electronic Personnel Exception Form

(ePEF)
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, salary increases of 10% or more per annum, and change of duty points. 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 through the appropriate approval chain to Dr. Rob Stewart, 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 receive 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.
How do I create my ePEF dashboard?

- After logging into the ePEF application, you will be directed to the ePEF main page. From the initial login, you will have one tab, ‘My Forms.’

- To originate a request, select ‘Add New Exception Request’ which will generate a second section titled ‘Created by you.’

- After a form has been submitted for your approval, you will have two additional sections: ‘Waiting Approval by you’ and ‘Approved by you.’

- For the Change of Duty Point requests, the originator and approvers will have an additional tab, ‘Change of Duty Point,’ to easily track begin and end dates and to request extensions, if needed.

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

- Direct Appointment
- Change of Duty Point
- Educational Qualifications
- Salary increased over 10% per annum

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.

To start a new form, select Add New Exception Request

Section 1: Requestor Information

Information in the Requestor Section is auto populated based on your eRaider login. All fields are required. *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.
Section 2: Exception Reason

There are four different personnel exception reasons to choose from. Each exception reason will prompt you to provide the information needed in order for your request to be considered.

- **Direct Appointment**
  - Name (required)
  - Job Title (required)
  - Hire Date (required)
  - Department (required)

- **Change of Duty Point**
  - Start Date (required)
  - End Date (required)
  - Will the employee be using Texas Tech Property (required)
    - If yes, upon approval the employee will need to complete the following information on the Remote Work Agreement, [https://apps.hr.ttu.edu/rwr](https://apps.hr.ttu.edu/rwr)
  - Name (required)
  - R Number (required)
  - Job Title (required)
  - Hire Date (required)
  - Department (required)
  - Worksite (required)
  - Address (required)
  - City (required)
  - State (required)
  - Zip Code (required)
  - Country (required)

- **Educational Qualifications**
  - Name (required)
  - Job Title (required)
  - Current Education (required)
  - Hire Date (required)
  - Department (required)
• **Salary Increases Over 10% per Annum**
  - Name (required)
  - Hire Date (required)
  - Job Title (required)
  - Department (required)
  - Current Salary (required)
  - % Requested (required)

To proceed to the next step select the ‘Save Form’ button and the justification memo section will populate.

**Section 3: Justification Memo for Direct Appointment**

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 applicants requires that the position be effectively advertised and actively recruited for. When a college or department determines that the qualifications for a position are so specialized that posting the position and actively recruiting for applicants is unwarranted, an exception to this policy may be requested. All hires must be based on merit.

The justification memo for a direct appointment should include, at a minimum, the following:
- 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.

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

**Section 3: Justification Memo for Change of Duty Point**

Per Texas Government Code Section 658.010, an employee’s personal residence may not be considered the employee’s regular or assigned temporary place of employment without prior written authorization from the administrative head of the employee state agency.
The justification memo should include, at a minimum, the following:

- Type of work to be performed,
- How the employee’s time and productivity will be monitored,
- How it meets the business needs of TTU to have this person work from home, and
- Duration for which the exception is being requested.

Section 3: Justification Memo for 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 the employing college or department.

The justification memo to hire or promote an individual into a position in which they do not meet the minimum qualifications should include the following:

- 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

Section 3: Justification Memo for 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 an adjustment is 10% or more per annum.

This requirement does not apply to: (a) bona fide promotions or reclassifications; (b) supplemental compensation payments required by law; (c) adjustments to the total salary or wage rate of an employee of the institution that result in an annual increase of $2,000 or less; or (d) adjustments to the total salary of a position covered under the provisions of Section 02.03.8, Regents’ Rules.

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 institution’s operating budget is presented to the board each year.
Section 4: AVP/Dean Approval

- 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 through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will then forward the Provost’s Office recommendation to the President’s Office for final decision.

Section 5: Save/Submit

When the form request is complete, select ‘Submit.’ 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 you are not ready to submit the form, you can select ‘Save’ to come back at a later time. Selecting ‘Save’ 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.

Approvals

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, this system does not allow proxy approvals.

- 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 through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will forward to the Provost’s Office for review before sending to the President’s Office for final decision. All requests can be easily accessed by going to https://apps.hr.ttu.edu/epef.
Section 1: Memo

The memo section can be edited through each level of approvals. Once edited, the form can either be returned to the previous approver or originator, or it can be routed to the next level approver.

Section 2: Employee Detail Information

The employee detail section is a read only view of the initial form request. This information can only be change by the originator if returned by the approver.

Section 3: Approval Options

As an approver you have 3 options: Approve, Return with Revisions, and Decline.

- Approve:
  - Approving will route the form to the next level approver that has been indicated under the ‘Next Level Approval’ section.
If you report directly to the Chancellor or President, the form will be routed to either the President’s or Chancellor’s designee for a final decision.

- **Return with Revisions:**
  - Returning with Revisions will allow you to choose at what level, if more than one, you want the form returned. Details as to why the form is being returned are required.

- **Decline:**
  - Declining a form will send a notification to the originator that the request was not approved. Details as to why the form was decline are required.
Section 4: Form Comments

The form comment section is an option field that will be included at the bottom of the pdf memo.

Section 5: Save/Submit

If your review is complete, select ‘Submit.’ Selecting ‘Submit’ will send an email to the next level approver you entered. You can view a read only version of the form by selecting the ‘Form Code’ under ‘Approved by you’ on the ‘My Forms’ tab.

If your review is incomplete, select ‘Save’ to come back at a later time. Selecting ‘Save’ allows you to return to the form for further review by selecting the ‘Form Code’ under ‘Waiting Approval by you’ on the ‘My Forms’ tab.

‘My Forms’ tab

The ‘My Forms’ tab will allow you to view: Forms created by you, Forms waiting approval by you, and Forms approved by you.

- Created by you
  - Forms ‘Created by you’ 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.
• Waiting Approval by you
  - Forms needing your approval will show in this section, so you can come back at any time, without needing the distinct email link. You can open the form by selecting the ‘Form Code.’

• Approved by you
  - Forms approved by you will allow you to track approvals, returns, and declines at the next level approvals. 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 or if they have been declined.
Change of Duty Point

Originators and Approvers will have an additional tab if a Change of Duty Point has been approved. The approval process can still be tracked under ‘My Forms’ for the Change of Duty Point; however, after the final approval, a copy of the request will be added to the ‘Change of Duty Point’ tab. The Originator and Approvers will receive a reminder email within 30 days and also 7 days of the Change of Duty Point expiration date.

Change of Duty Point tab

Information under the ‘Change of Duty Point’ tab will allow you to track, review, and extend each employee’s request that has either been approved or originated by you.

<table>
<thead>
<tr>
<th>Form</th>
<th>Requester Name</th>
<th>Approver Name</th>
<th>Approvals</th>
<th>Approval Date</th>
<th>Employee Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>HR Test 4</td>
<td>[email] Candice Rice</td>
<td>[email]</td>
<td>01/30/2021</td>
<td>Emp 1 Name</td>
<td>01/01/2021</td>
<td>01/31/2021</td>
<td>Extension Pending Approval</td>
</tr>
</tbody>
</table>

- **Form:** This will list the current and historical forms for this request.
  - Final: This is the most recent form with any extension request.
  - History: This is the previous form before any extension request.
- **Extension:**
  - Extend: This will allow you to make a copy of the current request and extend the dates of the Change of Duty Point request. You will be allowed to make edits on the copied form and send for next level approval.
  - 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 through the appropriate approval chain to Dr. Rob Stewart, Sr. Vice Provost, who will forward to the Provost’s Office for review before sending to the President’s Office for final decision.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp 1 Name</td>
<td>01/01/2021</td>
<td>01/31/2021</td>
<td>[Extension]</td>
</tr>
</tbody>
</table>

- Extension Pending Approval: Approval is still pending
Extended: If a form has been extended and approval is complete you will see multiple lines for that request, depending on how many extensions were requested. Default will only show the current request (final). To view historical request(s) extend the rows using the red arrow.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emp 1 Name</td>
<td>01/01/2021</td>
<td>01/31/2021</td>
<td>Extend</td>
</tr>
<tr>
<td>Emp 1 Name</td>
<td>01/01/2021</td>
<td>01/31/2021</td>
<td>Extended</td>
</tr>
</tbody>
</table>

Communication

All email communication will come from “HR Systems TTUS.”

- **Originator:** The originator will receive the following communication:
  - **Final approval**
    - Once a final approval has been received, the employee will need to fill out the Remote Work Agreement, [https://apps.hr.ttu.edu/rwr](https://apps.hr.ttu.edu/rwr) if they will be taking University equipment with them. This will not be communicated to the employee, the originator will need to notify the employee of this requirement.
  - **If the form was declined**
  - **If the Change of Duty Point form was extended**
  - **30/7 day reminders that the Change of Duty Point request will be expiring**

- **Approvers:** Each approver will receive communication on:
  - **30/7 day reminders that the Change of Duty Point request will be expiring.**

Final Memo

The final PDF can be viewed by the Chancellor and President, and their designees, on the ‘My Forms’ tab, under the final action column. (see attached preview of the pdf memo)

The memo will include:

- **To:** Dr. Lawrence Schovanec or Dr. Tedd Mitchell (depending on chart)
- **From:** Last approver
- **Through:** Last approver (those that directly reports to President or Chancellor)
- **Subject:** Type of request
- **Justification**
- **Employee Detail and Approvals**
Date: January 20, 2021
To: Dr. Lawrence Schovanec
   President, Texas Tech University
From: Jodie Billingsley
      Assistant Vice President for Human Resources
Through: Grace Hernandez
        Chief of Staff
Subject: Change of Duty Point request

Test Scenario:

- The justification memo should be in a memo format and include, at a minimum, the following:
  - Type of work to be performed,
  - How the time and productivity will be monitored,
  - How it meets the business needs of TTU to have this person work from home, and
  - Duration for which the exception is being processed.
## Employee Detail and Approvals

### Employee Detail Information

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Name</th>
<th>Hire Date</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2021</td>
<td>01/31/2021</td>
<td>Emp 1 Name</td>
<td>01/01/2019</td>
<td>Title 1</td>
<td>Dep 1</td>
</tr>
</tbody>
</table>

### Physical Remote Work Location While Performing Job Duties

<table>
<thead>
<tr>
<th>Worksite</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksite 1</td>
<td>7788</td>
<td>Lubbock</td>
<td>Texas</td>
<td>79405</td>
<td>USA</td>
</tr>
</tbody>
</table>

**Will the employee be using Texas Tech Property?** Yes

### Approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grace Hernandez</td>
<td>Approve as President</td>
<td>01/20/2021</td>
</tr>
<tr>
<td>Grace Hernandez</td>
<td>Approve</td>
<td>01/20/2021</td>
</tr>
<tr>
<td>Jodie Billingsley</td>
<td>Approve</td>
<td>01/20/2021</td>
</tr>
<tr>
<td>Candice Rice</td>
<td>Submit</td>
<td>01/20/2021</td>
</tr>
</tbody>
</table>