

## Choosing an ePAF and Query Date

(This page provides definitions for the following column headers)

Current Status (Pre- ePAF)	ePAF (Approval Category)	New Status (Post-ePAF)	Date Considerations
<p>This column describes the characteristics of a person whose employment change will be reported on an ePAF Approval Category. This column offers examples of typical statuses that the ePAF Approval Category is designed to change to a New Status. A person is a current employee of Texas Tech if there is an active job or on leave status with one or more of the following state agencies:</p> <p>T chart - TTU H chart - TTUHSC E chart - TTUHSC at El Paso S chart - Texas Tech System Admin Not included is Angelo State University, or any other State agency of Texas.</p>	<p>This column indicates the <b>ePAF</b> to be defined. "ePAF" refers to a form that collects information about employment changes called a Personnel Actions. In the application, the vendor uses <b>Approval Category</b> instead of ePAF. A Personnel Action is reported by completing an ePAF Approval Category form that is submitted and approved electronically to update the employee data base. Each TTU ePAF Approval Category is available in three <b>versions</b> in order to meet slightly varied pay requirements:</p> <p><b>1-Exempt:</b> paid monthly for 12 months <b>2-Faculty:</b> paid monthly for 9 months, and on leave for 3 months <b>3-Nonexempt:</b> paid twice monthly</p>	<p>This column describes the employee's new status after the ePAF applies to the data base.</p> <p>"Apply" is the term used by the vendor for the action to update the data base after all approvers sign the ePAF.</p>	<p>This column provides general guidelines and definitions. Specific instructions are provided for each ePAF.</p> <p><b>1-Personnel Date</b> for the official record, is either the first day of a new status, or the last day of an end job.</p> <p><b>2-Query Date</b> is for the pay period where this ePAF will start/change/stop an employee's job, but cannot be back-dated to an earlier pay period. When the ePAF is late, and the employee's job is not updated on time, the employee might be underpaid or overpaid, and the department must take manual steps to correct pay.</p> <p><b>A. If the ePAF will apply in the current or future pay period, the Personnel Date can be entered in the Query Date field.</b></p> <p><b>GUIDELINES CONCERNING:</b></p>
	<p><b>Templates for Individual ePAF Assistance</b> Each individual ePAF and version (new Hire Exempt, or New Hire Faculty, or New Hire Nonexempt) is supported by a <b>Template</b> found on the HR Job Aids web page, grouped by similar purpose:</p> <ul style="list-style-type: none"> <li>* ePAFs that start a <b>Primary</b> Job</li> <li>* ePAFs that add <b>Secondary</b> Jobs</li> <li>* ePAFs that <b>Modify</b> a Job</li> <li>* ePAFs the <b>End</b> Jobs</li> <li>* <b>Multi-Action</b> ePAFs</li> </ul>	<p><b>Some employees have multiple jobs:</b></p> <p>A new employee is given a "<b>primary</b>" job that defines the employment relationship between employee and employer (pay, benefits, leaves, length of service).</p> <p>An employee's <b>regular</b> job (40 hour week) may be split between titles or departments on a percent basis (<b>FTE</b>, full time equivalent), thus having a "<b>secondary</b>" job.</p> <p>An employee may receive pay in addition to the regular job(s) as additional "secondary" jobs (interim pay, cell phone allowance, etc.).</p>	<p><b>B. END DATE:</b> the Query Date</p> <ul style="list-style-type: none"> <li>&gt; For starting a new job or FTE/Pay Change must be after the end date.</li> <li>&gt; For ending an appointment can be on or after the end date.</li> </ul> <p><b>C. LAST PAID DATE:</b> the Query Date</p> <ul style="list-style-type: none"> <li>&gt; For starting a job or FTE/Pay Change must be after the Last Paid Date</li> <li>&gt; For ending a job can be on or after the Last Paid Date</li> </ul> <p><b>D. Pay Period DUE DATE,</b></p> <ul style="list-style-type: none"> <li>&gt; FTE/Pay Chg ePAFs must be approved on the Due Date or be returned (to change the Query Date to the next pay period)</li> <li>&gt; All other ePAFs will update after the ePAF Due Date and apply correctly.</li> </ul>

Current Status (Pre- ePAF)	ePAF (Approval Category)	New Status (Post-ePAF)	Date Considerations
	<p><b>ePAFs: Start Primary Jobs</b></p>		
<p>The person might be working for another employer, or be unemployed, and is leaving that status to begin work at Texas Tech. The person is currently <u>not</u> an employee on any of the following charts of Texas Tech:  T chart - TTU  H chart - HSC at Lubbock  E chart - HSC at El Paso  S chart - Texas Tech System Admin</p>	<p><b>New Hire</b>, for a person who is coming to Texas Tech as a new employee. This also includes a person who previously worked at Texas Tech but left to work for another employer, and now is returning to be rehired at Texas Tech. Choose a version:  Exempt,  Faculty/TA/GPTI, or  Nonexempt</p>	<p>Starts the employee relationship with Texas Tech.  Appointed to a primary job.  Will be assigned to your home department, location, and work address.</p>	<p>The Personnel Date is the first day of the new job, 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. 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.</p>
<p>The person is currently working at Texas in a department different from yours; may be employed in another chart (H, E, or S). The two departments should confer to determine old job end date and new job begin date.</p>	<p><b>Transfer Gaining</b>, 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 Transfer Gaining will submit (you can complete your ePAF and save it to submit after the Transfer Lose applies).</p>	<p>Continues the employee relationship with Texas Tech.  Appointed to a primary job in a new department.  Will be assigned to a new home department, location and work address.</p>	<p>The Personnel Date is the first day of the new job, 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. The Query Date must be after 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.</p>
<p>The person is a current employee in your department, whose primary job was ended and is ready to start a new primary job, such as:  A student whose job ended at semester end, without terminating employment and is ready for a new semester job, OR  An employee receiving an in-department title change or promotion, whose old title ended without terminating employment and is ready for a new job.</p>	<p><b>Job Change Begin</b>, to start a new <b>primary</b> job following a <b>primary</b> job end in the same department. Not to be used if employment as terminated instead of job end.</p>	<p>Continues the employee relationship with Texas Tech.  Appointed to a primary job in the same department, location and work address.</p>	<p>(same as "Transfer Gaining" above)</p>

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	<b>ePAFs: End Jobs</b>		
The person is a current employee in your department, and the primary job ended, such as when the employee quits, retires, or goes to work for another employer. If the employee has a secondary job at Texas Tech, it must be ended and applied before this Terminate ePAF will submit.	<b>Terminate</b> , for ending both the primary job and the employment relationship with Texas Tech, beginning a break in service.	Employment relationship is ended; the person is no longer an employee of Texas Tech. <u>Vacation Leave Balance</u> will be paid as a Lump Sum. If the employee takes vacation leave to extend work days: * The leave can only extend to the current month end; any vacation balance will be paid as a lump sum after termination * The final day of leave is the Personnel Date * The final day of performing work duties before leave should be entered in the <u>Last Work Date</u> field	The Personnel Date is the last day of the appointment, whether it occurred in the past or is an upcoming date. The Query Date is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. But when submitting a late ePAF: • To terminate an employee whose job was ended: The Query Date can be on or after both the End Date and 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). • All End Job ePAFs: 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).
The person is a current employee in your department, and is leaving your department to go to work in another Texas Tech department. If the employee has a secondary job in your department, it must be ended and applied before this Transfer Losing ePAF will submit.	<b>Transfer Losing</b> , for ending a primary job in one department so an employee can transfer to another department within Texas Tech (TTU, HSC, TTSA) without a break in service.	The employee's primary job is ended. The employment relationship continues.	(same as "Terminate" above)
The person is a current employee in your department, whose job is ending but the employee is not leaving Texas Tech, such as a student whose appointment ends at the end of the semester, or to end a secondary job like a cell phone allowance.	<b>Job Change End</b> , to end the appointment to a T# (and title); used for both primary and secondary jobs. This ePAF does not end employment; insurance benefits continue and premiums must be paid.	The job ends - there will be no more pay for that T# (title). When the primary job ends, the employment relationship continues. Insurance coverage, if any, continues and premiums must be paid by the employee or the department.	(same as "Terminate" above)

Current Status (Pre- ePAF)	ePAF (Approval Category)	New Status (Post-ePAF)	Date Considerations
	<b>ePAFs: Secondary and Overload Jobs</b>		
<p>A current employee with a part-time FTE primary job (in your department or another department), and your department is giving the employee a second part-time FTE job. The employee's total FTE cannot be greater than 1.0 FTE.</p>	<p><b>Add Secondary Job (FTE)</b>, for an exempt employee who has a partial-FTE primary job and is adding a second exempt FTE job with a different title, or in a different department.</p>	<p>The employee will have a second FTE appointment.</p>	<p>The Personnel Date is the first day of the new job, 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 an upcoming Personnel Date. But, when submitting a late ePAF, the Query Date must be after the Last Paid Date. It must be after the previous end date if the employee is being reappointed to the same T#. 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.</p>
<p>An exempt employee is being paid additional pay - payment in addition to the primary job, such as interim or administrative duties, or endowed professorship. See the Forms of Employee Pay for the approved list.</p>	<p><b>Add Secondary Position</b>, to add additional (not FTE) pay to an exempt employee's primary job, for a particular responsibility that will last more than 3 months, but is not permanent.</p>	<p>An exempt employee will have pay in addition to the primary job.</p>	<p>(same as "Add Secondary Job" above)</p>
<p>An exempt employee is being provided an allowance to support expenses related to the primary job. See the Forms of Employee Pay for the approved list.</p>	<p><b>Primary Job Recurring Pay</b>, to provide an allowance or overload for responsibilities related to the exempt primary job.</p>	<p>An exempt employee will have pay in addition to the primary job.</p>	<p>(same as "Add Secondary Job" above)</p>
<p>A retired Texas Tech employee is being hired on a part-time basis. To avoid conflicts with employee retirement, contact HR Compensation Operations for assistance.</p>	<p><b>Retiree Return to Work</b>, for use when a retired Texas Tech employee with a primary job as RETIRED is returning to work a second job.</p>	<p>A Texas Tech Retiree will have a part-time job in addition to their retirement plan.</p>	<p>(same as "Add Secondary Job" above)</p>

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<p>A current employee will increase or decrease workload (hours per week, courses taught, etc) by changing the FTE.</p>	<p><b>ePAFs: Modify a Job</b></p> <p><b>FTE Change</b>, to change the FTE of an existing job. (if the job is exempt, the annual salary must change in the same proportion.)            If the ePAF is submitted and cannot be approved by the Due Date of the intended pay period, it will be returned - read the Date Considerations carefully.</p>	<p>Workload will increase or decrease accordingly.</p>	<p>The Personnel Date is the first day of the new FTE or pay rate, whether it occurred in the past or is an upcoming date.            The Query Date is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. But, when submitting a late ePAF, the Query Date must be after the Last Paid Date and the ePAF must be approved by the Due Date (if the ePAF will not be approved by the Due Date, enter the first day of the next pay period). For the late ePAF, consider whether the new FTE or pay rate is:</p> <ul style="list-style-type: none"> <li>&gt; An increase: A Manual Check Request must be submitted for each pay period underpaid.</li> <li>&gt; A decrease: Contact HR Comp Ops to discuss options for overpayment(s).</li> </ul>
<p>The current employee's rate of pay (hourly rate or annual salary) will increase or decrease, but the FTE (workload) remains constant.</p>	<p><b>Pay Change</b>, to change the hourly rate or annual salary of an existing job. If the ePAF is submitted and cannot be approved by the Due Date of the intended pay period, it will be returned. Read the Date Considerations carefully.</p>	<p>Pay Rate will increase or decrease accordingly.</p>	<p>(same as "FTE Change" above)</p>

Current Status (Pre- ePAF)	ePAF (Approval Category)	New Status (Post-ePAF)	Date Considerations
<p>An employee in your department is ending a primary job and beginning a new primary job, such as a promotion or a lateral title change.</p> <p>Be sure to carefully read the ePAF description on the template to ensure it will accomplish your plan; not all job end and begin combinations are supported by these ePAF choices.</p> <p>Be sure to follow the <b>Instruction Guide</b> on the HR Job Aids web page.</p>	<p style="text-align: center;"><b>Multi-Action ePAFs, p. 1/3 "End and Begin"</b></p> <p><b>Job End OLD and Begin NEW</b>, to end the employee's current <b>primary</b> job and to begin a new <b>primary</b> job. Any OLD secondary jobs must be ended first. This one ePAF submits both actions instead of submitting a Job End and waiting until it applied to submit the new Job Begin.</p> <p><b>Note these differences:</b>  <u>Begin Exempt</u> allows ending an exempt or nonexempt to begin an exempt job.  <u>Begin Nonexempt</u> allows ending an exempt or nonexempt to begin a nonexempt job.  <u>Begin Fac/TA/GPTI</u> only ends a 9 month title to begin another 9 month title, such as TA to GPTI, or GPTI to Instructor, or Instructor to Asst Professor, etc.</p>	<p>Employee's current title and pay cease on the end date, and a new title and pay begin on the begin date.</p>	<p><b>Job End OLD:</b> The Personnel Date is the last day of the appointment, 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.</p> <p><b>Job Begin New:</b> The Personnel Date is the first day of the new job, whether it occurred in the past or is an upcoming date.</p> <p>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. The ePAF will apply even after the Due Date. If the employee will be paid incorrectly, contact HR Comp Ops to discuss options.</p>
<p>An employee in your department is leaving to join another department. This ePAF will end one primary job and start the new primary job in the new department. This ePAF will not work across charts, such as a T chart to H chart transfer - chart transfers should be on single action ePAFs.</p> <p>NOTE: If the employee has a secondary job, it must be ended and applied before this ePAF will submit.</p> <p>Be sure to follow the <b>Instruction Guide</b> on the HR Job Aids web page.</p>	<p><b>Transfer Lose and Gain</b>, to transfer an employee between departments. This ePAF has both the Losing and Gaining actions with these requirements:</p> <ul style="list-style-type: none"> <li>* The Gaining Department submits the ePAF</li> <li>* The ePAF has two department head approvals for each department's action.</li> <li>* These ePAFs have the same differences as the End OLD and Begin NEW, above.</li> </ul>	<p>The employee is appointed to a new primary job in a new department.</p>	<p>(Transfer Lose is the same as Job End OLD above; Transfer Gain is the same as Job Begin NEW above)</p>

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<p>For student assistants whose jobs will begin and end each semester, or for temporary workers who work for a few months. ONLY FOR HOURLY NONEXEMPT.</p> <p>The "New Hire" ePAF is for an incoming student, or for a new temporary worker. The "Job Begin" ePAF is for the reappointment for a semester or a few months.</p> <p>Be sure to follow the <u>Instruction Guide</u> on the HR Job Aids web page.</p>	<p align="center"><b>Multi-Action ePAFs, p. 2/3 "Start and End"</b></p> <p><b>For SAs and Temp Workers</b>, to appoint for a semester (or a few months) and end the job (nonexempt).  <b>SA/Temp New Hire and End</b>, when hired for the first semester (or a few months).  <b>SA/Temp Job Begin and End</b>, when re-appointed for the new semester (or a few months).</p>	<p>The employee will have a job that ends according to the end date of this ePAF; after the end date, the employment relationship continues without a job.</p>	<p><b>SA/Temp:</b> The Personnel Date (official date) is the first day of pay and should be entered as the Query Date. The ePAF will update the system even after the Due Date. If the ePAF is late, a Manual Check Request must be submitted for each missed paycheck.</p> <p><b>Job Begin Reminder:</b> The Query Date must be after both the previous Job End Date and the Last Paid Date.</p> <p><b>Job End:</b> The end date fields must be manually entered with the same end date (not the Query Date).</p>
<p>For Summer school terms only. For Faculty and Graduate Students who will work one of both summer terms. Employee must have an active appointment in the Spring term or this ePAF cannot be used. Primary job must be put on leave for the summer to maintain employment status.</p>	<p><b>Add Secondary Job and End, SUMMER</b> Appoints to a summer term(s) and ends the appointment.</p>	<p>Employee will have a job for either or both summer terms.</p>	<p>The Personnel Date (official date) is the first day of pay and should be entered as the Query Date. The Query Date must be after both the previous Job End Date and the Last Paid Date. The ePAF will update the system even after the Due Date. If the ePAF is late, a Manual Check Request must be submitted for each missed paycheck.</p> <p><b>Job End:</b> The end date fields must be manually entered with the same end date (not the Query Date).</p>

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<p>An employee in your department who has two jobs is leaving to join a different department.</p> <p>Be sure to follow the <b>Instruction Guide</b> on the HR Job Aids web page.</p>	<p align="center"><b>Multi-Action ePAFs, p. 3/3 "Lose or Terminate, and End Second Job"</b></p> <p><b>Transfer Losing and End Second</b>, to end the primary job and a secondary job. Ends both jobs for an employee leaving your department to take a job in another department, but the employment relationship continues.</p> <p><b>Note these ePAF differences:</b>  <u>Exempt/Nonexempt</u> - both jobs are not 9-month faculty jobs.  <u>Faculty/TA/GPTI</u> - both jobs are 9-month faculty jobs.</p>	<p>The employee is terminated from jobs in your department, the employment relationship continues, and the employee can be appointed by the new department.</p>	<p><b>For both jobs:</b>  The Personnel Date is the last day of the appointment, whether it occurred in the past or is an upcoming date.  The Query Date is pre-populated with today's date and can be over-typed with an upcoming Personnel Date. But, when submitting a late ePAF:</p> <ul style="list-style-type: none"> <li>&gt; To terminate an employee whose job ended: The Query Date can be on or after both the End Date and the Last Paid Date. The ePAF will apply even after the Due Date. For overpaid employees, contact HR Comp Ops to discuss options for overpayment(s).</li> <li>&gt; All End Job ePAFs: The Query Date must be on or after the Last Paid Date. The ePAF will apply even after the Due Date. If the employee was overpaid, contact HR Comp Ops to discuss options for overpayment(s).</li> </ul>
<p>An employee in your department who has two jobs is leaving employment at Texas Tech, such as quitting or retiring.</p> <p>Be sure to follow the <b>Instruction Guide</b> on the HR Job Aids web page.</p>	<p><b>Termination and End Second</b>, to end the primary job and a secondary job, see ePAF differences above. Ends both jobs for an employee leaving Texas Tech (quit, retire), and ends the employment relationship.</p>	<p>The employee is terminated from jobs in your department, the employment relationship ends, and the person no longer has an employee status.</p>	<p>(same as Transfer Losing and End Second, above)</p>