



### Updating a Position to Include Cellular Allowance

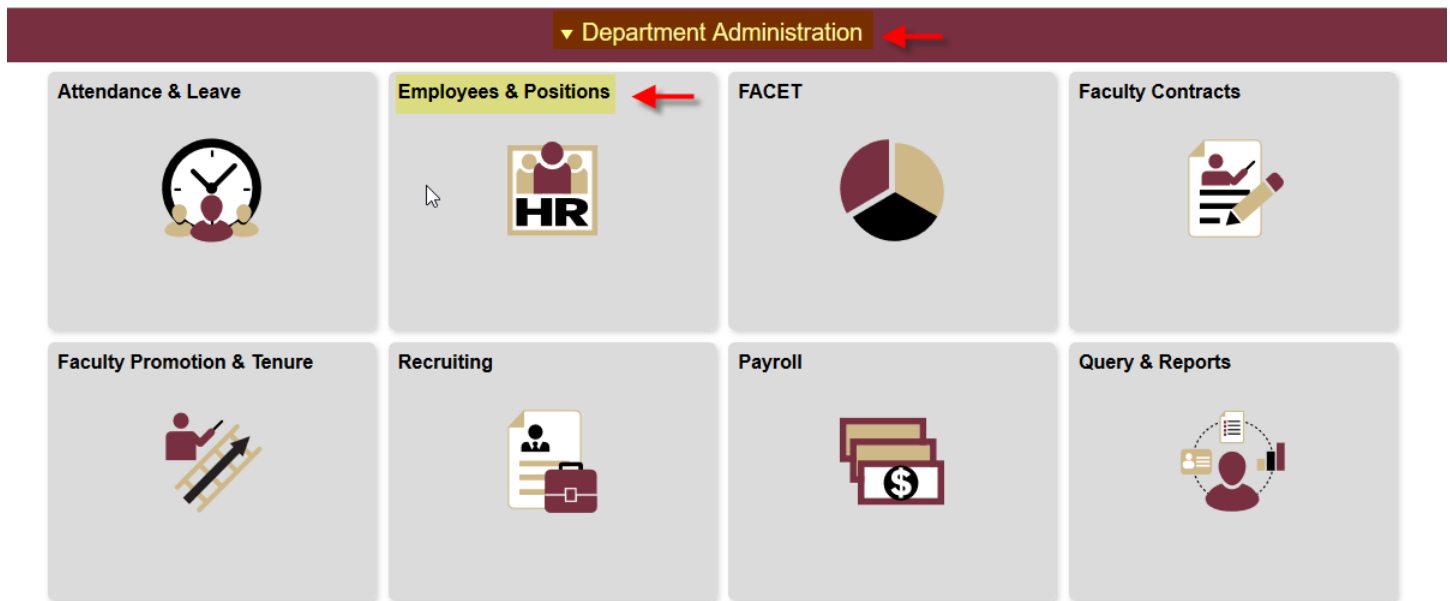
This tutorial outlines the basic steps to add Cellular Allowance in Position Profile Data using the electronic Personnel Action Form Plus (ePAF+).

NOTE: The actions in this guide are only to add *eligibility* for cellular allowance to a position. A Cellular Allowance Authorization form must also be completed and approved according to ITS Policy before an employee may begin receiving an allowance.

#### Key Information:

Employee ID/Name  
Position Number

Step	Action
1.	Go to <a href="https://my.fsu.edu">https://my.fsu.edu</a> and sign into OMNI HR with your FSUID and password. Select <b>Department Administration</b> from the drop down menu, then click the <b>Employees and Positions</b> tile.





Step	Action
2.	Ensure you are on the <b>Enter ePAF+ Transaction</b> screen.

Department Administration **Employees and Positions** Print | New Window | Help

**Enter ePAF+ Transaction**

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

- Appointment/Filled Position
- Update Vacant Position
- Add New Position

Empl ID:

Last Name:

First Name:

Position:

Department:

Terminate Appointment

**Refine Search Results**

Direct Reports  Department Rep



Step	Action
3.	Select the appropriate <b>HR Transaction Search Type</b> and enter the position number into the <b>Position</b> field.
4.	Click the <b>Search</b> button, then select desired employee's name from results.

**Enter ePAF+ Transaction**

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

Appointment/Filled Position  
 Update Vacant Position  
 Add New Position

Empl ID:   
 Last Name:   
 First Name:   
 Position:  Academic Advisor Level 1  
 Department:

Terminate Appointment

**Refine Search Results**

Direct Reports  Department Rep

Name	Empl ID	Empl Record	Job Code	Job Title	Dept	Department Name	Originator Name	Current Approval Status
Seminole, Suzie	000012345	0	9451	Academic Advisor	098000	Dean Undergraduate Studies		

Step	Action
5.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Enter your desired transaction effective date or the first day of the next available payroll cycle into the <b>Requested Transaction Date</b> field. Click <b>Submit</b> .

**Transaction Effective Date**

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

\*Requested Transaction Date:



< Employees and Positions Home Flag Menu Print

Enter ePAF+ Transaction

<b>Incumbents:</b>			Position Number: 00099999
Emplid	Rcd#	Name	Working Title: Academic Advisor Level 1
000012345	0	Suzie Seminole	Headcount Status: Filled

\*Requested Transaction Date: 04/25/2018

Position Data		Current Information	Proposed Changes
<b>Job Code</b>			
Job Code	9451	Academic Advisor	<input type="text"/>
Salary Admin Pln	021	Administrative & Professional	
Pay Grade	004	A&P 4	
FLSA Status	Nonexempt		
Union Code	29N	Fac_A&P No Established CBU	
Academic Rank			
Working Title	Academic Advisor Level 1		<input type="text"/>
<b>Position Specific - Job</b>			
Max Head Count	1		
FTE	1.000000		<input type="text"/>
Standard Hours	40.00		<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000		
Shift	Day/Standard		<input type="text"/>
Full/Part Time	Full-Time		

Step	Action
6.	Click the <b>Position Profile Data</b> link to update and add information to the Position Focus Statement, Responsibilities, Competencies, and Qualifications.

< Employees and Positions Home Flag Menu Print

Shift: Day/Standard

Full/Part Time: Full-Time

Organizational Relationships	
Department	098000 Dean Undergraduate Studies <input type="text"/>
Location Code	00070227 FINE ARTS BUILDING0227 <input type="text"/>
County	Leon
Reports To	Asst Director, Acad & Stu Svcs <input type="text"/>

[View Reporting Relationships](#)

Specific Information	
<input type="checkbox"/> Time Limited Funding	<input type="checkbox"/> Time Limited Funding
<input checked="" type="checkbox"/> Confidential Position	<input checked="" type="checkbox"/> Confidential Position
<input type="checkbox"/> Financial Disclosure	<input type="checkbox"/> Financial Disclosure

**Position Description**

Profile ID: 127191 [Position Profile Data](#)



Step	Action
7.	Cellular Allowance is under <b>Internal Requirements</b> on the <b>Summary</b> tab. To add Cellular Allowance, click the <b>Add New Internal Requirements</b> link.

The screenshot shows the 'Non-Person Profile' page for Profile ID 127191. The 'Internal Requirements' section is expanded, showing a table with one entry: 'Position Focus Statement' effective 07/01/2016. Below this, the 'Add New Internal Requirements' link is highlighted with a red box and an arrow. Other sections like 'Pay Additive Eligibility' and 'Profile Identities' are also visible.

Step	Action
8.	Click the <b>Magnifying Glass</b> button to view <b>Internal Compliance Req</b> options.

The screenshot shows the 'Add New Internal Requirements' dialog box. The 'Internal Compliance Req' field is highlighted with a red box and an arrow pointing to the magnifying glass icon. The dialog includes fields for 'Effective Date' (04/25/2018), '\*Internal Compliance Req', and '\*Effective Status' (Active). There are 'OK' and 'Cancel' buttons at the bottom.



Step	Action
9.	Select <b>IC03 - University Authorized Cellular Communication Services Allowance</b>

Look Up Internal Compliance Req

Content Type FSU\_REQ

Content Item ID begins with

Content Group Type begins with

Content Group begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Content Item ID	Content Group Type	Content Group	Description
IC01	(blank)	(blank)	Confidential Information
IC02	(blank)	(blank)	Financial Disclosure
IC03	(blank)	(blank)	University Authorized Cellular Communication Services Allowance

Step	Action
10.	Verify that <b>IC03</b> information has populated correctly, then click <b>OK</b> .

Non-Person Profile

Add New Internal Requirements

Profile ID 127191 Academic Advisor Level 1

Profile Type ROLE Position Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Find | View All First 1 of 1 Last

Effective Date 04/25/2018

\*Internal Compliance Req IC03 University Authorized Cellular Communication Services Allowance

\*Effective Status Active

(If not found in lookup list above, type in Major Description box below.)

Description Pursuant to University Policy OP-H-7, Section F. University Guidelines, the position responsibilities necessitate a Cellular Communications Services Allowance for functions that require:

- a) considerable time outside of assigned office or work area where it is essential to the University that the employee be accessible during those times.
- b) continuous accessibility beyond scheduled or normal working hours (i.e., on-call responsibilities for critical University services).
- c) access to e-mail outside of the office or beyond normal scheduled working hours where it is essential for the University that the employee has the ability to receive and send email during those times.
- d) remote access to enterprise networks or applications beyond normal scheduled working hours where it is essential for the University that the employee has the ability to support critical University operations.

OK Cancel



Step	Action
11.	When the desired profile changes have been made, click the <b>Save</b> button.

< Fsu Multi Trans Dt Home | Logout | Menu | Refresh

### Non-Person Profile

Profile ID 127191  
 Profile Type ROLE      Position Profile  
 Profile Status Active  
 Description Academic Advisor Level 1

04/25/2018 Print Comments

**Summary** | Responsibilities | Competencies | Qualifications

**Position Focus Statement** Personalize | Find | View All | First 1 of 1 Last

ID	Statement	Effective Date	Description	View History
POS	Position Focus Statement	07/01/2016	Responsible for the delivery of academic advising to undergraduate students.	

[Add New Position Focus Statement](#)

**Internal Requirements** Personalize | Find | View All | First 1 of 1 Last

ID	Internal Compliance Req	Effective Date
IC03	University Authorized Cellular Communication Services Allowance	04/25/2018

[Add New Internal Requirements](#)

**Pay Additive Eligibility**

There are currently no Pay Additive Eligibility for this profile. Please add one if required.

[Add New Pay Additive Eligibility](#)

**Profile Identities** Personalize | Find | View All | First 1 of 1 Last

Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete
POSITION		Academic Advisor		

**Save**

[Return to ePAF+](#)



Step	Action
12.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view your saved items, click the <b>item(s) awaiting submission for approval</b> link.
13.	After saving and reviewing the profile changes, click the <b>Return to ePAF+</b> link.

**Approvals**

\*\*\* 1 item(s) awaiting submission for approval \*\*\*

Summary | Responsibilities | Competencies | Qualifications

**Position Focus Statement** Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

ID	Statement	*Effective Date	Description	View History
POS	Position Focus Statement	07/01/2016	Responsible for the delivery of academic advising to undergraduate students.	[View] [Delete]

+ Add New Position Focus Statement

**Internal Requirements**

There are currently no Internal Requirements for this profile. Please add one if required.

+ Add New Internal Requirements

**Pay Additive Eligibility**

There are currently no Pay Additive Eligibility for this profile. Please add one if required.

+ Add New Pay Additive Eligibility

**Profile Identities** Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete
POSITION		Academic Advisor	[Edit]	[Delete]

Save

**Return to ePAF+** ←





Step	Action
14.	Enter the appropriate VP Approver for your department in the <b>VP Approver</b> field.
15.	Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the <b>Comments</b> field.

< Non-person Profile

**Proposed Account / Distribution %**

Begin Date	End Date	Total Dist %	Total Period Amount
04/25/2018	<input type="text"/>	0.000	

**Proposed Funding**

Account Code	Description	Dist %	Period Amt
<input type="text"/>		<input type="text"/>	

**Originator's Information**

Name **Robert Renegade** Telephone

Email ID **RR07A@psinvald.fsu.edu**

**Additional Approver (Required)**

\*VP Approver  Chief Osceola

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

**ePAF+ Originator Comments**

\*Originator Comments

[Return to Transaction Search / Action Page](#)

Approval Signatures

Step	Action
16.	When all ePAF+ updates have been completed, click <b>Submit</b> to initiate the approval process.



Step	Action
17.	Review approval routing. To insert an approver, select the “+” at the desired step. <i>The inserted approver must have appropriate approval authority.</i>

ePAF+ Originator Comments

**FSU ePAF+ Approval**

EMPLID= , EMPL\_RCD=0, POSITION\_NBR= , ACTION\_DT\_SS=2018-04-25, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending

Multiple Approvers  
ePAF+ Compl/Class Staff Admin

Not Routed

ePAF+ Department Manager

Not Routed

Chief Osceola  
ePAF+ VP Approver

Not Routed

Multiple Approvers  
ePAF+ Compl/Class Staff Admin

Comments

Robert Renegade at 04/26/18 - 9:04 AM  
Updating Position Profile Data to include Cellular Allowance

[Return to Transaction Search / Action Page](#)

**Congratulations!**  
You have completed this topic.

**Questions on this procedure? Contact your [assigned Compensation Analyst](#).**