

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: * J00778247 

Query Date: MM/DD/YYYY * 08/01/2014

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

Employee Job Assignments

| Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|---------|----------|--------|--------------------|-------------------------|--------------|----------|----------------|--------|
| Primary | 004111 | 00 | Payroll Specialist | 402400, Payroll | Oct 01, 2013 | | | Active |

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

After making the employee selection, choose the **Job Salary Adjustment (Non Grant Employee)** EPAF from the approval category dropdown menu and click .

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

→ New EPAF Job Selection

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

ID: → Marcus T. Arlum, J00778247

Query Date: → Aug 01, 2014

Approval Category: Job Salary Adjustment Non-G, J00008

Add Salaried Job-Staff/FN, J00007

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---------|----------------------|----------------------|--------------------|-------------------------|--------------|----------|----------------|--------|----------------------------------|
|  | New Job | <input type="text"/> | <input type="text"/> | | | | | | | <input type="radio"/> |
| | Primary | 004111 | 00 | Payroll Specialist | 402400, Payroll | Oct 01, 2013 | | | Active | <input checked="" type="radio"/> |

New EPAF

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.

Add Salaried Job-Staff/FN, 004111-00 Payroll Specialist

| Item | Current Value | New Value |
|---|---------------|------------|
| Job Begin Date: MM/DD/YYYY | 10/01/2013 | 10/01/2013 |
| Jobs Effective Date: MM/DD/YYYY* | 10/01/2013 | 08/01/2014 |
| Personnel Date: MM/DD/YYYY* | 10/01/2013 | 08/01/2014 |
| Salary: * | 45000 | 50000.00 |
| Step: *(Not Enterable) | 0 | 0 |
| Factor: * | 24 | 24.0 |
| Pays: * | 24 | 24.0 |
| Contract Type: *(Not Enterable) | Primary | P |
| Job Change Reason: (Not Enterable)00015 | | 00018 |
| Job Status: (Not Enterable) | Active | A |



| Current Value | New Value |
|---------------------|-------------------------|
| Job Begin Date | Match Current Value |
| Jobs Effective Date | Date Adjustment begins |
| Personnel Date | Date Adjustment begins |
| Salary | Enter new Salary Amount |

Note: Job Eff. Date must be after last pay date

Labor Distribution Changes, 004111-00 Payroll Specialist

Always Review your Work before Submitting for Approval

| Current | | | | | | | | | | | |
|----------------------------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|--------------|
| Effective Date: 10/01/2013 | | | | | | | | | | | |
| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override End |
| J | 100000 | 402400 | 610015 | 60 | | | | | 100.00 | | |

| New | | | | | | | | | | | | | |
|---------------------------------------|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------------|-------------|----------|----------|
| Effective Date: MM/DD/YYYY 08/01/2014 | | | | | | | | | | | | | |
| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance | Override | End Date |
| J | | 100000 | 402400 | 610015 | 60 | | | | | | 100.00 | | |
| | | | | | | | | | | Total: | 100.00 | | |

✓ Defaulting values for Labor Distribution from the Job records.

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**.

Routing Queue

| Approval Level | User Name | Required Action |
|------------------------------------|----------------------------------|-----------------|
| 70 - (BUDGET) Budget | J004950 Chavin Johnson | Approve |
| 80 - (HR) Human Resources Approver | J004739 Keunta D McPhearson | Approve |
| 85 - (HR2) Human Resources Applier | J000851 Linda Wilson | Apply |
| 30 - (DEAN) Dean_Director | J004828 Robin Michele Spann-Pack | Approve |
| 50 - (VP) Vice President | J000323 Michael Thomas | Approve |
| Not Selected | | Not Selected |
| Not Selected | | Not Selected |

Comment

Comment goes here....

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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.

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

Transaction: 56605

Query Date: Aug 01, 2014

Transaction Status: Waiting

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

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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 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

Query Date: Aug 01, 2014

Transaction Status: Pending

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

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