TTRFGN, TTU Transfer Gaining Nonexempt

Purpose of this ePAF Approval Category:
For a Texas Tech employee who is changing from a different department to your department. That department’s Transfer Losing ePAF must apply to the system before your ePAF will submit (you can complete your ePAF and save it to submit after their ePAF applies).

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 - Transfer Gaining

The Personnel Date is the first day of the new job, regardless of whether 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 a date that is 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
Query Date
Approval Category

Hint: Enter R#, OR Search for R#. DO NOT Generate a new R#.
Hint: Enter THE DATE (if it is not today's date)
TTU Transfer Gaining Nonexempt

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

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. NEVER choose the "New Record" line!

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

Enter Position Number
Suffix

Hint: Enter Position # for the new job, and TAB to the Suffix. 00 is the standard entry for Transfer Gaining (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:** 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.

---

**Work Address Update**

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 From Date:** MM/DD/YYYY  **Hint:** Use the Query Date for the Address From Date.

**Address Type:** WK  Default for department work address; not overrideable.

**Address Sequence No:** Leave Blank

**Address Line 1**

**Address Line 2**

**Address Line 3**

**City**

**State**

**Zip or Postal Code:** 79409  **Enter Zip or search list (79409 is TTU Zip)**

**County**

**Nation**

**Telephone Type:** WK  Default for employee work phone; not overrideable.

**Telephone Sequence No:** Leave Blank

**Area Code**

**Telephone (No spaces or dashes)**

**Phone Extension**

---

**Employee Record Gaining**

**Employee Status:** A  Default. Not overrideable.

**Employee Class Code**

**Leave Category**

**Benefit Category**

**FT/PT**

**Home COAS**

**Home Organization**

**Distribution COAS**

**Distribution Organization**

**Location Code**
NEW JOB NON-EXEMPT

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

Job Type Primary 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 Active Default. Not overrideable.

Position Title __________ Entry not allowed. Defaults from Position #

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 TRFDE-Demotion; FACRS-Faculty/Research Admin Assign;

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 Pick From List 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.


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>HLD or HLN</td>
<td>1</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 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

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

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

<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</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

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