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 comparion 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 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: 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	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.

	HINT: Be sure to click the NEXT APPROVAL TYPE button until only the GO button remains.
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: Verify 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,** Tranfer 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.