Secondary Job 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 **Secondary Job Appointment** EPAF from the Approval Category drop down menu and click **[GO]**.

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: *)00766845 Alicia K. | Arlum 🗳 🔍 |
| Query Date: MM/DD/YYYY* | 07/01/2014 |
| Approval Category: \star | Secondary Job Appointment, J00034 |
| Go | |
| Employee Job Assignments | |

| Туре | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status |
|----------|----------|--------|--------------------|-------------------------|--------------|----------|----------------|--------|
| Primary | 004111 0 | 00 | Payroll Specialist | 402400, Payroll | Sep 16, 2013 | | | Active |
| All Job: | s | | | | | | | |

At the **EPAF Job Selection screen**, **key the position # for the Secondary Job in the New Job block**, Tab over to the **Suffix** block and use **"00"**. Ensure that the Radio Button for the Secondary job is filled, and then click **(GO)**.

0

New EPAF Job Selection

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

ID: Alicia K. Arlum, J00766845 Query Date: Jul 01, 2014 Approval Category: Secondary Job Appointment, J00034

| : | Add Sai | aried Jo | b-Staff/FN | , 10000 |)7 | | - | | | | |
|---|----------|----------|------------|---------|--------------------|-----------------------------|--------------|----------|----------------|--------|--------|
| | Search | Туре | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
| | Q | New Job | 000505 | 00 | Adjunct Faculty | 200070, Adjunct Instruction | | | | | ١ |
| | | Primary | 004111 | 00 | Payroll Specialist | 402400, Payroll | Sep 16, 2013 | | | Active | 0 |
| | All Jobs | 5 | | | - | | | | | | |

Next Approval Type Go

At the **Secondary Job Appointment** screen, review the employee information and EPAF title to ensure the correct person and EPAF will be impacted.

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.

Note: Factor and Pays should match the contract period and payroll calendar.

| Jobs Begin Date: MM/DD/YYYY Improve the MM/DD/YYYY Sidary: Improve the Enterable) Sidary: Improve the Enterable Si | tch Contract | | | | - New Value | | | Thomas |
|--|---|-------------------------|------------------------------------|-------------------|------------------------|--------------------------|-----------------------------|---|
| Abb Effective Date: MM/DD/YYY Improve the factor of th | tch Current Valu day of work day of work lary Amount tch Contract riod tch Contract | | | | G Hem Agine | Current Valu | | Item |
| bbs Effective Date: MMUDD/YYY* Important in the state in the st | day of work day of work lary Amount itch Contract riod itch Contract | Job Begin Date | | | 07/01/2014 | | DD/YYYY | Job Begin Date: MM/ |
| Personnel Date: MM/D/MYY* I/V/L/2014 Stary:: (Not Enterable) Pactor: Pactor: | day of work lary Amount itch Contract riod itch Contract | | | j⊶ | 07/01/2014 | | MM/DD/YYYY | Jobs Effective Date: |
| Salary Salary Salary Salary Salary Match Co. Pays: | lary Amount itch Contract riod itch Contract | | | | 07/01/2014 | | DD/YYYY | Personnel Date: MM/ |
| addr: address | itch Contract riod itch Contract | | | - | 3000.00 | | | Salary: * |
| Addition Pays: Period Pays: Period Option Solar Period Pays: Period Match Cd Obt Change Reason: (Not Enterable) Solar Solar Terminate Job, 000505-00 Adjunct Faculty Terminate Job Solar Sola | riod Itch Contract | | | | 0 | | e) | Step: *(Not Enterabl |
| Pays: Pays Match Cd Period Job Status: (Not Enterable) Pays Match Cd Period Job Status: (Not Enterable) Pays Match Cd Period Item Current Value New Value | tch Contract | Facioi | | | 24.0 | | | Factor: 🛊 |
| bit Change Reason: (Not Enterable) wont | | Dava | | | 24.0 | | | Pays: : |
| Description Description Description Description Description Current Value New Value Description Description Description Description Terminate Job, 000505-00 Adjunct Faculty Image: Description | liou | Pays | | | S | | Enterable) | Contract Type: *(Not |
| Terminate Job, 00050-00 Adjunct Faculty Image: Status: (Not Enterable) Image: Status: Status: (Not Enterable) Image: Status: S | | | | | 00011 |) | (Not Enterable) | Job Change Reason: |
| Item Current Value New Value Job Status: (Not Enterable) 12/15/2014 Image: Current Value New Value Job Status: (Not Enterable) 0013 Image: Current Value New Value Job Change Reason: (Not Enterable) 0013 Image: Current Value New Value Job Change Reason: (Not Enterable) 0013 Image: Current Value New Value Labor Distribution Changes, 000505-00 Adjunct Faculty Image: Current Value New Value Image: Current Value New Value Corrent Image: Current Value New Value Image: Current Value New Value Image: Current Value New Value Labor Distribution Changes, 000505-00 Adjunct Faculty Image: Current Value New Value Image: Current Value New Value Coll Index Image: Coll Index Image: Coll Index New Value Organization Account Program Activity Location Program Netivity L | | | | | A | | erable) | Job Status: (Not Ente |
| bbs Effective Date: MM/DD/YYY* 1/15/2014 Current Value New Value bb Status: (Not Enterable) 00013 Change Reason: (Not Enterable) Change Reason: (Not Enterable) Labor Distribution Changes, 000505-00 Adjunct Faculty Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Labor Distribution Changes, 000505-00 Adjunct Faculty Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enterable 00013 Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enter Minitor Changes, 000505-00 Adjunct Faculty Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enter Minitor Changes, 000505-00 Adjunct Faculty Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enterable Coll (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enterable Coll (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Change Reason: (Not Enterable) Coll and Enterable Coll (Not Enterable) Conterable Contenable < | e Job | Termir | | | ulty | Adjunct Facu | 00505-00 A | Terminate Job, 0 |
| Job Status: (Not Enterable) | w Value | Current Value | | | | Current Valu | | |
| Job Change Reason: (Not Enterable) 00013 (This Job Effective Date refers to the termination date) Labor Distribution Changes, 000505-00 Adjunct Faculty Labor Distribution Changes, 000505-00 Adjunct Faculty Current Effective Date: 01/16/2011 00.00 Controlse Find Organization Account Program Activity Location Project Cost Percent Encombrance Override End Date 100.00 Next: Fund 00000 000070 000070 Next: review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account #, Program #, and the Percent allocation). Return Stream Immuno Distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor Distribution (COA, Index, F #, Account #, Program #, and the Percent allocation). Route Stream Immuno Distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor Distribution (COA, Index, F #, Account #, Program #, and the Percent allocation). Route Stream Immuno Distribution for Stream Immuno Distribution for Stream Market Stream Immuno Distribution for Stream Immuno Distribution (COA, Index, F #, Account #, Program #, and the Percent allocation). Distribution Stream Immuno | | | | | | | Sector Sector | |
| Contract Ender Ford Organization Account Program Activity Location Project Cost Percent Ender Ford Organization Account Project Cost Percent Encomposition Encomposit Encomposit En | 5 End Date | Jobs Effective Date | | | | | | |
| Gurrent Effective Date: 01/16/2014 COX Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 100000 200070 610010 10 100.00 | ers to the contract | • | | | 00013 |) | (Not Enterable) | Job Change Reason: |
| Current Effective Date: 01/16/2014 COX Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 100000 200070 610010 10 100.00 | | | | | | | | |
| Effective Date: 01/16/2014 OA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 100000 200070 610010 100.00 New Effective Date: HM/DD/YYY 0/0000 0/0000 0/0000 00000 200070 610010 10 100.00 New Effective Date: HM/DD/YYY 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 0/0000 00000 200070 0/0000 0/0000 0/0000 0/0000 0/0000 0/0000 00000 00000 0/00000 0/00000 0/00000 0/00000 0/00000 0/00000 00000 000000 0/00000 0/000000 0/00000 0/00000 | | | | ity | Aujunct Facu | 000505-00 | i Changes, i | |
| COAL index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 100000 200070 610010 10 100.00 | | | | | | | 16/2014 | |
| New function Notation | | ce Override End Date | | ation Proje | m Activity Loc | | | |
| Image: State: HM/DD/YYYY 07/01/2014 Operatization Organization Image: State: | | | 100.00 | | | | | |
| COA Index Fand Organization Account Program Activity Location Project Cost Percent Incombrance Col 100000 Cost 100000 Cost Percent Incombrance Col 100000 Cost 100000 Cost Percent Incombrance Col 100000 Cost Percent Incombrance Incombrance Col Cost Percent Incombrance Incombrance Incombrance Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account#, Program #, and the Percent allocation). Routing Queue Percent Event Approve 100-001 Cost Not Event Cost Approve Approve 100-001 Cost Not Event Routin Schnson Approve 100-001 Cost Not Event Not Event Approve 100-001 Cost Not Event Not Event Approve Not Event | | | | | | 2014 | 07/01/2 | |
| Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F#, Account#, Program #, and the Percent allocation). Routing Queue 00 - (WR) Human Resources Approve | mbrance Override End | | Activity Location | | | | | |
| Total: 100.00 Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account#, Program #, and the Percent allocation). Routing Queue | | 100.00 | | | | | | |
| Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F#, Account#, Program #, and the Percent allocation). Routing Queue 00 - (HR) Human Resources Approver 100 - (HR) Human Resources Appler 100 - (HR) Human | | | | - | J • L | | | |
| Total: 100.00 Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account#, Program #, and the Percent allocation). Routing Queue Portional Level Portional Level New Name Portin Level N | | | | | | | | |
| Next, review the labor distribution for any necessary changes. If a change is necessary, check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account#, Program #, and the Percent allocation). Routing Queue 00.004(ET) Budget | | Total: | | 4 | | u | u | مم |
| check in the space provided for removing the current labor distribution stream. In the blocks below the current labor distribution stream, key in the New Labor Distribution (COA, Index, F #, Account#, Program #, and the Percent allocation). Routing Queue Por Name Por Por Name Por Name Por Name Por Por Name Por | | 100.00 | | | | | | |
| Approval Level User Name Required A 70 - (BUDGET) Budget 004 Chavin Johnson Approve 80 - (HR) Human Resources Approver 0004 Keunta D McPhearson Approve 85 - (HR2) Human Resources Applier 0004 Keunta D McPhearson Approve 90 - (DEAN) Dean_Director 0004 Robin Michele Spann-Pack Approve 50 - (VP) Vice President 0000 Michael Thomas Approve Not Selected 0 Not Selected Not Selected Save and Add New Rows Comment Save and Add New Rows Not Selected | olocks provide | ution stream. In th | ent labor distrib the New Labor | the cu n, key | removing tion strea | vided for r distribut | pace prov rent labo | check in the s below the cur |
| 70 - (BUDGET) Budget Q. 0004 Chavin Johnson Approve 80 - (HR) Human Resources Approver Q. 0004 Keunta D McPhearson Approve 85 - (HR2) Human Resources Applier Q. 0000 Linda Wilson Approve 90 - (DEAN) Dean_Director Q. 0004 Robin Michele Spann-Pack Approve 50 - (VP) Vice President Q. 0000 Michael Thomas Approve Not Selected Q. Not Selected Not Selectee Save and Add New Rows Save and Add New Rows Not Selectee | | | | | | | | |
| B0 - (HR) Human Resources Approver Q. 1004 Keunta D McPhearson Approve B5 - (HR2) Human Resources Applier Q. 1004 Linda Wilson Approve B5 - (HR2) Human Resources Applier Q. 1004 Linda Wilson Approve 20 - (DEAN) Dean_Director Q. 1004 Robin Michael Spann-Pack Approve 20 - (DEAN) Dean_Director Q. 1004 Robin Michael Spann-Pack Approve S0 - (VP) Vice President Q. 1004 Michael Thomas Approve Not Selected Q. 1004 Michael Thomas Not Selectee Not Selected Q. 1004 Not Selectee Not Selectee Save and Add New Rows Comment College of Education & Human Development EDAD 711, Education Assessment | equired Action | | Chavin Johnson | | | | | |
| 30 - (DEAN) Dean_Director VQ 3004 Robin Michele Spann-Pack Approve 50 - (VP) Vice President VQ 3000 Michael Thomas Approve Not Selected VQ Not Selected Not Selected Not Selected Save and Add New Rows Comment College of Education & Human Development College of Education Assessment College of Education Assessment | pprove | | | | | | | 80 - (HR) Human Resou |
| 50 - (VP) Vice President VQ 3000 Michael Thomas Approve Not Selected VQ Not Selecte Not Selecte Not Selected VQ Not Selecte Not Selecte Save and Add New Rows Comment EDAD 711, Education & Human Development College of Education & Steessment | | | | | | | | |
| Not Selected Image: Contract of Education & Human Development College of Education & Human Development | pprove 💙 | | | | | V Q. 300 | | 50 - (VP) Vice Presiden |
| Save and Add New Rows Comment College of Education & Human Development EDAD 711, Education Assessment | | | | | | | | |
| College of Education & Human Development EDAD 711, Education Assessment | | | | | | | NS | |
| EDAD 711, Education Assessment | | | | | | | | Comment |
| | | | | $\langle \rangle$ | | ient | luman Developm ssessment | College of Education & EDAD 711, Education A Students Enrolled |
| Approval Types Account Distribution Routing Queue Comments Transaction History | | s Transaction History | a L Routing Queue L Commer | ount Distribut | proval Types I Acc | Apr | | |
| Save | | | starra i comme | | and the second | -44 | | Save |
| | | | | | | | | |
| | | | e the routing (| وانتقمه | omnlata | ution is a | or Dictrib | Once the Lah |

JSU PAWS – Electronic Personnel Action Form (EPAF), October 2014 | Jackson State University

44

| 30 - (DEAN) Dean Director | User Name | | Required Action |
|---|---|---|---|
| | V Q J00482804 | Robin Michele Spann-Pack | Approve |
| 40 - (TITLE3) Title III Grants | 30005 | Mary B. Myles | Approve |
| 50 - (VP) Vice President | 20000 🔎 💌 | Michael Thomas | Approve |
| 55 - (VPRES) Vice President of Research | 2000s 🗸 🔽 | Loretta A Moore | Approve 💙 |
| 70 - (BUDGET) Budget | Q J0045 | Chavin Johnson | Approve |
| 80 - (HR) Human Resources Approver | Q J0047 | Keunta D McPhearson | Approve |
| 35 - (HR2) Human Resources Applier | Q 1000E | Linda Wilson | Apply |
| Not Selected | ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ | | Not Selected 💙 |
| Not Selected | v Q | | Not Selected V |
| | | | |
| Not Selected | | | Not Selected 💙 |
| Not Selected | ✓ Q | | Not Selected 💌 |
| kdjunct Re-Appointed to the College of Bus ind Date 05/31/2014 | Approve | al Types Account Distribution Routing Queue Comments | |
| Flectronic Personnel Act Your change was saved success Enter the information for the EPAF Ame and ID: Alicia K. Arlum, J ransaction: 21594 ransaction Status: Waiting pproval Category: Secondary Job A Save Submit Delete | sfully. ⁻ and either Save or Subi 100766845 Qu u | mit ery Date: Jul 01, 2014 | Once saved and no er appear, you should se "saved successfully message at the top of EPAF screen along with new transaction numb Remember to add any information in the comment section the approvers may need t |
| | | | know before approvin |
| emember to review yo Electronic Person | | before submitting for approval Form | EPAF. |
| - | nel Action | Form | |
| The transaction has b Enter the information for Name and ID: Alicia | nel Action | Form submitted. ither Save or Submit 345 Query Date: Jul 01, 20 | • |