ePAF+ Training
Entering Changes to OPS Appointment

Overview:

Understanding the ePAF+ Process for Changes to OPS Appointment

This tutorial outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing an OPS employee's job and funding information.

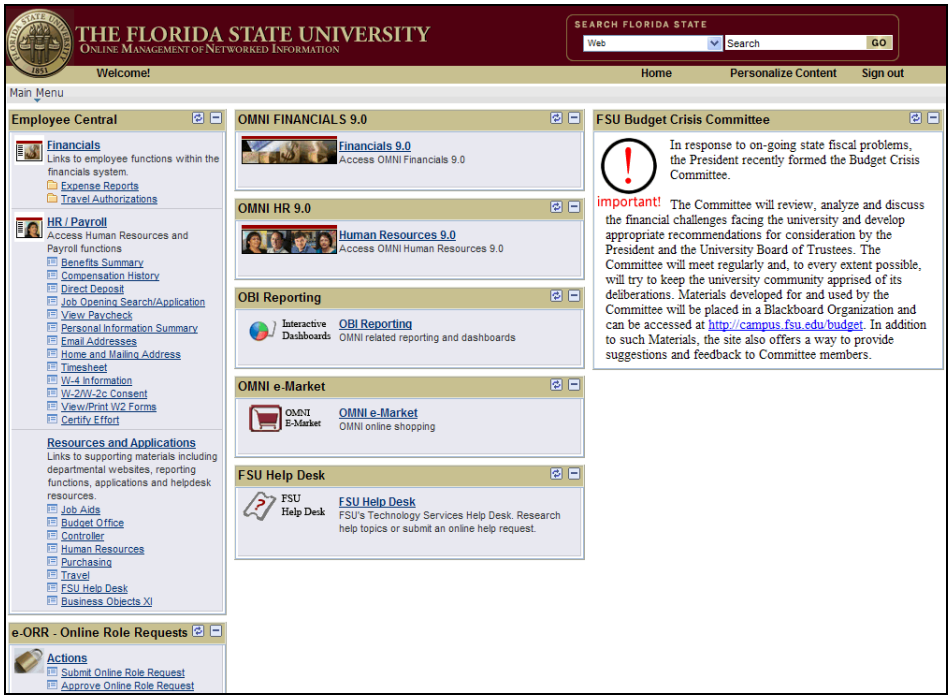
ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. standard hours change and salary change). Do not submit multiple ePAFs for the same effective date.

Procedure

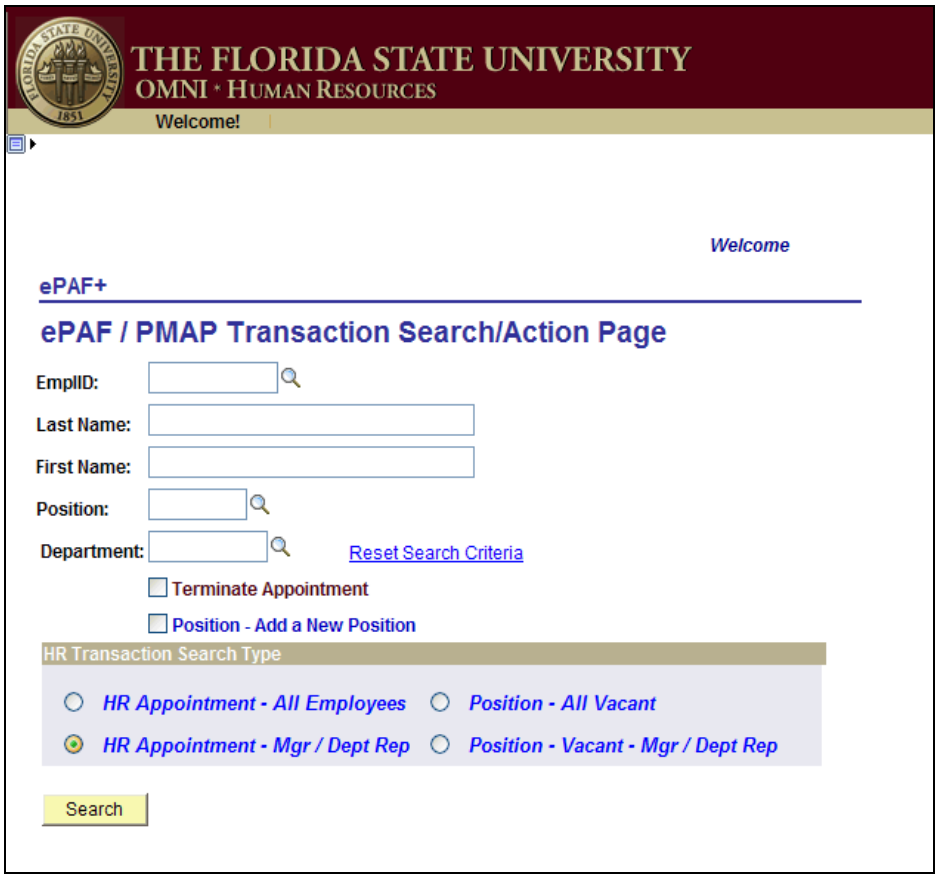
Scenario:
In this topic, you will learn the steps to change an OPS employee's job and funding information using the electronic Personnel Action Form Plus (ePAF+).

Key Information:
Employee Name/ID
Change Details



Step	Action
1.	Click the **Human Resources 9.0** link. Human Resources 9.0
2.	Click the **Manager Self Service** link. Manager Self Service

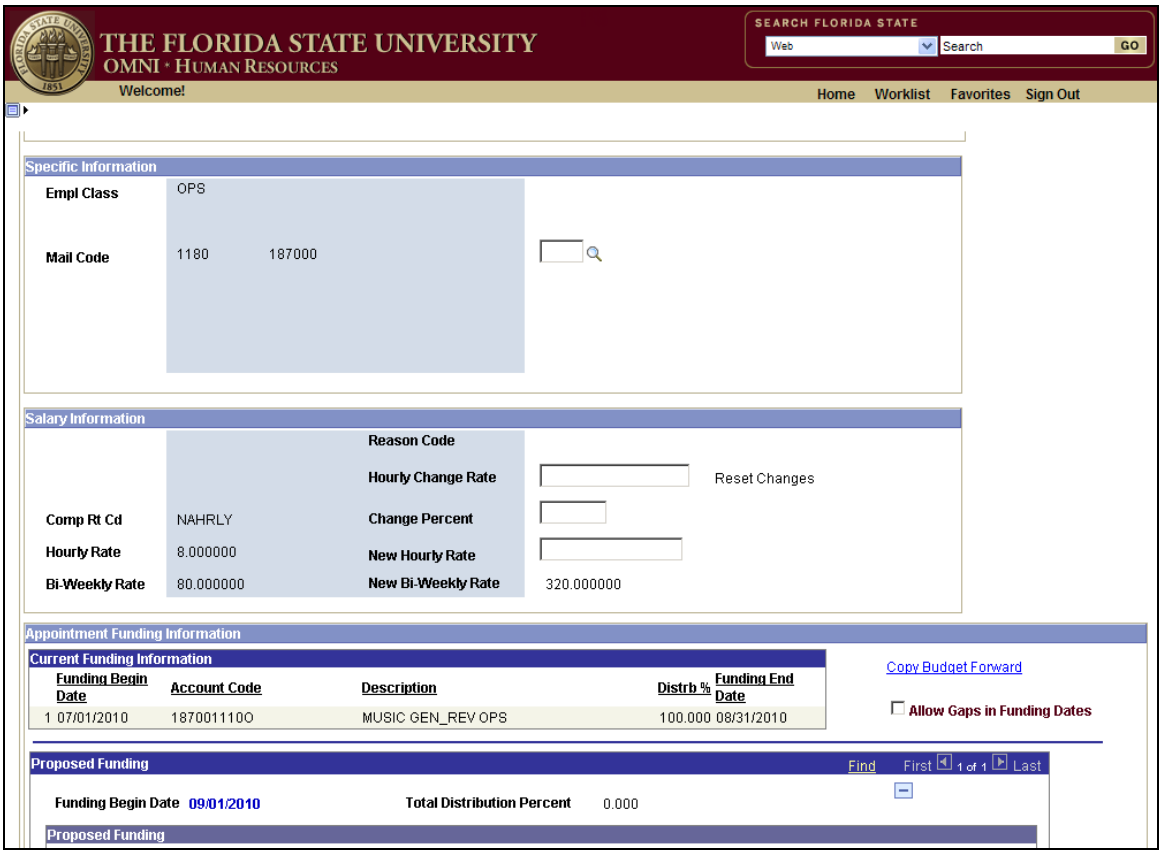
Step	Action
3.	Click the **ePAF+** link. ePAF+
4.	Click the **Enter ePAF+ Transactions** link. Enter ePAF+ Transactions



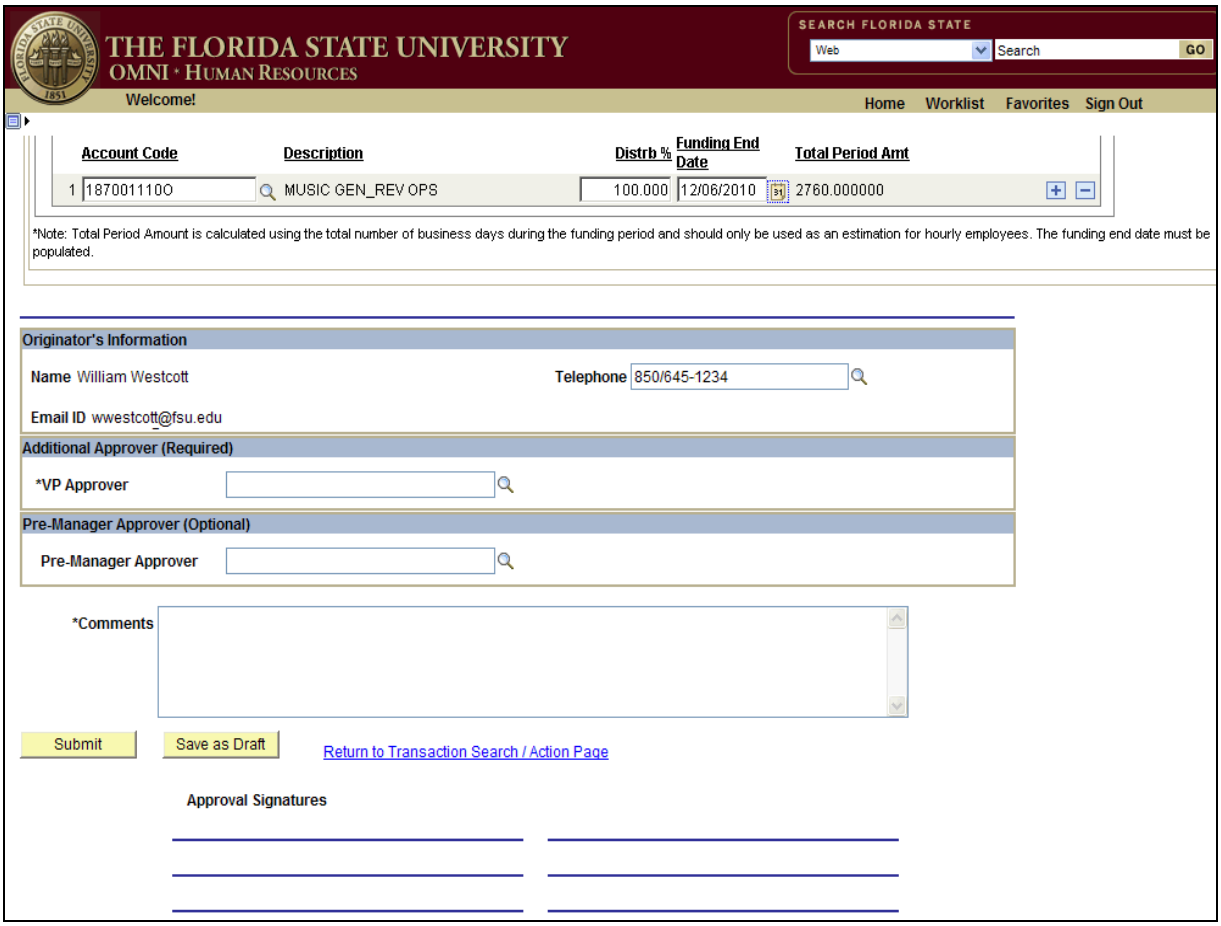
Step	Action
5.	To display a list of employees in your department, click the **HR Appointment - Mgr / Dept Rep** option.
6.	You may also search by EmplID, Last Name, First Name, Position # (if applicable), or Department.
7.	Click the **Search** button.
8.	Select the appropriate employee **Name** link.

Step	Action
9.	Check the **Transaction Effective Date**. Do not confirm the default date if it does not match your desired effective date.
10.	Click the **Please Confirm or Adjust Transaction Date Before Proceeding** button.

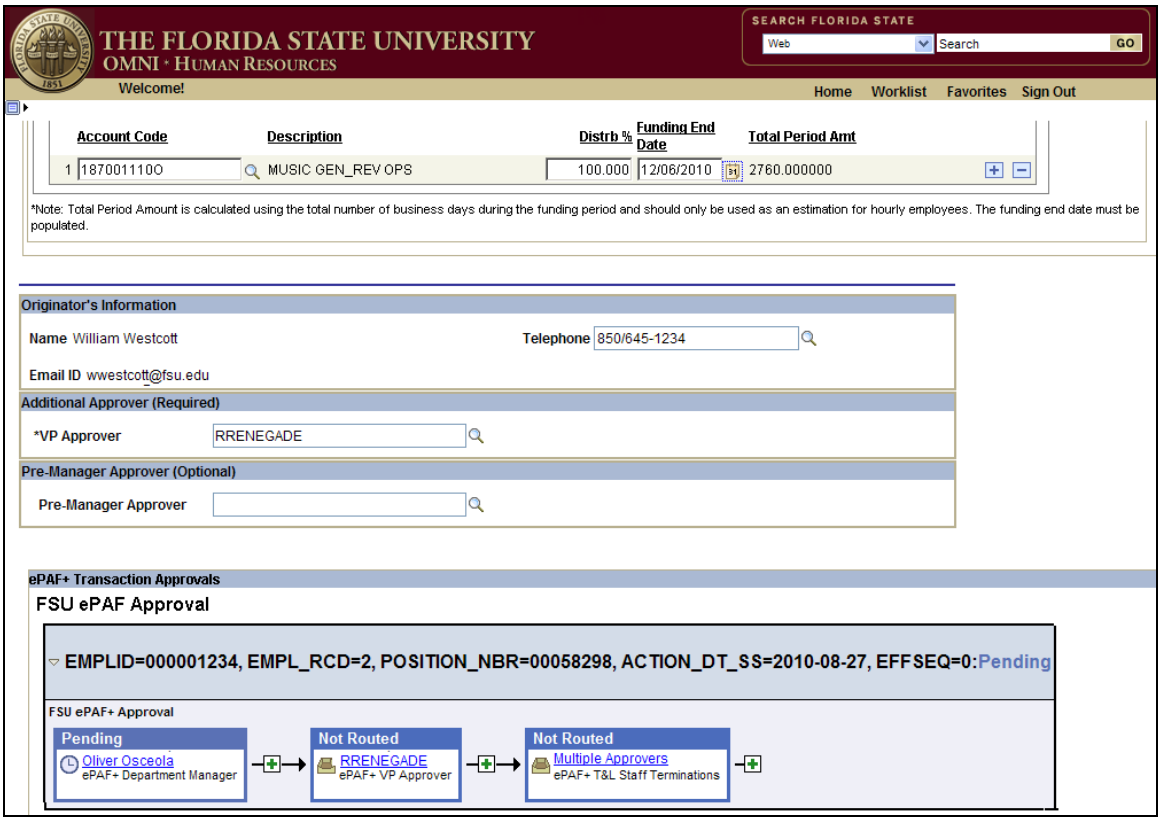
Step	Action
11.	Enter the appropriate **Job Code**.
12.	Enter the desired change into the **Standard Hours** field.
13.	Scroll down the page to the **Salary Information** section.



Step	Action
14.	Enter the **New Hourly Rate**.
15.	When the proposed **New Hourly Rate** is entered, the **Change Percent** and **Hourly Change Rate** fields automatically populate. Changes will be systematically calculated the same way when information is entered in any of the **Salary Information** fields.
16.	Click the **Copy Budget Forward** link to copy the employee's current funding information to a new row. If you need to change the Funding Begin Date, click the **Allow Gaps in Funding Dates** checkbox to open that field. Copy Budget Forward
17.	Enter the desired **Funding End Date**.
18.	Scroll down the page to the Approvals section.



Step	Action
19.	Enter the appropriate **VP Approver**.
20.	If your department requires a **Pre-Manager Approver**, enter the appropriate approver.
21.	Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the **Comments** field.
22.	Click the **Submit** button. Submit



Step	Action
23.	Review Approval Routing. You may also view details of each step in the approval chain by clicking on the blue Name or **Multiple Approvers** link.
24.	Click the **Home** link. Home
25.	**Congratulations!** You have completed the topic. **End of Procedure.**