# TJCBGN, TTU Job Change Begin Nonexempt

## **Purpose of this ePAF Approval Category:**

To start a new primary Nonexempt job following a primary job end in the same department. Not to be used if employment was terminated instead of job end.

For details and comparion with other ePAFs, please review the <u>Guide for Choosing an ePAF</u> document on the HR Job Aids webpage.

# The DATE Reminders - Job Change Begin

The <u>Personnel Date</u> is the first day of the new job, regardless of whether whether it occurred in the past or is an upcoming date.

The <u>Query Date</u> 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

erar remplate	
Hint: Do not use the browser BACK  button	Hint: Save often
	Hint: Follow the example for dates input.
Hint: Use Job Aid <u>ePAF Attachment Instructions</u>	Hint: No dashes or spaces in numbers
NEW ePAF PERSON SELECTION Screen: This is	s the first ePAF entry screen
ID	Enter R#, OR Q 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 Job Change - Begin Nonexempt
	_
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
	only the GO button remains.
Enter Position Number	Hint: Enter Position # for the new job, and TAB to the Suffix.
Suffix 00	00 is the standard entry for Job Chg Begin (primary job)
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The eDAE entry form onens: Be sure to follow th	hase hints before starting your entry

#### 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.

Employee Status Employee Class Code From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN Cognos Report RPT_EMPL_007 - Empl List by Home ORGN Employee Status Employee S	EMDI OVEE DECORD		
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5 ( M ( O ) )   M ( )	Hours per Pay		Use the ePAF Calculator job aid.
Factor (Not Overrideable) 24 Default. Not overrideable.	Factor (Not Overrideable)	24	Default. Not overrideable.
Pays (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)			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

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 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.

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	<b>HINT:</b> Click the magnifying glass Q 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.