# TJCEBN, TTU Job Change End Old AND Begin New Nonexempt

**Purpose of this ePAF Approval Category:**
**Ends a Nonexempt or Exempt (but not a Faculty/TA/GPTI) Primary Job and Begins a Nonexempt 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

**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 Change End Old AND Begin New Nonexempt, TJCEBN |

**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 TJCEBN 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

| | | |
|---|---|---|
| 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 | | **Hint**: Follow THE DATE Reminders above. |

## EMPLOYEE RECORD UPDATE - NEW JOB

| | | |
|---|---|---|
| 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 NON-EXEMPT

| | | |
|---|---|---|
| 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. |
| Hourly Rate | | Pay Rate per Hour |
| 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 |
| Time Entry Method | Pick From List | Employee Time Entry via the Web |
| 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 Nonexempt - 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 (Not Overrideable) | 24 | Default.  Not overrideable. |
| Pays (Not Overrideable) | 24 | Default.  Not overrideable. |

## 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 | | | | 1 | |
| Use Query Date | HLD or HLN | 1 | 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) or HLD (Eligible)** is for 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.
**RGH** for Nonexempt Hourly is not required
<span style="color:red">**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.**</span>
<span style="color:green">**Be sure to click "SAVE and Add New Rows" if you make changes in Default Earnings.**</span>

## CREATE OR CHANGE LABOR 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.
<span style="color:red">**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.**</span>
<span style="color:green">**Be sure to click "SAVE and Add New Rows" if you make changes to the FOAPs.**</span>

## ROUTING QUEUE

| | | |
|---|---|---|
| 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.