TTU Transfer – Losing AND Transfer – Gaining NonExempt (new), TTRLGN

Key:
BLUE, 1st Personnel Action: Step 3, Transfer Losing Job (Primary)
GREEN, 2nd Personnel Action: Step 1-2, 4-8 Transfer Gaining Job (Primary)

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>Work Address Update, New Job (to Select New Record or Texas Tech Work)</td>
<td>Click (Select) the line with the Active (Texas Tech Work) radial button and then Click GO</td>
</tr>
<tr>
<td>2</td>
<td>Work Address Update, New Job (to Select New Job or Primary Job)</td>
<td>Enter New Job T# and Suffix; verify (Select) the line button; and click the NEXT APPROVAL TYPE.</td>
</tr>
<tr>
<td>3</td>
<td>End Job</td>
<td>Click (Select) the line with the Primary Job T# to End Job and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>4</td>
<td>Employee Record Gaining – New Job</td>
<td>Enter New Job T# and Suffix; Verify (select) the line button; and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>5</td>
<td>New Job Nonexempt</td>
<td>Verify New Job T# and Suffix; Verify (select) the line button; and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>6</td>
<td>Compensation Nonexempt, Factor &amp; Pays</td>
<td>Verify New Job T# and Suffix; Verify (select) the line button; and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>7</td>
<td>Create or Change Default Earnings</td>
<td>Verify New Job T# and Suffix; Verify (select) the line button; and click the NEXT APPROVAL TYPE button</td>
</tr>
<tr>
<td>8</td>
<td>Create or Change Labor Distribution FOAPAL</td>
<td>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 Go.
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
```

**INCOMPLETE:**

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

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)

- **Work Address Update – New Job** for Losing T#, Title, and Last Paid date
- **End Job** for Losing T#, Title, and Last Paid date
- Employee Record Gaining – **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
- Routing (**TWO** Level 20 Department Head Approvals **REQUIRED**)
- Comments