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**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.

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

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- indicates a required field.											
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After saving your work, take the time to review the accuracy of the information keyed before making the final submission for approval.

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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 T. Arlum, J00778247

Query Date: Aug 01, 2014

 Transaction:
 56605

 Transaction Status:
 Waiting

 Approval Category:
 Job Salary Adjustment (Non Grant Employee), J00008

 Save
 Submit

 Delete

Approval Types | Account Distribution | Routing

New EPAF | EPAF Orig

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:
 Marcus T. Arlum, J00778247

 Transaction:
 56605

 Transaction Status:
 Pending

 Approval Category:
 Job Salary Adjustment (Non Grant Employee), J00008

Query Date: Aug 01, 2014

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