TNHE, TTU New Hire - Exempt

**Purpose of this ePAF Approval Category:**
For a person coming to Texas Tech as a new exempt employee; also anyone who previously worked at Texas Tech but left to work for another employer, and is now returning to be 'rehired.'

For details and comparison with other ePAFs, please review the Guide for Choosing an ePAF document on the HR Job Aids webpage.

### The DATE Reminders - New Hire

The **Personnel Date** is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date.

The **Query Date** is pre-populated with today’s date and should be over-typed with the Personnel Date. For a re-hire, the Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will apply even after the Due Date. If the employee has missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

### ePAF Template

**Hint:** Do not use the browser BACK button
**Hint:** Save often
**Hint:** Use Job Aid ePAF Attachment Instructions
**Hint:** Follow the example for dates input.
**Hint:** No dashes or spaces in numbers

**NEW ePAF PERSON SELECTION Screen. This is the first ePAF entry screen.**

**ID**

Enter R#, OR Search for R#, OR👩 Generate a new R#

**Hint:** Click first on the "search" icon before generating the ID. Caution must be taken to verify that the person does not have a Banner R# ID (PIDM). Former employees or students or current vendors may have an R#. If no match is found then use the👩 Generate icon.

**Query Date**

**Approval Category**

TTU New Hire Exempt

**ADDRESS and TELEPHONE SELECTION Screen.** This screen only appears if the person already has a TTU work address stored with their R#.

**In the "Type" Column**

**HINT:** Always choose the line with 'Texas Tech Work' and click the round radial in the "Select" column, then click GO. If the person worked previously in your department, click ALL JOBS and select the line with your department.

**NEW ePAF JOB SELECTION Screen.** This is the screen where you enter or select the T# position.

**HINT:** If the person was previously appointed to this T#, click ALL JOBS for a list of prior appointments then click the round radial on the previous appointment line.

**HINT:** Be sure to click the NEXT APPROVAL TYPE button until the GO button remains.

**Enter Position Number**

**Suffix**

00

00 is the standard entry for New Hire (primary job)
The ePAF entry form opens. Be sure to follow these hints before starting your entry:

HINT: Verify the T#, suffix and title appear correctly above each Approval Type.

HINT: On a reappointment to a T#, copy the Job Begin Date from the Current Value to the New Value column.

HINT: The Effective Date is not defaulted to Default Earnings; each Earn code row must have the Query Date.

CREATE OR UPDATE GENERAL PERSON

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes and Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>__________________________</td>
<td>Capitalize 1st letter only (Jim) from Biographical Data Form</td>
</tr>
<tr>
<td>Middle Name</td>
<td>__________________________</td>
<td>Capitalize 1st letter only (Bob) from Biographical Data Form</td>
</tr>
<tr>
<td>Last Name</td>
<td>__________________________</td>
<td>Capitalize 1st letter only (Smith) from Biographical Data Form</td>
</tr>
<tr>
<td>SSN</td>
<td>__________________________</td>
<td>SSN, no dashes/spaces, from Biographical Data Form. Extra caution should be taken to ensure SSN field is correct.</td>
</tr>
<tr>
<td>Name Prefix</td>
<td>__________________________</td>
<td>Optional</td>
</tr>
<tr>
<td>Name Suffix</td>
<td>__________________________</td>
<td>Optional</td>
</tr>
<tr>
<td>Sex</td>
<td>Pick From List</td>
<td>Use employee's Biographical Data Form.</td>
</tr>
<tr>
<td>Birth Date (MM/DD/YYYY)</td>
<td>__________________________</td>
<td>Use employee's Biographical Data Form.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Pick From List</td>
<td>Use employee's Biographical Data Form.</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Pick From List</td>
<td>Use employee's Biographical Data Form.</td>
</tr>
<tr>
<td>Veteran File Number</td>
<td>__________________________</td>
<td>Leave blank. Not used</td>
</tr>
<tr>
<td>Veteran Category</td>
<td>__________________________</td>
<td>Leave blank. Not used</td>
</tr>
<tr>
<td>Active Duty Sep Date (MM/DD/YYYY)</td>
<td>__________________________</td>
<td>Leave blank. Not used</td>
</tr>
<tr>
<td>Armed Forces Medal</td>
<td>No</td>
<td>Not Enterable</td>
</tr>
</tbody>
</table>

The following Address and Phone are the Home Department where the employee receives campus mail (NOT employee's home). This address and phone will be published in the campus directory.

**Address Type** | **WK** | Default for department work address; not overrideable. (NOTE: Personal Biographic form collects home address) |

**Address Sequence No** | **Leave Blank** |

**Address Line 1** | ________________ | Enter Mail Stop with no spaces. Ex: MS1093 |
**Address Line 2** | ________________ | Optional Department Work Address |
**Address Line 3** | ________________ | Optional Department Work Address |
**City** | __________________________ | Enter City (required) |
**State** | Pick From List | (TX) |
**Zip or Postal Code** | 79409 | Enter Zip or search list (79409 is TTU Zip) |
**County** | Pick From List | (48303, Lubbock) |
**Nation** | Pick From List |
**Telephone Type** | **WK** | Default for employee work phone; not overrideable. |
**Telephone Sequence No** | **Leave Blank** |
**Area Code** | ________________ |
**Telephone (No spaces or dashes)** | ________________ | 7 digits such as 7421234 |
**Phone Extension** | __________________________ |
**Employee Status**

Employee Status: A

Default. Not overrideable.

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**Employee Class Code**

Employee Class Code

From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN

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**Leave Category**

Leave Category: Pick From List

From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN

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**Benefit Category**

Benefit Category: Pick From List

From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN

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**FT/PT**

FT/PT: Pick From List

Indicates the status of the Employee (not the Job)

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**Home COAS**

Home COAS

Chart of Account, T or S

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**Home Organization**

Home Organization

Home Organization code such as C11000

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**Distribution COAS**

Distribution COAS

Chart of Account, T or S (repeat of above)

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**Distribution Organization**

Distribution Organization

Home Organization code such as C11000 (repeat of above)

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**Current Hire Date (MM/DD/YYYY)**

Current Hire Date (MM/DD/YYYY): Hint: Should be the same as the Personnel Date. Actual date of hire. If a rehire, after a break in service, the first day to return to Texas Tech.

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**Location Code**

Location Code: Pick From List

Code of the Building

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### NEW JOB EXEMPT

**Job Begin Date (MM/DD/YYYY)**

Job Begin Date (MM/DD/YYYY): Hint: Use the Query Date as the Job Begin Date.

**Exception:** If the employee is a rehire and was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.

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**Job Type**

Job Type: Primary

Default. Not overrideable.

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**Jobs Effective Date (MM/DD/YYYY)**

Jobs Effective Date (MM/DD/YYYY): Hint: Use the Query Date as the Jobs Effective Date.

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**Personnel Date (MM/DD/YYYY)**

Personnel Date (MM/DD/YYYY): Hint: Follow THE DATE Reminders above.

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**Step**

Step: 0

Default. Not overrideable.

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**Annual Salary**

Annual Salary

12 mon staff whose annual salary is paid over 12 months. This is not salary for a semester or salary for a month.

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**Job Status**

Job Status: A

Default. Not overrideable.

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**Position Title**

Position Title

Entry not allowed; it will default AFTER the ePAF applies.

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**FTE**

FTE

1.0 is FT; 3 decimals: .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)

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**Job Change Reason Code**

Job Change Reason Code: NEWHI

Default. Not overrideable.

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**Timesheet COA**

Timesheet COA

Chart of Account, T or S

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**Timesheet Orgn**

Timesheet Orgn

Home Organization code such as C11000

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**Premium Pay Code**

Premium Pay Code: Pick From List

LONG-Longevity Pay if Full Time Staff Only, else Not Selected

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**Supervisor ID**

Supervisor ID

R# ID of the job supervisor, who must have an active job.

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### COMPENSATION Exempt - Factor & Pays

**Effective Date MM/DD/YYYY**

Effective Date MM/DD/YYYY: Hint: Use the Query Date

**Hours per Day**

Hours per Day: Use the ePAF Calculator job aid.

**Hours per Pay**

Hours per Pay: Use the ePAF Calculator job aid.

**Factor**

Factor: Use the Exempt, Faculty, and Nonexempt Employee Classes job aid to find the Factor.

**Pays**

Pays: Copy from Factor above.
## CREATE OR CHANGE DEFAULT EARNINGS

New Value

<table>
<thead>
<tr>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Earnings</th>
<th>Hrs or Units per Pay</th>
<th>Deemed Hours</th>
<th>Special Rate</th>
<th>Shift</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Query Date</td>
<td>Pick From List</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Query Date</td>
<td>HLD or HLN</td>
<td>1</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
<tr>
<td>Use Query Date</td>
<td>RGS</td>
<td>(Hours)</td>
<td>Lv Blank</td>
<td>Lv Blank</td>
<td>1</td>
<td>Lv Blank</td>
</tr>
</tbody>
</table>

**Hint:** Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift defaults 1; Lv Blank - leave column blank - column is not used).

**Effective Date:** Use the Query Date. Must be in the format MM/DD/YYYY. Required with each Earnings Code.

**HLN (Not Eligible) or HLD (Eligible):** Choose either HLN or HLD. Only Full Time Staff are eligible = HLD; all others are HLN. Insert 1 (Unit) in the Hrs or Units column.

**RGS** for Exempt Regular Salary: Type RGS in the Earnings column. Hours or Units per Pay is the same as Hours per Pay entered above.

**CAUTION:** Do not 'edit' an Earnings Code that defaults into Default Earnings. If a code is unwanted, click to remove the line and enter the desired Earnings Code on a new line.

Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.

## CREATE OR CHANGE LABOR DISTRIBUTION, FOAPAL

<table>
<thead>
<tr>
<th>Effective Date (MM/DD/YYYY)</th>
<th>Hint: Date defaults to the Query Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Fund</td>
</tr>
</tbody>
</table>

Hint: Effective Date should be query date. **Hint:** Percent column should total to 100.

**CAUTION:** FOAPAL defaults from the Position and only the Percent can be edited. To remove a FOAP, set the percent to 0 and click to remove the line. Add new FOAPs on new line(s) with appropriate percents.

Be sure to click "SAVE and Add New Rows" after editing percents or adding/deleting FOAPs.

## ROUTING QUEUE

<table>
<thead>
<tr>
<th>Approval Sequence</th>
<th>Approve</th>
<th>HINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - Department</td>
<td>Approve</td>
<td>Click the magnifying glass and choose a name for each level.</td>
</tr>
<tr>
<td>75 - Compensation</td>
<td>Approve</td>
<td>Find the &quot;Default Routing&quot; link in your Originator.</td>
</tr>
<tr>
<td>80 - Budget</td>
<td>Approve</td>
<td>Summary and save the names of the approvers for each ePAF Approval Category.</td>
</tr>
<tr>
<td>95 - HR TTU Approval</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>99 - HR TTU Apply - Upload</td>
<td>Apply</td>
<td></td>
</tr>
</tbody>
</table>

**HINT:** The minimum approvals for most ePAF’s are preloaded in the Routing Queue. If additional approvals are required for a particular employee type such as faculty or students (Grad School, Provost, etc), or if additional approval are required by your department management, or if the transaction is an exception to university policy select the required approvers from the Approval Level pull down list.