

TTRFGN, TTU Transfer Gaining Nonexempt

Purpose of this ePAF Approval Category:

For a Texas Tech employee who is changing from a different department to your department. That department's Transfer Losing ePAF must apply to the system before your ePAF will submit (you can complete your ePAF and save it to submit after their ePAF applies).

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 Gaining

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 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 Transfer Gaining Nonexempt

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

Suffix

_____	_____	Hint: Enter Position # for the new job, and TAB to the Suffix.
00	00	00 is the standard entry for Transfer Gaining (primary 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.

Work Address Update

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	<u> WK </u>	Default for department work address; not overrideable. (NOTE: Personal Biographic form collects home address, etc.)
Address Sequence No	<u> Leave Blank </u>	
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	<u> Pick From List </u>	(TX)
Zip or Postal Code	<u> 79409 </u>	Enter Zip or search list (79409 is TTU Zip)
County	<u> Pick From List </u>	(48303 Lubbock)
Nation	<u> Pick From List </u>	
Telephone Type	<u> WK </u>	Default for employee work phone; not overrideable.
Telephone Sequence No	<u> Leave Blank </u>	
Area Code	_____	
Telephone (No spaces or dashes)	_____	7 digits such as 7421234
Phone Extension	_____	

Employee Record Gaining

Employee Status	<u> A </u>	Default. Not overrideable.
Employee Class Code	_____	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	_____	Home Organization code such as C11000
Distribution COAS	_____	Chart of Account, T or S (repeat of above)
Distribution Organization	_____	Home Organization code such as C11000 (repeat of above)
Location Code	_____	Of the Building

NEW JOB NON-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	Primary	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.
Hourly Rate:	_____	Pay Rate per Hour
Job Status	Active	Default. Not overrideable.
Position Title	_____	Entry not allowed. Defaults from Position #
FTE	_____	1.0 is FT; 3 decimals, i.e., .5 (20 hrs); .25 (10 hrs); .375 (15 hrs)
Job Change Reason Code	Pick From List	TRFDE-Demotion; FACRS-Faculty/Research Admin Assign; TRFLT-Lateral Job Transfer; TRFPR-Promotion; TMPRG-Temp-Student-Fac-Staff change.
Timesheet COA	_____	Chart of Account, T or S
Timesheet Orgn	_____	Home Organization code such as C11000
Time Entry Method	Pick From List	Employee Time Entry via the Web
Premium Pay Code	Pick From List	LONG-Longevity Pay if Full Time Staff Only, else Not Selected
Supervisor ID	_____	R# ID of the job supervisor, who must have an active job.

COMPENSATION Nonexempt - 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 (Not Overrideable)	24	Default. Not overrideable.
Pays (Not Overrideable)	24	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: 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.