

TPACHN, TTU Pay Change Nonexempt

Purpose of this ePAF Approval Category:

Raises or lowers a nonexempt employee's hourly rate without changing Position #, suffix #, or FTE. 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 - Pay Change

The Personnel Date is the first day of the new pay, 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 pay 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: 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** per guidelines above

Approval Category _____ TTU Pay 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.

PAY CHANGE NONEXEMPT

Jobs Effective Date (MM/DD/YYYY) _____ **Hint:** Use the Query Date
 Personnel Date (MM/DD/YYYY) _____ **Hint:** Follow THE DATE Reminders above.
 Job Change Reason Code Pick From List EDINC-Ed Incentive; EQUITY-Equity Increase;
 MERIT-Merit Increase
 Step 0 Default. Not overrideable.
 Hourly Rate _____ Pay Rate per Hour

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.