TTU Job Change – End Old AND Begin New – Exempt (new), TJCEBE

**Key:**

- **BLUE, 1st Personnel Action:** Step 1 – Job Change End Old (Primary)
- **GREEN, 2nd Personnel Action:** Step 2 – NEW Job Change Begin, Exempt

1. Select EACH Approval Type (see illustration, step 2)

<table>
<thead>
<tr>
<th>Step</th>
<th>WHEN YOU SEE THIS APPROVAL TYPE:</th>
<th>DO THIS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>End Job</td>
<td>Click (Select) the line with the Primary Job T# to <strong>End Job</strong>, then click NEXT APPROVAL TYPE</td>
</tr>
<tr>
<td>2</td>
<td>Employee Record Update – New Job</td>
<td>Enter New Job T# and Suffix and Select the Job, then click NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>3</td>
<td>New Job Exempt</td>
<td>Verify New Job T# and Suffix and Select the Job, then click NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>4</td>
<td>Compensation Exempt, Factor &amp; Pays</td>
<td>Verify New Job T# and Suffix and Select the Job, then click NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>5</td>
<td>Create or Change Default Earnings</td>
<td>Verify New Job T# and Suffix and Select the Job, then click NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>6</td>
<td>Create or Change Labor Distribution FOAPAL</td>
<td>Verify New Job T# and Suffix then click GO to generate the Approval Category</td>
</tr>
</tbody>
</table>

2. Procedure to Select EACH Approval Type

The procedure to generate the ePAF requires selecting the job **for each Approval Type**. If you fail to follow these steps, the ePAF might not open correctly (see step 3), and you will not know the ePAF is corrupt until you try to save and submit it.

- **a)** Verify the **Approval Type title** above the gray-highlighted column headings.
- **b)** Select the Job by clicking the radial on the appropriate job line.
- **c)** Click the **Next Approval Type** button until the final Approval Type (usually the Labor Distribution) when you will click **d)**.
3. Verify these Approval Types appear on the newly opened Approval Category:

When the ePAF opens, it is important to verify that it generated correctly. If the ePAF is corrupt, you must start over. Following are examples of a correct Approval Type heading and an incorrect Approval Type heading.

**CORRECT:**

```
New Job Exempt, T95572-00 Sr Administrator, Last Paid Date: Mar 31, 2010
```

**INCORRECT:**

```
New Job Exempt, T95572-00 Sr Administrator
```

The Position (T#), Suffix, and Title should appear on the following Approval Types. (Some ePAFs, such as a New Hire, might not have the Last Paid Date)

- End Job for T#, Title, and Last Paid date
- Employee Record Update – New Job T# and title
- New Job Exempt, New Job T# and title
- Compensation Exempt – Factor & Pays, New Job T# and title
- Create or Change Default Earnings, New Job T# and title
- Create or Change Labor Distribution, FOAPAL, New Job T# and title