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

Online Personnel Action Form
Employee Search

'Search by: Last Name

Last Name: Everette

Search

Search Results			Find	First ◄ 1 of 1 ► Last
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.

Online Personnel Action Form

Elias Everette   EmplID 000007501   Empl Rcd#   0

'Transaction Effective Date: 04/04/2007

Step 2

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

Personnel Actions

☐ Transfer OPS   ☑ Status Change   ☐ Salary Change   ☐ Funding Change   ☐ Termination
☐ Standard Hours Change

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

Status Change Details (salaried employees):

Status Change Details (OPS employees):

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.

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.

Step 6

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

Job Aid: Status Changes Using ePAF

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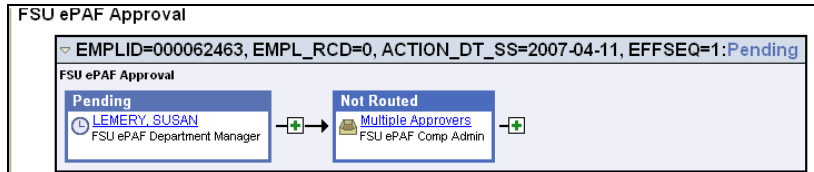
Note: The User ID must be entered in all capital letters.

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.