# Electronic Personnel Exception Form (ePEF) Guide

June 2024

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# **Important Notes**

#### What is ePEF?

The electronic Personnel Exception Form (ePEF) is an application designed to standardize and automate the current exception request process for both faculty and staff. ePEF allows supervisors to electronically request policy exceptions for direct appointments, educational qualifications, and salary increases of 10% or more per annum. This application allows supervisors and approvers to access their submitted forms so they can track and review requests on current and previous exceptions.

#### How do I access ePEF?

ePEF can be accessed by using your eRaider credentials at https://apps.hr.ttu.edu/epef.

#### Who can submit an ePEF?

The ePEF should be originated by the supervisor who is requesting the exception for their employee. Employees cannot originate an ePEF in which they are the intended recipient of the request.

#### What is the approval process?

Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for review.

Faculty requests should be routed throughout appropriate approval chain to. Genevieve Durham, Sr. Vice Provost, who will then forward the Provost's Office recommendation to the President's Office for final decision.

#### How do I approve an ePEF?

As an approver, you will review an email from HR Systems TTUS with a distinct link to either approve, return with revisions, or decline the ePEF. If you missed the email or accidentally deleted it, all requests can be easily accessed by logging into https://apps.hr.ttu.edu/epef.

#### What happens after I submit a request?

Once submitted, you can track the progress of your requests by logging into https://apps.hr.ttu.edu/epef.

#### What personnel exception reasons can be submitted through this automated form?

- Direct Appointment
- Educational Qualifications
- Salary Increased over 10% per annum

# **Navigating the Home Page**

To begin, access the ePEF application by going to https://apps.hr.ttu.edu/epef and log in using your eRaider credentials.

Upon login, you will see the Homepage to the application. See Figure 1.

F	TEXAS TECH UNIVERSITY Human Resources	Personnel Exception Form
HR Home	e <u>My Forms</u>	
Add New	Exception Request	

EPEF's homepage buttons and tabs.

Selecting *HR Home* will direct the User to the HR Homepage.

#### **My Forms**

*My Forms* will be the homepage for the ePEF. From this page, you can start a new request form, view request forms that you have created, view request forms waiting for your approval, and view request forms you have previously approved.

*Created by You* table allows you to track approvals, returns, and declines. You can view each form by selecting the *Form Code* or view only approvals by selecting the *Approvals link*. See Figure 2.

*Waiting Approval by you* table allows you to track approvals, returns, and declines done on your end. You can view each form by selecting the *Form Code* or view only approvals by selecting the *Approvals link*.

For more information on the Approvals link, see page 16.

Created by you									
Form	Exception	Requestor	Requestor	Submit	Last	Approver	Action	Annrovals	Approval
Code	Reason	Name	Email	Date	Activity	Name	Action	Approvais	Date
with T = 2 m M	Educational	Daidar Dad	raidarad@tty adv		05/16/2024			nious	
wtyLZ5IIIM	Qualifications	ons Raider Red	raidered@ttu.edu		03:42pm			view	
Waiting Approval by you									
Form	Exception	Requestor	Requestor	Submit	Last	Approver	Action	Approvals	Approval
Code	Reason	Name	Email	Date	Activity	Name	Action	Approvais	Date
K5giOH7e	Direct	Employee 1	employee1@ttu.edu	05/14/2024	05/16/2024	Masked		view	
K3qIQI170	Appoint	Employee 1	employee1@ttu.edu	09:50am	01:52pm	Rider		view	

#### Figure 2

Once a request has been submitted, the Created by You table will appear. If a request needs approval, the Waiting Approval by You table will appear on the ePEF homepage.

# **Submitting a Request**

# STEP 1:

Sign into the application using your eRaider credentials. Select the *Add New Exception Request* button. See Figure 3.



#### Step 2:

Ensure that the information in the *Requester Information* section is valid. All fields are required. NOTE: The ePEF should be originated by the supervisor who is requesting the exception for their employee. Employees cannot originate an ePEF in which they are the intended recipient of the request. See Figure 4.

Requestor Information							
Name *	Raider Red	Email *	raidered@ttu.edu				
Job Title *	Analyst	Phone *	8061234567				
Department * Human Resources							

Figure 4

Insert the Requester's information in the fields with an \*.

#### Step 3:

Select the Exception Reason drop-down menu and select the exception reason. See Figure 5.

Educational Qualifications	~
Select	
Direct Appoint	
Change of Duty Point	
Educational Qualifications	
Salary Over 10%	

**Figure 5** Use the drop-down to select the exception reason.

# **Direct Appoint Requests**

Texas Tech University is an equal opportunity employer committed to principles of both equity and excellence in its hiring practices. For most positions within the University, identifying a well-qualified available pool of applications requires that the position be effectively advertised and actively recruited for. When a college of department determines that the qualifications for a position are so specialized that posting the position and actively recruiting for applications is unwarranted, an exception to this policy may be requested. All hires must be based on merit.

The Direct Appointment request may also be used for negotiated hires in faculty recruitment packages or spousal accommodations.

#### STEP 1:

Select the Exception Reason drop-down menu and select Direct Appoint. See Figure 6.

Exception Reason	
Select	~
Select	
Direct Appoint	
Change of Duty Point	
Educational Qualifications Salary Over 10%	

**Figure 6** Using the drop-down, select Direct Appoint. The selection will create a form to fill out.

## STEP 2:

Enter all fields that have an \* with the request's information. See Figure 7.

Employee Exception Ju	istification (Direct Appoint)		
Name *	Masked Rider	Hire Date *	05/24/2024
Job Title *	Director	Department *	Human Resources
Employee Salary *	87,000	Salary *	Annually ~
Exempt or Non-Exempt *	Exempt	~	

**Figure 7** Insert information into the mandatory fields of the request form.

## STEP 3:

If additional people require Direct Appoints, select *Click to Add Additional Employees*. Enter the necessary information for the additional person. If the button was clicked accidentally select *Delete*. See Figure 8.

Exempt or Non-Exempt *	Exempt	~	Delete
<u>Click to Add Additional Emp</u>	loyees		

Figure 8

If additional employees need to be added to the request, select the blue link to add. Or use the Delete button to delete the previous insertion.

## STEP 4:

Enter a Justification Memo using the text box that appears. See Figure 9. Ensure that the memo includes:

- The position that is being filled
- The essential functions and qualifications of the job
- Explanation of why the qualifications are so specialized that posting is unwarranted, or unique circumstances that make a search counterproductive, and
- Information about the individual you are requesting to hire, including how they meet the specialized qualifications

Ju	istification Memo for Direct Appoint
Th	e justification memo for a direct appointment should include, at a minimum, the following:
	<ul> <li>The position that is being filled,</li> <li>The essential functions and qualifications of the job,</li> <li>Explanation of why the qualifications are so specialized that posting is unwarranted, or unique circumstances that make a search counterproductive, and</li> <li>Information about the individual you are requesting to hire, including how they meet the specialized qualifications</li> </ul>
	$B \ I \ \underline{U} \ \mathbf{S} \ x_{\mathtt{z}} \ x^{\mathtt{z}} \ \left  \ \mathbf{s}^{\mathtt{z}} \ \underline{I}_{\mathtt{x}} \ \right  \stackrel{\mathrm{\tiny{lam}}}{=} \ \vdots \ \left  \ \mathfrak{H} \ \mathbf{H} \right  \stackrel{\mathrm{\scriptstyle{lam}}}{=} \ \underline{\mathtt{m}} \   \ \mathfrak{H} \   \ \underline{\mathtt{m}} \ \underline{\mathtt{m}} \ \underline{\mathtt{m}} \ \underline{\mathtt{m}} \ \mathbf{h} \   \ \underline{\mathtt{m}} \ \underline{\mathtt{m}} \ \mathbf{h} \ \mathbf$
	Styles - Format - Font - Size - A - A -

**Figure 9** Use the text box to write the justification memo.

### STEP 5:

Insert the fields with an \* with the next-level approver's information. For more information, see page 3. See Figure 10.

AVP/Dean Approval		
Name *	Title *	
Email *	Confirm Email *	
	Figure 10	

Using the fields, insert the next-level approver's information into the application.

### STEP 6:

Select *Submit* when ready. Selecting *Submit* will send an email to the next level approver you entered. To view a read-only version of the form, select the form code under *Created by You* on the *My Forms* tab.

If your request is incomplete, select *Save Form*. Selecting *Save Form* will allow you to return to the form and make edits by selecting the form code under *Created by You* on the *My Forms* tab. See Figure 11.



**Figure 11** Save and Submit buttons will appear at the button of the request form.

# **Educational Qualifications**

Every position in the Texas Tech Pay Plan has a standardized specification with a position code, position class title, position summary, minimum qualifications, exemption status, job category, pay grade, and pay range with set minimum, mid, and maximum salary rates. Essential job duties and preferred qualifications are determined by employing college or department.

#### STEP 1:

Select the Exception Reason drop-down menu and select Educational Qualifications. See Figure 12.

Exception Reason	
Select	~
Select	
Direct Appoint	
Change of Duty Point	
Educational Qualifications	
Salary Over 10%	

Figure 12

Using the drop-down, select Educational Qualifications. The selection will create a form to fill out.

#### STEP 2:

Enter all fields that have an \* with the request's information. See Figure 13.

Employee Ex	ception Justification (Edu	cational Qualifications)	
Name *	Raider Red	R Number *	R12345678
Hire Date *	06/10/2024	Job Title *	Director
Department *	Human Resources	Current Education *	Associates
Save Form			

**Figure 13** Insert information into the mandatory fields of the request form.

## STEP 3:

Enter a Justification Memo using the text box that appears. See Figure 14. Ensure that the memo includes:

- Reason for requesting an education qualification exception
- If this person is in the process of obtaining the required education and if so, what is the expected completion date, and
- Impact on the department if this request is denied
- Any additional supporting Information

Reason fo	r requesting an education	qualification exception,
<ul><li> If thi</li><li> Impa</li><li> Any</li></ul>	is person is in the process act on the department if th additional supporting infor	of obtaining the required education and if so, what is the expected completion date, an is request is denied. rmation
BI	<u>U</u> S ×₂ ײ 🖋 <u>T</u> x	
Styles	▼ Format ▼ Font	Size A A

#### Figure 14

Use the text box to write the justification memo.

# STEP 4:

Insert the fields with an \* with the next-level approver's information. See Figure 15. For more information, see page 3.



#### information into the application.

## STEP 5:

Select *Submit* when ready. Selecting *Submit* will send an email to the next level approver you entered. To view a read-only version of the form, select the form code under *Created by You* on the *My Forms* tab.

If your request is incomplete, select *Save Form*. Selecting *Save Form* will allow you to return to the form and make edits by selecting the form code under *Created by You* on the *My Forms* tab. See Figure 16.



# Salary Increases over 10% per Annum

Per Texas Tech Regents' Rule 07.04.4.c, the President's approval is required for the following:

 Non-Statutory adjustments to the total salary or wage rate of an employee of the institution when such as adjustment is 10% or more per annum.

This requirements does not apply to:

- (a) bona fide promotions or reclassifications
- (b) supplemental compensation payments required by law
- (c) adjustments to the total salary

(d) adjustments to the total salary of a position covered under the provisions of Section 02.03.8, Regents' Rules

Section 02.03.8 Component institution officer salaries. The salaries of the provosts, all vice presidents, vice provosts, and deans of colleges and schools of the component institutions shall be set by the presidents, with a report of such salaries presented to the chancellor and the board at the time the institutions operating budget is presented to the board each year.

### STEP 1:

Select the *Exception Reason* drop-down menu an select *Salary Over 10%*. See Figure 17.

~

**Figure 17** Using the drop-down, select Salary Over 10%. The selection will create a form to fill out.

## STEP 2:

Enter all fields that have an \* with the request's information. See Figure 18.

Employee Exception Justification (Salary Over 10%)						
Name *	Raider Red	R Number *	R12345678			
Hire Date *	06/10/2024	Job Title *	Director			
Department *	Human Resources	Current Salary *	60,000			
% Requested *	12.5					
Save Form						

**Figure 18** Insert information into the mandatory fields of the request form.

## STEP 3:

Enter a Justification Memo using the text box that appears. See Figure 19.



#### Figure 19

Use the text box to write the justification memo.

### STEP 4:

Insert the fields with an \* with the next-level approver's information. See Figure 20. For more information, see page 3.

AVP/Dean Approval						
Name *	Title *					
Email *	Confirm Email *					

Figure 20

Using the fields, insert the next-level approver's

information into the application.

## STEP 5:

Select *Submit* when ready. Selecting *Submit* will send an email to the next level approver you entered. To view a read-only version of the form, select the form code under *Created by You* on the *My Forms* tab.

If your request is incomplete, select *Save Form*. Selecting *Save Form* will allow you to return to the form and make edits by selecting the form code under *Created by You* on the *My Forms* tab. See Figure 21.



# **Approver Overview**

After initial submission, the next level approver as indicated on the request form, will receive an email from HR Systems TTUS with a distinct link to either approve, return with revisions, or decline the ePEF. Because personnel exceptions are being requested, the system does not allow proxy approvals.

- For more information on staff requests, see page 3.
- Faculty requests should be routed through the appropriate approval chain to Genevieve Durham, Sr. Vice Provost, who will forward to the Provost's Office for review before sending to the President's office for final decision. All request can be easily accessed by going to https://apps.hr.ttu.edu/epef.

# **Approving Requests**

### STEP 1:

To approve a request, you may either:

Click the link in the HR Systems TTUS email requesting approval. See Figure 22.

#### OR

• Go to https://apps.hr.ttu.edu/epef, log in with your eRaider credentials, and select *My Forms* on the navigation menu in the top left corner of your screen. Select the unique code under *Waiting Approval by You* to begin the review process.



Dear Approver,

Raider Red has submitted Direct Appoint for your approval. To review the request, please sign in below using your eRaider credentials.

electronic Personnel Exception Form

For assistance with the online application or questions about this process, please contact Texas Tech University's Human Resources Systems at <u>hrs.systems@ttu.edu</u> or 806-742-3851.

**Figure 22** The email approvers will receive stating their approval is needed.

### STEP 2:

To begin, select the unique code under *Waiting Approval by you* table to view the pending request. See Figure 23.

Waiting A	pproval by	you							
Form	Exception	Requestor	Requestor	Submit	Last	Approver	Action	Approvala	Approval
Code	Reason	Name	Email	Date	Activity	Name	Action	Approvais	Date
V5aiOH7a	Direct	Employee 1	amplayee1@tty.edu	05/14/2024	05/16/2024	Masked		view	
K3qlQH/e	Appoint	Employee	employee1@ttu.edu	09:50am	01:52pm	Rider		view	
				Figure 2	3				

When an approval is needed, Approvers will find requests listed in the Waiting Approval by You table on the ePEF homepage.

#### STEP 3:

Review the information provided. NOTE: The memo section can be edited through each level of approvals. See Figure 24. Once edited the form can either be returned to the previous approver or Originator, or it can be routed to the next level approver.



#### Figure 24

Review the justification memo. If any additional comments or justifications need to be added, you may insert in the text box.

#### STEP 4:

At the bottom of the page, you will see the Approvals form. See Figure 25.

**To Approve**: Select *Approve*. Insert optional comments and then enter the next level approver. NOTE: If you report directly to the Chancellor or President, the form will be rerouted to either the President's or Chancellor's designee for a final decision.

Return with Revisions		
Decline		
Comment		
Next Level Approval		
Name *	Title *	
Email *	Confirm Email *	
	Figure 25	

To approve, select Approve and provide any optional comments using the text box. Next, insert the Next-Level Approver's information in the fields below. **To Return:** Select *Return with Revisions*. You can choose at what level, if more than one, you want the form to be returned to. Ensure required comments are entered. See Figure 26.

Approval Options		
<ul> <li>Approve</li> <li>Return with Revision</li> <li>To Approval Name</li> </ul>	ns e Title	Approval
Masked Rider	Programmer Analyst IV	Originator
ODecline		
Comment		

Figure 26

To return the request back, select Return with Revisions and select who the request should be sent back to.

**To Decline:** Select *Decline*. Declining a form will send a notification to the Originator that the request was not approved. Ensure required comments are entered. See Figure 27.

Approval Options
Approve
<ul> <li>Return with Revisions</li> <li>Decline</li> </ul>
Comment
Insert required comments. Figure 27

To decline, select Decline and enter required comments.

#### STEP 5:

Select *Submit* when ready. Selecting *Submit* will send an email to the next level approver you entered. To view a read-only version of the form, select the form code under *Approved by You* on the *My Forms* tab.

If your request is incomplete, select *Save Form*. Selecting *Save Form* will allow you to return to the form and make edits by selecting the form code under *Waiting Approval by You* on the *My Forms* tab. See Figure 28.



**Figure 28** Save and Submit buttons will appear at the button of the request form.

*Waiting Approval by You* table allows you to track approvals, returns, and declines. You can view each form by selecting the *Form Code* or view only approvals by selecting the *Approvals link*. All forms that are approved by you will appear here, even if they have not been completely approved of it they have been declined. See Figure 29.

Waiting A	Approval by	you							
Form	Exception	Requestor	Requestor	Submit	Last	Approver	Action	Approvala	Approval
Code	Reason	Name	Email	Date	Activity	Name	Action	Approvals	Date
K5aiOH7a	Direct	Employee 1	amplayee1@tty.edu	05/14/2024	05/16/2024	Masked		wiew	
K3qIQH/e	Appoint	Employee	employee1@ttu.edu	09:50am	01:52pm	Rider	L L	view	
Figure 29									
	Any requests that have been enpressed or are waiting for								

Any requests that have been approved or are waiting for approval will be listed under the Waiting Approval by You table on the ePEF homepage.

# Approvals Link

The Originator and Approvers can look at the request's progression by clicking *View* under *Approvals* on the request tables. The Approvals table consists of four columns. See Figure 30.

- Name: The Individual whose action is needed or has been completed.
- Action: The action the individual has take on the ePEF application.
- Action Date: The date the action was completed.
- Comment: Any comments the individual(s) in the approval chain enter will be listed.

	 ~	
	κ.	
	ч.	

Name	Action	Action Date	Comment
Next Level Approver	Approved	05/18/2024	Looks great!
Raider Red	Submit	05/14/2024	

Figure 30 Approvals pop up.

# **Additional Information**

Once a request has received final approval, several steps occur.

- The Requester will receive an email confirmation that the request has been approved.
   See Figure 31.
- HR Compensation and Operations will also receive an email of notification.
- HR Compensation and Operations will attach the approved ePEF document to the employee's ePAF (if department does not).

For assistance with technical issues, please contact Human Resources Systems at hrs.systems@ttu.edu.



Final approval for your Direct Appoint request has been approved. You may view your request by selecting <u>My Forms</u> on the electronic Personnel Exception Form (ePEF) homepage.

electronic Personnel Exception Form

For assistance with the online application or questions about this process, please contact Texas Tech University's Human Resources Systems at <u>hrs.systems@ttu.edu</u> or 806-742-3851.

**Figure 31** The employee will receive notification via email that their exception request has been approved.