

ePAF Edit Existing Job – Job Changes

The edit existing job is used for any transaction where the employee has worked in your department in the same benefit capacity, meaning that you currently have access to their employment record.

Change Job Data Authorized by
GIDEON TAYLOR

Step 1 of 5: Enter Job Change Details ?

Please enter the date the change should go into effect, and identify the Employee Group that the employee should be in after the change, if applicable.

Actions & Action Reasons				
	Action Code	Action Description	Reason Code	Action Reason Description
1	DTA	Data Change	DTA	Data Change

Current Job Info

Name: Sandra Beaches **Empl ID:** 10221239

Empl Group: Exempt **Empl Record:** 0

Empl Status: Active [Personal Data](#)

Position: 00000056 Director Hospitality Services [Job Data](#)

Department: A974500 Conference Services [Additional Pay](#)

eForm ID: 200864 [Leave Plans](#)

[General Deductions](#)

[View Original Job Data](#)

Job Data

*Effective Date: 03/07/2018 End Date:

*Employee Group:

*Is this a Positioned Job?

When doing an extension of appointment, either DTA/RAP (reappointment) or REH/CON (rehire, connected service), it is important to select the correct start date. PeopleSoft posts effective the beginning of the business day. In the example above, ePAF supplied an end date of 3/6/18, we would want to use 3/7/18 as the start date for this reappointment.

In this example we are using a position, were we not, we would be able to change all of the areas that are grayed out below. Just beneath the position number field there is a check box to override position fields, please refrain from using this and instead contact Talent Management to update the position. There are two exceptions to this; changes in time and reallocations which are accomplished by overriding the position fields.

*Effective Date: 03/07/2018 End Date:

*Employee Group: Exempt

*Is this a Positioned Job? Yes

*Position Number: 00000056 Director Hospitality Services

Override Position Fields

Reports To Position Number:
00001996 Exec Dir Auxiliary Enterprises

Department: A974500 Conference Services

Job Code: RH00T General Mgr, Hotel&Conf Center **Full/Part Time** Full-Time

Location Code: BLDG0020 Campus Center **Regular/Temporary** Regular

Standard Hours: 40.00 **FTE:** 1.000000

Mail Drop ID:

Add Additional Components of Pay is how you will add and manage stipends. Click the highlighted checkbox to bring up the Components of Pay dialog box as seen below.

Compensation Data

Employee Type: Exception Hourly

Bi-Weekly Rate: Annual Rate: \$88,400.000

Plan A53 Salary Grade 30

Add Additional Components of Pay?

Components of Pay					
Seq	Comp Rate Code		Compensation Rate		
1	PADMIN	Paid Administrative Stipend	<input type="text" value="100.000000"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Total Annual Rate			\$91,000.000000		

Begin Date 07/01/2017

Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date	Seq#	Key Value
1	<input type="checkbox"/>	A107054	51008	A870801000	L07				Percent	100.000	\$0.000		1	1

Add Date Range

Generate Sequences

This is the employees current funding, A107054, 100%. ePAF is pulling this data from the employee's Department Budget Table. The begin date displayed will either be the beginning of the fiscal year or the employee's start date if that was within the current fiscal year. To change funding you would select Add Data Range, pictured below.

Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant
1	<input type="checkbox"/>	A107054	51008	A870801000	L07

Add Date Range

Generate Sequences

A second funding box will be created below the first. To show what it will look like a funding grant was selected. Notice that nothing is entered in either the Earnings Code or Fund End Date spaces and that an amount was entered under Commitment Amount. This is a critical piece for grant routing.

Begin Date 07/01/2017

Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date	Seq#	Key Value
1	<input type="checkbox"/>	A107054	51008	A870801000	L07				Percent	100.000	\$0.000		1	1

Add Date Range

Generate Sequences

Begin Date 03/07/2018

Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date	Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date	Seq#	Key Value
1	<input checked="" type="checkbox"/>	A155222	53104	A091000021	B03		02/28/2018		Percent	100.000	\$7,000.000			

Begin Date 03/07/2018

Changed	GL Combination Code	Fund Code	Department	Program Code	Project/Grant	Class Field	End Date
1	<input checked="" type="checkbox"/>	A155222	53104	A091000021	B03		02/28/2018

Earnings Code	Distribution Type	Percent	Commitment Amount	Fund End Date	Seq#	Key Value
	Percent	100.000	\$7,000.000			

Generate Sequences, shown in the funding diagrams is used if you want to create sequential sources of funding.

On Step 3 of 5 you won't have to change anything very often. The data that appear in this step are pulled from the employees Job Data screen.

Time and Labor Data

*Benefit Status: ▼

*Benefit Program: 🔍 SEIU Professional (Ben)

*Pay Group: 🔍 UMass Amherst

*Empl Class: 🔍 Professional

Workgroup: 🔍 PSU Unit A Exempt

Taskgroup: Exception Taskgroup

On the next page (Step 4 of 5) you will select your Action/Reason Code, upload any necessary documents and add any needed comments. In this case, DTA/FCG was appropriate. Use this code when funding is the only thing changing. Forms with this code do not follow the normal approval process and no row will be added in Job Data.

Name: Sandra Beaches **Empl ID:** 10221239

Empl Group: Exempt **Empl Record:** 0

Empl Status: Active [Personal Data](#)

Position: 00000056 Director Hospitality Services [Job Data](#)

Department: A974500 Conference Services [Additional Pay](#)

eForm ID: 200865 [Leave Plans](#)

[General Deductions](#)

Actions & Action Reasons

	Action Code	Action Description	Reason Code	Action Reason Description		
1	<input type="text" value="DTA"/> 🔍	Data Change	<input type="text" value="FCG"/> 🔍	Funding Change	<input type="button" value="+"/>	<input type="button" value="-"/>

File Attachments Personalize | Find | | First 1 of 1 Last

	Upload	View	Description	Attachment Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text" value=""/> 🔍		<input type="button" value="Delete"/>

Comments

Your Comment:

After you hit submit, you will get a screen that looks like this.

Step 5 of 5: Form Finalized ⓘ

Congratulations, you did it!

Current Job Info

Name:	Sandra Beaches	Empl ID:	10221239
Empl Group:	Exempt	Empl Record:	0
Empl Status:	Active	Personal Data Job Data Additional Pay Leave Plans General Deductions	
Position:	00000056 Director Hospitality Services		
Department:	A974500 Conference Services		
eForm ID:	200865		

Form Status

You have just AUTHORIZED this form. This action passed the form to the SYSTEM for further processing.

Process Visualizer

The Process Visualizer shows a sequence of 16 steps in a grid. Step 15, 'Integration Broker', is highlighted with a blue border. Step 14, 'HCMU_GT_HR_UPDATE', has a green checkmark icon. Step 4, 'HCMU_GT_TEACH_DEPT', has a green arrow icon. Step 6, 'HCMU_GT_PROVOST', has a green arrow icon. Step 8, 'HCMU_GT_DEAN_GRAD_STDY', has a green arrow icon. Step 9, 'HCMU_GT_GRAD_SCH', has a green arrow icon. Step 10, 'HCMU_GT_STU_EMPLOY', has a green arrow icon. Step 12, 'HCMU_GT_CE_ADMIN', has a green arrow icon. Step 13, 'HCMU_GT_HR_REVIEWER', has a green arrow icon. Step 14, 'HCMU_GT_HR_UPDATE', has a green checkmark icon. Step 16, 'System', has a server icon. All other steps have a person icon.

1: Bombardier, Christopher M (10075864)	2: HCMU_GT_PI	3: HCMU_GT_DEPT_APRV	4: HCMU_GT_TEACH_DEPT	5: HCMU_GT_DEAN_DIR	6: HCMU_GT_PROVOST	7: HCMU_GT_VC
8: HCMU_GT_DEAN_GRAD_STDY	9: HCMU_GT_GRAD_SCH	10: HCMU_GT_STU_EMPLOY	11: HCMU_GT_GRANTS	12: HCMU_GT_CE_ADMIN	13: HCMU_GT_HR_REVIEWER	14: HCMU_GT_HR_UPDATE
15: Integration Broker	16: System					

At this point you are done and the form will have moved on to the next approver. Be sure to note the eform ID as this is your best way of tracking the form as it moves through its approval process.