TJCEBE, TTU Job Chg End OLD and Job Chg Begin New Ex

Purpose of this ePAF Approval Category:
Ends a Nonexempt or Exempt (but not a Faculty/TA/GPTI) Primary Job and Begins an Exempt Job. Use when employee has only a primary job; end secondary jobs first or submit single action ePAFs.

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 - End OLD/Begin New

The END Job: The Personnel Date is the last day of the appointment regardless whether it occurred in the past or is an upcoming date, and can be entered in the Job Effective and End date fields. But, when submitting a late ePAF, the Job Effective and End date fields must be on or after the Last Paid Date.

The BEGIN Job: 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 (Begin Job) is pre-populated with today’s date and should be over-typed. The Query Date must be after both the previous Job End Date and the Last Paid Date.

NOTE: The ePAF will apply even after the Due Date. If the employee will be paid incorrectly, contact HR Comp Ops to discuss options.

ePAF Template

<table>
<thead>
<tr>
<th>Field</th>
<th>Hint</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Enter R#, OR Search for R#. DO NOT Generate a new R#.</td>
</tr>
<tr>
<td>Query Date</td>
<td>Hint: Enter Today's DATE (if it is not today's date)</td>
</tr>
<tr>
<td>Approval Category</td>
<td>Job Chg End OLD and Job Chg Begin New Exempt TJCEBE</td>
</tr>
</tbody>
</table>

NEW ePAF PERSON SELECTION Screen: This is the first ePAF entry screen

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

Enter Position Number

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: If this is 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.
END JOB

Jobs Effective Date (MM/DD/YYYY)__________ Hint: Follow THE DATE Reminders above.
Personnel Date (MM/DD/YYYY)__________ Hint: Follow THE DATE Reminders above.
Job Status T Default. Not overrideable.
Job Change Reason Code ENJOB Hint: Follow THE DATE Reminders above.
Job End Date

EMPLOYEE RECORD UPDATE - NEW JOB

Employee Status A Default. Not overrideable.
Employee Class Code From the approved New Position Request form, or from HR
Leave Category Pick From List From the approved New Position Request form, or from HR
Benefit Category Pick From List From the approved New Position Request form, or from HR
FT/PT Pick From List Indicates the status of the Employee (not the Job)

NEW JOB EXEMPT

Job Begin Date (MM/DD/YYYY)__________ Hint: Use the Query Date as the Job Begin Date.
Job Type P Default. Not overrideable.
Jobs Effective Date (MM/DD/YYYY)__________ Hint: Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)__________ Hint: Follow THE DATE Reminders above.
Step 0 Default. Not overrideable.
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.
Job Status A Default. Not overrideable.
Position Title Entry not allowed. Defaults from Position # AFTER ePAF applies.
FTE 1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code Pick From List DEMOT-Demotion; EDINC-Ed Incentive; FACRS-Faculty/Research
Admin Assign; LATRL-Lateral Job Transfer; PROMO-Promotion;
REAPT-Reappointment; TMRG-Temp-Student-Fac-Staff change
TRAIN-Completion of Training
Timesheet COA Chart of Account, T or S
Timesheet Orgn Home Organization code such as C11000
Premium Pay Code LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Supervisor ID R# ID of the job supervisor, who must have an active job.

COMPENSATION Exempt - Factor & Pays

Effective Date MM/DD/YYYY__________ Hint: Use the Query Date
Hours per Day Use the ePAF Calculator job aid.
Hours per Pay Use the ePAF Calculator job aid.
Factor Use the Exempt, Faculty, and Nonexempt Employee Classes job aid to find the Factor.
Pays Copy from Factor above.
**CREATE OR CHANGE DEFAULT EARNINGS**

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

**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):**
- Longevity (or Hazardous Duty): 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:**
- 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>COA</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>T or S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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" if you make changes to the FOAPs.

**ROUTING QUEUE**

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