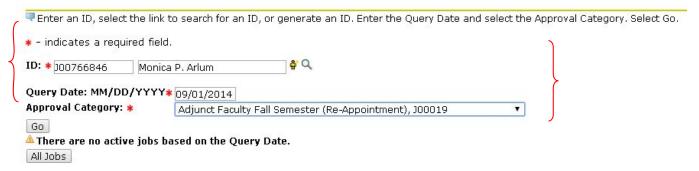
# **Adjunct Faculty Fall Semester (Re-Appointment)**

At the EPAF main menu, click the **New EPAF** link and key in the **J#** for the employee record you want to update. Once the employee is identified, select the **Adjunct Faculty Fall Semester Re-Appointment** EPAF from the Approval Category drop down menu and click ...

#### New EPAF Person Selection



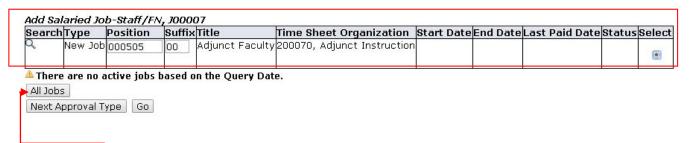
### New EPAF Job Selection

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

ID: Monica P. Arlum, J00766846

Query Date: Sep 01, 2014

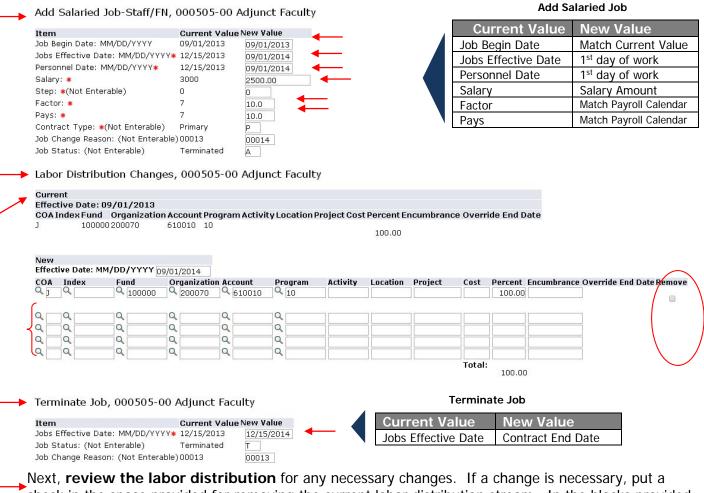
Approval Category: Faculty - Adjunct Fall, J00019



At the **EPAF Job Selection** screen...

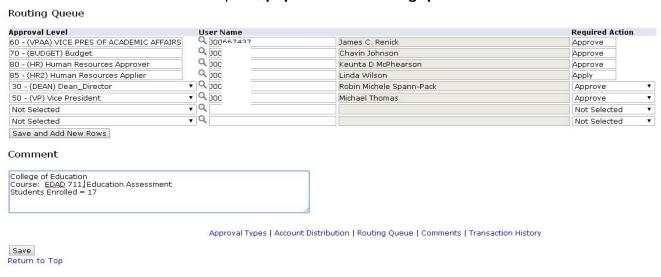
Click the **All Jobs** button to populate the jobs formerly occupied by the employee. Select the position number that corresponds with the job the employee is being Re-appointed to and click ...

After a quick review of the employee and Approval Category selected, **key in the requested information in the "Add Salaried Job" section** of the EPAF (**dates**, **salary**, **factors**, **pays**). **Enter the end date (Job Effective Date) under the "Terminate Job" section** of the EPAF.



Next, **review the labor distribution** for any necessary changes. If a change is necessary, put a check in the space provided for removing the current labor distribution stream. In the blocks provided below the current labor distribution stream, key in the New Labor Distribution (COA, Index, Fund, Org #, Account#, Program #, and the Percent allocation).

Once the Labor Distribution is complete, **populate the routing queue**.



Once you have **completed and/or verified the routing queue** set up, click **Save**.

## **Electronic Personnel Action Form**

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: Monica P. Arlum, J00766846

Transaction: 21592 Query Date: Sep 01, 2014

Transaction Status: Waiting

Approval Category: Adjunct Faculty Fall Semester (Re-Appointment), J00019

Save Submit Delete

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.

Remember to add any information in the **comment section** that approvers may need to know before approving the EPAF.

Remember to review your transaction before submitting for approval.

## Electronic Personnel Action Form

The transaction has been successfully submitted.

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

Name and ID: Monica P. Arlum, J00766846

Transaction: 21592 ← Query Date: Sep 01, 2014

Transaction Status: Pending

Approval Category: Adjunct Faculty Fall Semester (Re-Appointment), J00019