TTRFLO, TTU Transfer Losing Nonexempt or 12 Mo Exempt

Purpose of this ePAF Approval Category:
For ending a non-Faculty primary job in one department so an employee can transfer to another department within Texas Tech (TTU, HSC, TTSA) without a break in service.

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 Losing

The Personnel Date is the last 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. BUT, when submitting a late ePAF, the Query Date can be on or after the Last Paid Date. The ePAF will apply even after the Due Date. If the employee is overpaid, contact HR Comp Ops to discuss options for overpayment(s).

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: Use Job Aid ePAF Attachment Instructions | 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**

TTU Transfer Losing Nonexempt or 12 Mo Exempt

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

**Enter Position Number**

 Hint: Click the radial button for the desired position, click GO.

**The ePAF entry form opens:** Be sure to follow these hints before starting your entry:

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

Jobs Effective Date (MM/DD/YYYY) ________________  Hint: Use the Query Date
Personnel Date (MM/DD/YYYY) ________________  Hint: Follow THE DATE Reminders above.
Job End Date ________________  Hint: Use the Query Date
Job Status _____________ T  Default. Not overrideable.
Job Change Reason Code Pick from List  Hint: Choose TRFLD, Transfer Losing between Departments or TRFLI (Transfer Losing HSC-TTU-SYS).

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.