

# TTRFL2, TTU Transfer-Losing AND End Sec Job Ex or Nonex

## Purpose of this ePAF Approval Category:

To end a non-faculty primary job and a non-faculty secondary job when the employee transfers out of the department. Ends both jobs but the employment relationship continues.


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 - **Trans Lose & End Secondary**

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 can be on or after the Last Paid Date. The ePAF will apply even after the Due Date. If the employee is overpaid, 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#, <b>OR</b>  Search for R#. <b>DO NOT</b> Generate a new R#.
Query Date	_____	<b>Hint:</b> Enter <b>THE DATE</b> (if it is not today's date)
Approval Category	_____	Transfer-Losing AND End Sec Job Ex or Nonex TTRFL2

### **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:** Refer to the TTRFL2 Instruction Guide.

### **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.


### END SECONDARY JOB

Jobs Effective Date (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date
Personnel Date (MM/DD/YYYY)	_____	<b>Hint:</b> Follow <b>THE DATE</b> Reminders above.
Job Status	T	Default. Not overrideable.
Job Change Reason Code	ENJOB	
Job End Date	_____	<b>Hint:</b> Use the Query Date

### END JOB

Jobs Effective Date (MM/DD/YYYY)	_____	<b>Hint:</b> Use the Query Date
Personnel Date (MM/DD/YYYY)	_____	<b>Hint:</b> Follow <b>THE DATE</b> Reminders above.
Job Status	T	Default. Not overrideable.
Job Change Reason Code	Pick from List	<b>Hint:</b> Choose either <b>TRFLD</b> (Transfer Losing between Departments <b>TRFLI</b> (Transfer Losing HSC-TTU-SYS).
Job End Date	_____	<b>Hint:</b> Use the Query Date

### ROUTING QUEUE

20 - Department	Approve	<b>HINT:</b> Click the magnifying glass  and choose
80 - Budget	Approve	a name for each level.
95 - HR TTU Approval	Approve	<b>HINT:</b> The "Default Routing" link in your Originator Summary
99 - HR TTU Apply - Upload	Apply	lets you save your approvers for 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.