

electronic Personnel Exception Form

(ePEF)



TEXAS TECH UNIVERSITY
Human Resources™

What is ePEF?

The electronic Personnel Exception Form (ePEF) is an application designed to standardize and automate the current exception request process for both faculty and staff. ePEF allows supervisors to electronically request policy exceptions for direct appointments, educational qualifications, salary increases of 10% or more per annum, and change of duty points. This application allows supervisors and approvers to access their submitted forms so they can track and review requests on current and previous exceptions.

How do I access ePEF?

ePEF can be accessed by using your eRaider credentials at <https://apps.hr.ttu.edu/epef>.

Who can submit an ePEF?

The ePEF should be originated by the supervisor who is requesting the exception for their employee. Employees cannot originate an ePEF in which they are the intended recipient of the request.

What is the approval process?

- Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for review.
- Faculty requests should be routed through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will then forward the Provost's Office recommendation to the President's Office for final decision.

How do I approve an ePEF?

As an approver, you will receive an email from "HR Systems TTUS" with a distinct link to either approve, return with revisions, or decline the ePEF. If you missed the email or accidentally deleted it, all requests can be easily accessed by logging into <https://apps.hr.ttu.edu/epef>.

What happens after I submit a request?

Once submitted, you can track the progress of your requests by logging into <https://apps.hr.ttu.edu/epef>.

How do I create my ePEF dashboard?

- After logging into the ePEF application, you will be directed to the ePEF main page. From the initial login, you will have one tab, 'My Forms.'
- To originate a request, select 'Add New Exception Request' which will generate a second section titled 'Created by you.'
- After a form has been submitted for your approval, you will have two additional sections: 'Waiting Approval by you' and 'Approved by you.'
- For the Change of Duty Point requests, the originator and approvers will have an additional tab, 'Change of Duty Point,' to easily track begin and end dates and to request extensions, if needed.

What personnel exception reasons can be submitted through this automated form?

- Direct Appointment
- Change of Duty Point
- Educational Qualifications
- Salary increased over 10% per annum

My Forms

'My Forms' will be the homepage for the ePEF. From this page, you can start a new request form, view request forms that you have created, view request forms waiting for your approval, and view request forms you have previously approved.

To start a new form, select 

Section 1: Requestor Information

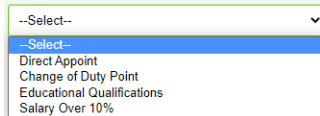
Information in the Requestor Section is auto populated based on your eRaider login. All fields are required. *The ePEF should be originated by the supervisor who is requesting the exception for their employee. Employees cannot originate an ePEF in which they are the intended recipient of the request.

Requestor Information				
Name *	<input type="text" value="Candice L. Rice"/>	Name field is editable	Email *	<input type="text" value="candice.rice@ttu.edu"/>
Job Title *	<input type="text" value="Associate Managing Director"/>	Job Title field is editable	Phone *	<input type="text" value="8068344338"/>
Department *	<input type="text" value="Human Resources"/>			

Section 2: Exception Reason

There are four different personnel exception reasons to choose from. Each exception reason will prompt you to provide the information needed in order for your request to be considered.

Exception Reason



--Select--
--Select--
Direct Appoint
Change of Duty Point
Educational Qualifications
Salary Over 10%

- **Direct Appointment**
 - Name (required)
 - Job Title (required)
 - Hire Date (required)
 - Department (required)

- **Change of Duty Point**
 - Start Date (required)
 - End Date (required)
 - Will the employee be using Texas Tech Property (required)
 - If yes, upon approval the employee will need to complete the following information on the Remote Work Agreement, <https://apps.hr.ttu.edu/rwr>
 - Name (required)
 - R Number (required)
 - Job Title (required)
 - Hire Date (required)
 - Department (required)
 - Worksite (required)
 - Address (required)
 - City (required)
 - State (required)
 - Zip Code (required)
 - Country (required)

- **Educational Qualifications**
 - Name (required)
 - Job Title (required)
 - Current Education (required)
 - Hire Date (required)
 - Department (required)

- **Salary Increases Over 10% per Annum**

- Name (required)
- Hire Date (required)
- Job Title (required)
- Department (required)
- Current Salary (required)
- % Requested (required)

To proceed to the next step select the 'Save Form' button and the justification memo section will populate.

Employee Exception Justification (Direct Appoint)

Name *	<input type="text" value="Test"/>	Hire Date *	<input type="text" value="01/25/2021"/>
Job Title *	<input type="text" value="Test"/>	Department *	<input type="text" value="test"/>

Section 3: Justification Memo for Direct Appointment

Texas Tech University is an equal opportunity employer committed to principles of both equity and excellence in its hiring practices. For most positions within the University, identifying a well-qualified available pool of applicants requires that the position be effectively advertised and actively recruited for. When a college or department determines that the qualifications for a position are so specialized that posting the position and actively recruiting for applicants is unwarranted, an exception to this policy may be requested. All hires must be based on merit.

The justification memo for a direct appointment should include, at a minimum, the following:

- The position that is being filled,
- The essential functions and qualifications of the job,
- Explanation of why the qualifications are so specialized that posting is unwarranted, or unique circumstances that make a search counterproductive, and
- Information about the individual you are requesting to hire, including how they meet the specialized qualifications.

The Direct Appointment request may also be used for negotiated hires in faculty recruitment packages or spousal accommodations.

Section 3: Justification Memo for Change of Duty Point

Per Texas Government Code Section 658.010, an employee's personal residence may not be considered the employee's regular or assigned temporary place of employment without prior written authorization from the administrative head of the employee state agency.

The justification memo should include, at a minimum, the following:

- Type of work to be performed,
- How the employee's time and productivity will be monitored,
- How it meets the business needs of TTU to have this person work from home, and
- Duration for which the exception is being requested.

Section 3: Justification Memo for Educational Qualifications

Every position in the Texas Tech Pay Plan has a standardized specification with a position code, position class title, position summary, minimum qualifications, exemption status, job category, pay grade, and pay range with set minimum, mid, and maximum salary rates. Essential job duties and preferred qualifications are determined by the employing college or department.

The justification memo to hire or promote an individual into a position in which they do not meet the minimum qualifications should include the following:

- Reason for requesting an education qualification exception,
- If this person is in the process of obtaining the required education and if so, what is the expected completion date, and
- Impact on the department if this request is denied.
- Any additional supporting information

Section 3: Justification Memo for Salary Increases Over 10% per Annum

Per Texas Tech Regents' Rule 07.04.4.c, the President's approval is required for the following: non-statutory adjustments to the total salary or wage rate of an employee of the institution when such an adjustment is 10% or more per annum.

This requirement does not apply to: (a) bona fide promotions or reclassifications; (b) supplemental compensation payments required by law; (c) adjustments to the total salary or wage rate of an employee of the institution that result in an annual increase of \$2,000 or less; or (d) adjustments to the total salary of a position covered under the provisions of Section 02.03.8, Regents' Rules.

02.03.8 Component institution officer salaries. The salaries of the provosts, all vice presidents, vice provosts, and deans of colleges and schools of the component institutions shall be set by the presidents, with a report of such salaries presented to the chancellor and the board at the time the institution's operating budget is presented to the board each year.

Section 4: AVP/Dean Approval

- Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for review.
- Faculty requests should be routed through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will then forward the Provost's Office recommendation to the President's Office for final decision.

Section 5: Save/Submit

When the form request is complete, select 'Submit.' Selecting 'Submit' will send an email to the next level approver you entered. To view a read only version of the form, select the form code under 'Created by you' on the 'My Forms' tab.

If you are not ready to submit the form, you can select 'Save' to come back at a later time. Selecting 'Save' will allow you to return to the form and make edits by selecting the form code under 'Created by you' on the 'My Forms' tab.

Approvals

After initial submission, the next level approver as indicated on the request form, will receive an email from "HR Systems TTUS" with a distinct link to either approve, return with revisions, or decline the ePEF. Because personnel exceptions are being requested, this system does not allow proxy approvals.

- Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for review.
- Faculty requests should be routed through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will forward to the Provost's Office for review before sending to the President's Office for final decision. All requests can be easily accessed by going to <https://apps.hr.ttu.edu/epf>.

- If you report directly to the Chancellor or President, the form will be routed to either the President's or Chancellor's designee for a final decision.

- Return with Revisions:
 - Returning with Revisions will allow you to choose at what level, if more than one, you want the form returned. Details as to why the form is being returned are required.

To	Approval Name	Title	Approval
<input type="radio"/>	Vincenzo Gasbarro	Test Emp Title	Approve
<input type="radio"/>	HR Test 4	Programmer Analyst IV	Originator

- Decline:
 - Declining a form will send a notification to the originator that the request was not approved. Details as to why the form was decline are required.

Approver Name	Action	Approval	Approval Date
Jodie Billingsley		view	
Test Proxy	Approve as President	view	01/22/2022 10:23am
jesus vega		view	

Name	Action	Action Date	Comment
Test Proxy	Approve as President	01/22/2022	
test	Approve	01/22/2021	
Candice L. Rice	Submit	01/22/2021	

- Waiting Approval by you
 - Forms needing your approval will show in this section, so you can come back at any time, without needing the distinct email link. You can open the form by selecting the 'Form Code.'

Form Code	Exception Reason	Requester Name	Requester Email	Submit Date	Last Activity
3pKBRVX8	Change of Duty Point	Gurkan Ozfidan	gurkan.ozfidan@ttu.edu	01/21/2021 02:54pm	01/22/2021 10:08am
nsgdkXEt	Change of Duty Point	HR Test 3	gurkan.ozfidan@ttu.edu	01/20/2021 09:56am	01/20/2021 01:15pm

- Approved by you
 - Forms approved by you will allow you to track approvals, returns, and declines at the next level approvals. You can view each form by selecting the 'Form Code' or view only approvals by selecting the 'Approvals' link. All forms that are approved by you will appear here, even if they have not been completely approved or if they have been declined.

Form Code	Exception Reason	Requester Name	Requester Email	Submit Date	Last Activity
nMaJEpxR	Change of Duty Point	HR Test 4	gurkan.ozfidan@ttu.edu	01/20/2021 10:24am	01/20/2021 10:48am

Approver Name	Final Action	Approval	Approval Date
Jesus Vega	President	view	01/20/2021 10:57am

Name	Action	Action Date	Comment
Jesus Vega	Approve as President	01/20/2021	
Candice Rice	Approve	01/20/2021	
Vincenzo Gasbarro	Approve	01/20/2021	
HR Test 4	Submit	01/20/2021	

Change of Duty Point

Originators and Approvers will have an additional tab if a Change of Duty Point has been approved. The approval process can still be tracked under 'My Forms' for the Change of Duty Point; however, after the final approval, a copy of the request will be added to the 'Change of Duty Point' tab. The Originator and Approvers will receive a reminder email within 30 days and also 7 days of the Change of Duty Point expiration date.

Change of Duty Point tab

Information under the 'Change of Duty Point' tab will allow you to track, review, and extend each employee's request that has either been approved or originated by you.

Form	Requester Name	Approver Name	Approvals	Approval Date	Employee Name	Start Date	End Date	Extension
Final	HR Test 4	[email] Candice Rice	[email] view	01/20/2021	Emp 1 Name	01/01/2021	01/31/2021	Extension Pending Approval

Form	Requester Name	Approver Name	Approvals	Approval Date
Final	HR Test 4	[email] Candice Rice	[email] view	01/20/2021

- Form: This will list the current and historical forms for this request.
 - Final: This is the most recent form with any extension request.
 - History: This is the previous form before any extension request.
- Extension:
 - Extend: This will allow you to make a copy of the current request and extend the dates of the Change of Duty Point request. You will be allowed to make edits on the copied form and send for next level approval.
 - Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for review.
 - Faculty requests should be routed through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will forward to the Provost's Office for review before sending to the President's Office for final decision.

Employee Name	Start Date	End Date	Extension
Emp 1 Name	01/01/2021	01/31/2021	Extend

- Extension Pending Approval: Approval is still pending

Employee Name	Start Date	End Date	Extension
Emp 1 Name	01/01/2021	01/31/2021	Extension Pending Approval

- Extended: If a form has been extended and approval is complete you will see multiple lines for that request, depending on how many extensions were requested. Default will only show the current request (final). To view historical request(s) extend the rows using the red arrow. ▼

Employee Name	Start Date	End Date	Extension
Emp 1 Name	01/01/2021	01/31/2021	Extend ▲
Emp 1 Name	01/01/2021	01/31/2021	Extended

Communication

All email communication will come from “HR Systems TTUS.”

- Originator: The originator will receive the following communication:
 - Final approval
 - Once a final approval has been received, the employee will need to fill out the Remote Work Agreement, <https://apps.hr.ttu.edu/rwr> if they will be taking University equipment with them. This will not be communicated to the employee, the originator will need to notify the employee of this requirement.
 - If the form was declined
 - If the Change of Duty Point form was extended
 - 30/7 day reminders that the Change of Duty Point request will be expiring
- Approvers: Each approver will receive communication on:
 - 30/7 day reminders that the Change of Duty Point request will be expiring.

Final Memo

The final PDF can be viewed by the Chancellor and President, and their designees, on the ‘My Forms’ tab, under the final action column. (see attached preview of the pdf memo)

The memo will include:

- To: Dr. Lawrence Schovanec or Dr. Tedd Mitchell (depending on chart)
- From: Last approver
- Through: Last approver (those that directly reports to President or Chancellor)
- Subject: Type of request
- Justification
- Employee Detail and Approvals

Date: January 20, 2021

To: Dr. Lawrence Schovanec
President, Texas Tech University

From: Jodie Billingsley
Assistant Vice President for Human Resources

Through: Grace Hernandez
Chief of Staff

Subject: Change of Duty Point request

Test Scenario:

- The justification memo should be in a memo format and include, at a minimum, the following:
- Type of work to be performed,
- How the time and productivity will be monitored,
- How it meets the business needs of TTU to have this person work form home, and
- Duration for which the exception is being processed.

Employee Detail and Approvals

Employee Detail Information

Start Date	01/01/2021	End Date	01/31/2021
Name	Emp 1 Name	Hire Date	01/01/2019
Job Title	Title 1	Department	Dep 1

Physical Remote Work Location While Performing Job Duties

Worksite	Worksite 1	Address	7788
City	Lubbock	State	Texas
Zip Code	79405	Country	USA

Will the employee be using Texas Tech Property? Yes

Approvals

Name	Action	Action Date
Grace Hernandez	Approve as President	01/20/2021
Grace Hernandez	Approve	01/20/2021
Jodie Billingsley	Approve	01/20/2021
Candice Rice	<i>Submit</i>	01/20/2021