TJCEBF, TTU Job Chg End OLD & Begin NEW Fac/TA/GPTI 9Mo

Purpose of this ePAF Approval Category:
Ends a Faculty/TA/GPTI Primary Job and Begins a Faculty/TA/GPTI Primary Job in one department, such as TA to GPTI, or GPTI to Instructor, or Instructor to Asst Professor, etc.
Use when employee has only a primary job; end secondary jobs first or submit single action ePAFs.

For details and comparion 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 <u>Personnel Date</u> 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 <u>Personnel Date</u> is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date. The <u>Query Date</u> (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

Hint: Do not use the browser BACK button

Hint: Use Job Aid ePAF Attachment Instructions

Hint: Save often
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#. **DO NOT** Generate a new R#.
Query Date	**Hint:** Enter THE DATE (if it is not today's date)
Approval Category	Job Chg End OLD AND Begin New Fac/TA/GPTI 9 Mo

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 to get a list of previous appointments and select the appointment by clicking the round radial in the Select column.
	HINT: Be sure to click the NEXT APPROVAL TYPE button until the GO button remains.
Enter Position Number	**Hint:** Refer to the TJCEBF Instruction Guide.

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 AND ENCUMBRANCE 9 MONTH

Field	Value	Hint
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	
Job End Date (MM/DD/YYYY)		**Hint**: Follow THE DATE Reminders above.
Encumbrance End Dt (MM/DD/YYYY)		**Hint**: Follow THE DATE Reminders above.

EMPLOYEE RECORD UPDATE - NEW JOB

Field	Value	Description
Employee Status	A	Default. Not overrideable.
Employee Class Code		From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
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
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
FT/PT	Pick From List	Indicates the status of the Employee (not the Job)

NEW JOB EXEMPT

Field	Value	Description
Job Begin Date (MM/DD/YYYY)		**Hint:** Use the Query Date as the Job Begin Date.
		Exception: If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
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		Use the ePAF Calculator job aid; ePAF is for 9 mo teaching faculty whose annual salary is paid over 9 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-Fac/Research Admin Assign; LATRL-Lateral Job Transfer; PROMO-Promotion; REAPT-Reappointment; TMPRG-Temp-Student-Fac-Staff chg; 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.

ENCUMBRANCE 9 MONTH - NEW JOB

Field	Value	Description
Job Begin Date (MM/DD/YYYY)		**Hint:** Use the Query Date as the Job Begin Date.
		Exception: If the employee is a rehire and has been in this same position during the fiscal year, use the original Job Begin Date, in the Current Value Column of the ePAF.
Encumbrance Begin Dt (MM/DD/YYYY)		**Hint:** Use the Query Date as the Encumbrance Begin Date.
Encumbrance End Dt (MM/DD/YYYY)		**Hint:** Date funding for this position ends.

COMPENSATION Exempt - Factor & Pays

Field	Value	Description
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 (non-overrideable)	9	Default. Cannot enter.
Pays (non-overrideable)	9	Default. Cannot enter.
		Hint: If Factor is different from Pays, example Faculty 9/12, and you receive a 'Contract' error, contact HR Comp Ops for help.

CREATE OR CHANGE DEFAULT EARNINGS

New Value

Effective Date (MM/DD/YYYY)	Earnings	Hrs or Units per Pay	Deemed Hours	Special Rate	Shift	End Date
	Pick From List					
Use Query Date	HLN	1	Lv Blank	Lv Blank	1	Lv Blank
Use Query Date	RGS	(Hours)	Lv Blank	Lv Blank	1	Lv Blank
					1	

Hint: Only make entries in three columns - Effective Date, Earnings Code, and Hrs or Units (Shift is pre-loaded; 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)for Longevity (or Hazardous Duty): Enter HLN. 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 CHANGELABOR DISTRIBUTION, FOAPAL

Effective Date (MM/DD/YYYY)   **Hint**: Date defaults to the Query Date

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							

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

7 - Academic Support TTU	FYI	
20 - Department	Approve	**HINT:** Click the magnifying glass 🔍 and choose
75 - Compensation	Approve	a name for each level.
80 - Budget	Approve	**HINT:** Find the "Default Routing" link in your Originator
95 - HR TTU Approval	Approve	Summary and save the names of the approvers for
99 - HR TTU Apply - Upload	Apply	each ePAF Approval Category.

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.