

TTRLGN, TTU Transfer-Losing AND Transfer-Gaining Nonexempt

Purpose of this ePAF Approval Category:

To Transfer-Lose a non-Faculty employee (exempt or nonexempt) and Transfer-Gain a nonexempt employee within one entity (T/S or H). **Must end second jobs first.**

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 - **Transfer Lose/Gain**

The END Job: The Personnel Date is the last day of the appointment regardless whether it occurred in the past or is an upcoming date, and can be entered in the Job Effective and End date fields. But, when submitting a late ePAF, the Job Effective and End date fields must be on or after the Last Paid Date.

The BEGIN Job: The Personnel Date is the first day of the new job, regardless of whether it occurred in the past or is an upcoming date. The Query Date (Begin Job) is pre-populated with today's date and should be over-typed. The Query Date must be after both the previous Job End Date and the Last Paid Date.

NOTE: The ePAF will apply even after the Due Date. If the employee will be paid incorrectly, contact HR Comp Ops to discuss options.

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	_____	Trans-Losing AND Trans-Gaining Nonexempt TTRLGN

ADDRESS and TELEPHONE SELECTION Screen: This screen only appears if the person already has a TTU work address stored with their R#.

In the "Type" Column

HINT: Always choose the line with 'Texas Tech Work' and click the round radial in the "Select" column, then click GO. IF the person worked previously in your department, click ALL JOBS and select the line with your department.

NEVER choose the "New Record" line!

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:** Refer to the TTRLGN 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.
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.

Work Address Update - New Job

The following Address and Phone are the Home Department where the employee receives campus mail (NOT employee's home). This address and phone will be published in the campus directory.

Address From Date: MM/DD/YYYY	_____	Hint: Use the Query Date for the Address From Date.
Address Type	_____ WK _____	Default for department work address; not overrideable. (NOTE: Personal Biographic form collects home address, etc.)
Address Sequence No	_____ Leave Blank _____	
Address Line 1	_____	Enter Mail Stop with no spaces. Ex: MS1093
Address Line 2	_____	Optional Department Work Address
Address Line 3	_____	Optional Department Work Address
City	_____	Enter City (required)
State	_____ Pick From List _____ (TX)	
Zip or Postal Code	_____ 79409 _____	Enter Zip or search list (79409 is TTU Zip)
County	_____ Pick From List _____ (48303, Lubbock)	
Nation	_____ Pick From List _____	
Telephone Type	_____ WK _____	Default for employee work phone; not overrideable.
Telephone Sequence No	_____ Leave Blank _____	
Area Code	_____	
Telephone (No spaces or dashes)	_____	7 digits such as 7421234
Phone Extension	_____	

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	_____ Pick from List _____	Hint: Choose either TRFLD -Transfer Losing between Depts or TRFLI -Transfer Losing between agencies, HSC-TTU-SYS).
Job End Date	_____	Hint: Follow THE DATE Reminders above.

Employee Record Gaining

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)
Home COAS	<u> Pick From List </u>	Chart of Account, T or S
Home Organization	<u> </u>	Home Organization code such as C11000
Distribution COAS	<u> </u>	Chart of Account, T or S (repeat of above)
Distribution Organization	<u> </u>	Home Organization code such as C11000 (repeat of above)
Location Code	<u> </u>	Of the Building

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> Primary </u>	Default. Not overrideable.
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> Active </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>	TRFDE-Demotion; FACRS-Faculty/Research Admin Assign; TRFLT-Lateral Job Transfer; TRFPR-Promotion; TMPRG-Temp-Student-Fac-Staff change.
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> Pick From List </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					
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							

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: Choose Approver for the Transfer- <u>LOSING</u> Department
20 - Department	Approve	Hint: Choose Approver for the Transfer- <u>GAINING</u> Department
75 - Compensation	Approve	HINT: Click the magnifying glass  and choose
80 - Budget	Approve	a name for each level.
95 - HR TTU Approval	Approve	HINT: 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.