

Status Changes Using ePAF

Purpose

The basic steps to using the electronic Personnel Action Form (ePAF) for status changes are outlined below. Status changes include:

1. Change to Mail Code.
2. Change to Employee Classification. (Salaried ONLY)
3. Change to Supervisor ID data (OPS ONLY).
4. Change to Administrative Code (Salaried Faculty ONLY)

Note: Multiple transactions occurring on the same date require only one ePAF.

Navigation

Manager Self Service > ePAF > Enter ePAF

The screenshot shows the 'Online Personnel Action Form' interface. At the top, it says 'Employee Search'. Below this, there is a search form with a dropdown menu for 'Search by:' set to 'Last Name', and a text input field for 'Last Name:' containing 'Everette'. A yellow 'Search' button is located below the input field. Below the search form is a table of search results. The table has columns for Name, Employee ID, Rcd Nbr, Job Title, and Department. One result is shown for Elias Everette with Employee ID 000007501, Rcd Nbr 0, Job Title 9413, and Department ERP. Navigation links for 'Find', 'First', '1 of 1', and 'Last' are visible above the table.

Name	Employee ID	Rcd Nbr	Job Title	Department
Elias Everette	000007501	0	9413	ERP

Procedure

Search for employee and job for which the status change is being processed. You may search by a variety of criteria including the employee's last name and employee id. Be certain to verify that you are processing the correct employee record number. Select the employee by clicking on the employee's name (hyperlink).

Step 1

Change the Transaction Effective Date to reflect the effective date of the status change.

The screenshot shows the 'Online Personnel Action Form' interface. At the top, it says 'Online Personnel Action Form'. Below this, there is a form with fields for 'Elias Everette', 'EmplID 000007501', and 'Empl Rcd# 0'. Below these fields is a text input field for '*Transaction Effective Date:' containing '04/04/2007'.

Step 2

Click the "Status Change" checkbox to open the Status Change Details area for data entry.

The screenshot shows the 'Personnel Actions' section of the form. It contains several checkboxes: 'Transfer OPS', 'Status Change' (which is checked), 'Salary Change', 'Funding Change', 'Termination', and 'Standard Hours Change'.

The fields available for update are different for salaried employees and OPS employees.



Status Change Details (salaried employees):

Status Change Details			
Location Code:	0824A0267	Job Code:	9413
		Mail Code:	2736
Current Standard Hours / FTE:	20.00 / 0.500000	Job Indicator:	Primary Job
Employee Classification:	Regular		

Status Change Details (OPS employees):

Status Change Details			
Location Code:	0223A1400	Job Code:	A011
		Business Off Clerical Etc	Mail Code: 2370
Current Standard Hours / FTE:	15.00 / 0.375000	Job Indicator:	Primary Job
Employee Classification:	OPS		
Supervisor ID:	000005756	Karen Gibson	

In changing an employee’s Mail Code, the only options that will be available for any given employee will be those mail codes that have been officially assigned to that employee’s department through FSU Postal Services. FSU Postal Services is responsible for maintaining the mail code list for the University.

Step 3

Using the “spy/magnifying glass” icons when available, change data as appropriate.

Status Change Details			
Location Code:	0223A1400	Job Code:	A011
		Business Off Clerical Etc	Mail Code: 2370
Current Standard Hours / FTE:	15.00 / 0.375000	Job Indicator:	Primary Job
Employee Classification:	OPS		
Supervisor ID:	000051557	Michael Barrett	

Note: The following data changes for salaried (position-managed) employees must be done through the Position Management Action Page. EPAFs should not be submitted when these changes are accomplished through position management for an incumbent.

1. Job code change (reclassification).
2. Permanent (or long-term) change to standard hours.
3. Permanent (or long-term) change to full-time/part-time status.

Step 4

Select the VP Approver user ID (where required). The appropriate approver is defined by your division, college, or department, depending upon the delegation policies of your division, college or department. The VP Approver user ID must be entered in all capital letters.

Step 5

In the comments area, provide details of the action. This will assist the approver in determining what was done on the ePAF once it reaches the approver electronically.


Comment	
Comment:	Reappointment of employee starting 4/1/05; open-ended reappointment. Approved by A. Brown and B. Smith on 3/1/05; signed copy of ePAF on file.
* Required Field	
	Submit

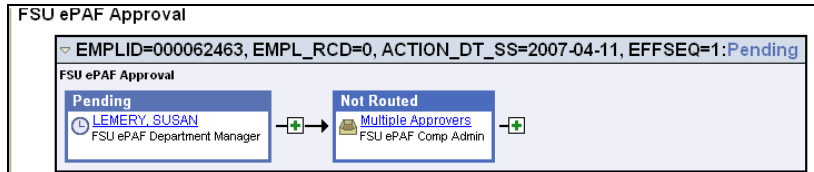
Step 6

Click **Submit** when the ePAF is ready to move on electronically to the next approval level.




Step 7

If your department requires signatures in addition to the highest level of approval created through the workflow process (i.e., VP Approver) additional approvers may be added. Click the  to add an approver. A new window will open.



Note: The User ID must be entered in all capital letters.



The dialog box is titled 'Choose an approver or reviewer to insert'. It contains a 'User ID:' label followed by a text input field with a magnifying glass icon. Below the input field, the 'Insert as:' label is followed by two radio button options: 'Approver' (which is selected) and 'Reviewer'.

Note: If the account code selected is a project account (sponsored research funding), the ePAF will be automatically routed to Sponsored Research Accounting Services (Fund Approver) after the Department Manager approval is completed electronically for OPS Employees and after the VP Approval is completed electronically for salaried employees. Also, all salaried, non-faculty employees must sign a copy of the ePAF.

