The following steps will guide you step-by-step in originating an EPAF that will transfer a part-time employee into a Federal Work Study (FWS) position in which they have previously worked (TRAN50).

This EPAF closes a part-time job and re-opens a FWS job that was previously opened.

1. Sign in to SOS with network user ID and password.

2. Click the My Employee Information tab.
3. Click **Electronic Personnel Actions**.

4. Click **New EPAF**.
5. Enter the **ID (G#)** for the employee, the **Query Date** (effective date), and select the EPAF Approval Category TRAN50. Select **Go**.
   - The Query Date will always default to today’s date. **CHANGE the query date if today is not the effective date for this transaction.**
   - Any other active jobs for this employee will autopopulate on the screen.

6. The first screen is the **San Jacinto Address Information**.
   - If an address populates, and is CORRECT, select the **Active** address and select **Next Approval Type**.
   - If an address populates, and it is INCORRECT, select **New Record** and select **Next Approval Type**
   - In this example, the address is correct.
7. The next screen is the **San Jacinto Telephone Information**.
   - If a phone number populates, and is CORRECT, select the phone number and select **Next Approval Type**.
   - If a phone number populates, and it is INCORRECT, select **New Record** and select **Next Approval Type**.
   - In this example the phone number is correct.

   ![San Jacinto Telephone Information]

8. The next screen is the **Billing Address Information**.
   - If an address populates, and it is INCORRECT, select **New Record** and select **Next Approval Type**.
   - If an address populates, and it is CORRECT, select the **Active** address and select **Next Approval Type**.
   - In this example, the address is incorrect.

   ![Billing Address Information]
9. The next screen is the **Billing Telephone Information**.
   - If a phone number populates, and it is INCORRECT, select **New Record** and select **Go**.
   - If a phone number populates, and it is CORRECT, select the **Active** phone number and select **Go**.
   - In this example, the phone number is incorrect.

   ![Billing Telephone Information Table]

   - Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).
   - Show All Phones
   - Go

10. Select the job you wish to terminate, and then select **Next Approval Type**.
    - **DO NOT** select Go.

   ![New EPAF Job Selection]

11. Notice the EPAF now states **Reappoint Jobs Assignment**. To select the job to reappoint, click **All Jobs**.

   ![Reappoint Jobs Assignment - Hourly Staff, JOBS16]
12. Select the FWS job that you wish to reappoint, and click **Go**.

13. Enter the termination date for the part-time job.
   - The part-time job MUST be terminated the day BEFORE the Federal Work Study job is effective.

14. If the CORRECT address/phone number information populated in the previous screen, no address/phone number information needs to be added. Leave this section blank and move on to next section.
   - In this example, the correct address/phone number information populated.
15. If the INCORRECT address/phone number information populated and you selected new record on the previous screen, enter the new address/phone number information.
   - In this example, the incorrect address/phone number information was populated, new record was selected, and new information will need to be entered.

16. Enter the following information:
   - Select the **Campus Code**.
   - Enter the department ORG for **Home Organization**
     - If the **District Orgn** is correct under the Current Value, nothing needs to be entered under the New Value. If it is incorrect, please enter the correct department ORG.
   - Enter the **Current Hire Date**
17. Enter the following information:

- **Contract Type** will be primary if this is the employee’s primary job; secondary if this is a secondary job.
- If the **Timesheet ORG** under the *Current Value* is changing, you MUST enter the department ORG on that line. If it’s not changing, nothing needs to be entered here.
  - DO NOT enter/change **Time Entry Method, Time Entry Type, Time In/Out Ind**
- The **Leader ID** (G#), **Leader Position** (Leader’s POSN), and **Leader Suffix** (00) must be entered.

18. The FOAP should auto populate correctly.

- **If you see an incorrect FOAP, please notify Human Resources before you make any changes.**
19. Enter the appropriate usernames for the **Routing Queue**, and add comments if necessary. Select **Save**.
   - If you need to include additional people in the routing queue, use the additional lines provided.
   - Any additional approval levels must be assigned a required action to prevent errors within the EPAF.

20. A green checkmark denotes the EPAF was saved successfully. Click **Submit**.
   - The EPAF will be assigned transaction number and a transaction status once it is saved.

   - The **Transaction Status** will change from **Waiting** to **Pending** once the EPAF is submitted successfully.
     - If you receive errors, please correct errors, save, and submit again.
     - Warnings do not prevent an EPAF from submitting and do not require any action.
21. The originator will be notified via email once the EPAF has been applied, and the **Transaction Status** will be changed to **Completed**.

- Once this has been done, your employee may begin working at this job.

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**Completed**

hrepafl@sjcd.edu  
Sent: Mon 7/21/2014 9:42 AM  
To: Guvevara, Anna

An EPAF you submitted has been applied:

- **Transaction**: 4402  
- **Approval Category**: Job Transfer - Part-Time Staff - Reappoint Fed Work Study  
- **Approval Category Code**: TRAN50  
- **Employee Name**: Garner, James  
- **CID**: G00898925  

**Transaction Status: Completed**

- **Approval Level**: HR EPAF Apply  
- **Approval Level Code**: HKAPLY

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

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**EPAF Preview**

- **Name and ID**: Garner, G00898925  
- **Transaction**: 4402  
- **Transaction Status**: Completed  
- **Approval Category**: Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50