TCFTEN, TTU FTE Change Nonexempt

Purpose of this ePAF Approval Category:
Raises or lowers a nonexempt employee's FTE, to change work hours.
Late ePAFs not approved by the Due Date of the intended pay period will be returned.

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 - FTE Change

The Personnel Date is the first day of the new FTE, 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 must be after the Last Paid Date, and the ePAF must be approved by the Due Date (if the ePAF will not be approved by the Due Date, enter the first day of the next pay period). For the late ePAF, consider whether the new FTE is:
• An increase: A Manual Check Request must be submitted for each pay period underpaid.
• A decrease: 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 per guidelines above
Approval Category		TTU FTE Change Nonexempt

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.
HINT: The Effective Date is not defaulted to Default Earnings; each Earn code row must have the Query Date.

Job Employee Class

Jobs Effective Date (MM/DD/YYYY)   Hint: Use the Query Date

Employee Class Code: From the approved New Position Request form,

                                                  or from HR Cognos Reports

Change FTE

Field	Value	Notes
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 Status	Pick From List	Indicates the status of the Employee (not the Job)
Job Effective Date (MM/DD/YYYY)		Hint: Use the Query Date
Personnel Date (MM/DD/YYYY)		**Hint**: Follow THE DATE Reminders above.
FTE:		1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Hours Per Day:		Use the ePAF Calculator job aid.
Job Change Reason :	CGFTE	Default. Not overrideable.
Hours Per Pay		Use the ePAF Calculator job aid.
Premium Pay Code:	Pick From List	LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Time Entry Method	Pick From List	Employee Time Entry via Web

Change FTE Nonexempt - Hourly Rate

Field	Value	Notes
Jobs Effective Date (MM/DD/YYYY)		Hint: Use the Query Date
Hourly Rate:		Pay Rate per Hour

COMPENSATION Nonexempt - Factor & Pays

Field	Value	Notes
Effective Date MM/DD/YYYY		Hint: Use the Query Date
Hours per Day		Copy from Hours per Day, above.
Hours per Pay		Copy from Hours per Pay, above.
Factor	24	Default. Not overrideable.
Pays	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					
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.

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

COA	Fund	Org	Acct	Program	Activity	Location	Percent
T or S							100

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
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.