable)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Factor:</td>
<td>24</td>
<td>24.0</td>
</tr>
<tr>
<td>Pays:</td>
<td>24</td>
<td>24.0</td>
</tr>
<tr>
<td>CONTRACT Type: (Not Enterable)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason: (Not Enterable) 00014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Status: (Not Enterable)</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Labor Distribution Changes, 209596-00 Social Media Associate

Current
Effective Date: 03/01/2014
DATA Index: Fund: Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date
J 653136 20635 640500 616015 10 100.00

New
Effective Date: M/DD/YYYY 07/01/2014

As with all transactions, complete the routing queue process by selecting your divisions’ approval levels, user names and the required action for each user prescribed and click Save.

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: Christy Arlum, J00759275
Transaction: 7224
Transaction Status: Waiting
Approval Category: Job Salary Adjustment (Grant Employee), J00009

Save  Submit  Delete

Electronic Personnel Action Form

- The transaction has been successfully submitted.
- Enter the information for the EPAF and either Save or Submit

Name and ID: Christy Arlum, J00758275
Transaction: 7224
Transaction Status: Pending
Approval Category: Job Salary Adjustment (Grant Employee), J00009

Always Review your Work before Submitting for Approval