

TTLFAC, TTU Transfer Losing Faculty/TA/GPTI 9 Mo

Purpose of this ePAF Approval Category:

For ending a Faculty/TA/GPTI primary job in one department when an employee is transferring to another department within Texas Tech (TTU, HSC, TTSA) without a break in service.


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 Losing

The Personnel Date is the last day of the new job, regardless of 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#, 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 Losing Faculty/TA/GPTI 9 Mo TTLFAC

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.
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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.

ENCUMBRANCE 9 MONTH END

Jobs Effective Date (MM/DD/YYYY)	_____	Hint: Use the Query Date
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 TRFLD , Transfer Losing between Departments or TRFLI (Transfer Losing HSC-TTU-SYS).
Job End Date (MM/DD/YYYY)	_____	Hint: Use the Query Date
Encumbrance End Dt (MM/DD/YYYY)	_____	Hint: Use the Query Date as the Encumbrance End Date.

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.