

TJCBES, TTU Job Chg Begin & Future End Student Asst / Temp

Purpose of this ePAF Approval Category:

Re-appoint a Student Assistant or Temporary Worker for a new semester (or a few months) and put an End Date on the job. (Nonexempt ONLY)

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 - SA (Temp) Job Begin & End

The Start 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 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 missed a paycheck, a Manual Check Request must be submitted for each pay period missed.

The End Job: The final day of the job should be entered in all 3 date fields.

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 _____ Job Chg Begin & Future End Student Asst/Temp TJCBES

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
Suffix

_____ 00

Hint: Refer to the TJCBES Instruction Guide.
00 is the standard entry for Job Change Begin (primary), BUT: this ePAF can also be used for secondary (suffix is 00); AND when this ePAF is used for Summer Nonexempt Secondary Jobs, use 10 for the first job assignment; use 20, 30, etc for simultaneous job assignments to the same title.

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 RECORD UPDATE - NEW JOB

Employee Status	<u> A </u>	Default. Not overrideable.
Employee Class Code	<u> </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Leave Category	<u> Pick From List </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
Benefit Category	<u> Pick From List </u>	From the approved New Position Request form, or from HR Cognos Report RPT_EMPL_007 - Empl List by Home ORGN
FT/PT	<u> Pick From List </u>	Indicates the status of the Employee (not the Job)

NEW JOB NON-EXEMPT

Job Begin Date (MM/DD/YYYY)	<u> </u>	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	<u> Pick From List </u>	Choose Primary, Secondary, or Overload. The Summer Nonexempt Secondary Job Appointment must be "Secondary."
Jobs Effective Date (MM/DD/YYYY)	<u> </u>	Hint: Use the Query Date as the Jobs Effective Date.
Personnel Date (MM/DD/YYYY)	<u> </u>	Hint: Follow THE DATE Reminders above.
Step	<u> 0 </u>	Default. Not overrideable.
Hourly Rate	<u> </u>	Pay Rate per Hour
Job Status	<u> A </u>	Default. Not overrideable.
Position Title	<u> </u>	Entry not allowed. Defaults from Position # AFTER ePAF applies.
FTE	<u> </u>	1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	<u> Pick From List </u>	DEMOT-Demotion; EDINC-Ed Incentive; FACRS-Fac/Research Admin Assign; LATRL-Lateral Job Transfer; PROMO-Promotion; REAPT-Reappointment; TMPRG-Temp-Student-Fac-Staff change; TRAIN-Completion of Training
Timesheet COA	<u> </u>	Chart of Account, T or S
Timesheet Orgn	<u> </u>	Home Organization code such as C11000
Time Entry Method	<u> Pick From List </u>	Employee Time Entry via the Web
Premium Pay Code	<u> </u>	LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Supervisor ID	<u> </u>	R# ID of the job supervisor, who must have an active job.

COMPENSATION Nonexempt - Factor & Pays

Effective Date MM/DD/YYYY	<u> </u>	Hint: Use the Query Date
Hours per Day	<u> </u>	Use the ePAF Calculator job aid.
Hours per Pay	<u> </u>	Use the ePAF Calculator job aid.
Factor (Not Overrideable)	<u> 24 </u>	Default. Not overrideable.
Pays (Not Overrideable)	<u> 24 </u>	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				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 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.

END JOB

Jobs Effective Date (MM/DD/YYYY) _____ **Hint:** Follow THE DATE Reminders above.


Personnel Date (MM/DD/YYYY) _____ **Hint:** Follow THE DATE Reminders above.

Job Status _____ T Default. Not overrideable.

Job Change Reason Code _____ ENJOB

Job End Date _____ **Hint:** Follow THE DATE Reminders above.

ROUTING QUEUE

- 20 - Department Approve **HINT:** Click the magnifying glass  and choose a name for each level.
- 75 - Compensation Approve
- 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.