

TSJE, TTU Add Secondary Job Exempt

Purpose of this ePAF Approval Category:

For an exempt employee has a partial-FTE primary job and is adding a second exempt FTE job with a different title, or in a different department.

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 - Add Secondary Job

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 the Personnel Date. BUT, when submitting a late ePAF, the Query Date must be after the Last Paid Date. It must be after the previous end date if the employee is being reappointed to the same T#. 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: 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 Add Secondary Job Exempt

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 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 Secondary Jobs (secondary 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.

Add Secondary Job Exempt

Job Begin Date (MM/DD/YYYY)	_____	Hint: Use the Query Date as the Job Begin Date. Exception: If this is a reappointment and the employee was previously appointed to this T# position, use the original Job Begin Date displayed in the Current Value Column of the ePAF.
Job Type	Secondary	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.
Annual Salary	_____	Use the ePAF Calculator job aid. This ePAF is for 12 mon staff whose annual salary is paid over 12 months. This is not salary for a semester or salary for a month.
Job Status	Active	Default. Not overrideable.
Position Title	_____	Entry not allowed. Defaults from Position # AFTER ePAF applies.
FTE	_____	1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	NEWJO	Add Secondary Job
Timesheet COA	_____	Chart of Account, T or S
Timesheet Orgn	_____	Home Organization code such as C11000
Supervisor ID	_____	R# ID of the job supervisor, who must have an active job.

COMPENSATION Exempt - 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	_____	Use the <u>Exempt, Faculty, and Nonexempt Employee Classes</u> job aid to find the Factor.
Pays	_____	Copy from Factor above.

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	RGS	(Hours)	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 / HLD is not required

RGS for Exempt Regular Salary: Type RGS in the Earnings column. Hours or Units per Pay is the same as Hours per Pay entered above.

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							

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.