The following steps will guide you step-by-step to originate a job transfer EPAF for a part-time employee (TRAN40) into a position they have never worked in. If you are transferring an employee into a job that they have held in the past, you MUST use a different EPAF. Please see FAQs on the Human Resources EPAF Process webpage.

1. Click on **New EPAF**.

2. To transfer the employee, select **TRAN40**.
3. The system will display open job(s) – primary. If there are no active jobs, you cannot transfer this employee. Click **Go**.

4. If this employee is being transferred to a different address, select the radio button for **New Record**. If this employee is staying at the same address, select the active address shown. Once the correct selection has been made, select **Next Approval Type**.
5. If this employee is being transferred to a different phone number, select the radio button for **New Record**. If this employee is staying at the same phone number, select the active address shown. Once the correct selection has been made select **Next Approval Type**.

6. Follow the same actions as above for the Billing address and then the Billing phone number.
7. Once you have made the correct selection, click Go.

8. Select the job that you wish to terminate. You MUST terminate the job that the employee is leaving. Click Next Approval Type.

9. Enter the POSN for the new job that the employee is being transferred into. Click Go.
10. If you selected a new San Jacinto address and/or phone number for the transferring employee, you will need to enter a new San Jacinto address and/or phone number for your employee.

If you selected to keep the existing address and/or phone number, you do not have to enter another address and/or phone number.
11. If you selected a new Billing address and/or phone number for the transferring employee, you will need to enter a new Billing address and/or phone number for your employee.

If you selected to keep the existing address and/or phone number, you do not have to enter another address and/or phone number.

12. To transfer an employee, you must first terminate the employee’s old job.  
   **The job effective date for the termination MUST be the day before the effective date of the new job.**
13. Update the **Home Organization** and **Distribution Orgn** with the ORG that the employee is transferring into.

14. If the employee is transferring into a Federal Work Study position, no title is needed. If the employee is transferring to any other type of job a title is required.

Enter the regular rate, leader ID, leader position, and leader suffix for the new job.
15. The labor distribution (FOAP) should not need to be changed. Please contact Human Resources if you feel that the FOAP on the EPAF is wrong before you change anything on the labor distribution.

16. Enter the appropriate usernames for your routing queue.

17. Leave comments if desired. Please remember that no confidential information should be left in the comments.
18. Once the necessary information is entered and the routing queue is added, click **Save** to save the EPAF. Once successfully saved, click **Submit**

![Electronic Personnel Action Form](image)

19. Warnings do not prohibit an EPAF from being submitted; only errors will prevent submission until corrected.

![Electronic Personnel Action Form](image)

### Errors and Warning Messages

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<thead>
<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
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| Create Job Assignment - Hourly Staff | WARNING | "WARNING" Encumbrance has been set to 0, because method is Value Input.

20. Once an EPAF has been approved and successfully applied, the originator will receive the following email.

![Completed](image)

An EPAF you submitted has been applied:

Transaction: 2530

Approval Category: Job Transfer - Part-Time Non-Teaching Staff

Approval Category Code: TRAN40

Employee Name: Smith, Will

CID: G00879817

Transaction Status: Completed

Approval Level: HR EPAF Apply

Approval Level Code: HRAPLY

Review the EPAF, login to EPAF Originator Summary via Self-Service Banner (SSB) on [http://www.sonjace.edu/sslogin](http://www.sonjace.edu/sslogin)