

CHNG60 EPAF – Change Phone Number ONLY

Follow these steps to **change an employee's work phone number BUT keep their address the same.**

1. Enter the G# (using a capital G), change the query date to be the effective date of the transaction, select Approval Category (EPAF type) using the drop down menu, then select *Go*.

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Appro

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

2. This screen is asking you to select the Public San Jacinto Address that you wish to END. Even though the address is not ending, you are still going to select the active address. This will make more sense once you get into the EPAF itself. Select the active address, then select *Next Approval Type*.

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595

Query Date: Sep 01, 2015

Approval Category: Change Address, CHNG60

End Public San Jacinto Address Information

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
San Jacinto College Address	Aug 17, 2015 to Current Date	8060 Spencer Highway C-1.123 C-1 Pasadena, Texas 77504	Active	<input checked="" type="radio"/>

✓ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

3. This screen is asking you to select the Public San Jacinto Address that you wish to enter. The select button defaults to New Record. However, since you want to keep the same address active, select the active address, and click *Next Approval Type*.

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595

Query Date: Sep 01, 2015

Approval Category: Change Address, CHNG60

Public San Jacinto Address Information

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
San Jacinto College Address	Aug 17, 2015 to Current Date	8060 Spencer Highway C-1.123 C-1 Pasadena, Texas 77504	Active	<input checked="" type="radio"/>

✓ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

4. This screen is asking you to select the Public San Jacinto Telephone that you wish to END. Select the button next to the address you wish to end, then select *Next Approval Type*.

Telephone Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

End Public San Jacinto Telephone Information

Type	Telephone	Status	Address Type	Select
New Record				<input type="radio"/>
College Work Telephone	281-9986150 1234	Primary Active	San Jacinto College Address	<input checked="" type="radio"/>



✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Phones

Next Approval Type

5. This screen is asking what phone number you wish to enter. The select button defaults to the New Record. Leave the select button on the new record and select *Next Approval Type*.

Telephone Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

Public San Jacinto Telephone Information

Type	Telephone	Status	Address Type	Select
New Record				<input checked="" type="radio"/>
College Work Telephone	281-9986150 1234	Primary Active	San Jacinto College Address	<input type="radio"/>



✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Phones

Next Approval Type

6. This screen is asking you to select the Internal San Jacinto Address that you wish to END. Even though the address is not ending, you are still going to select the active address. This will make more sense once you get into the EPAF itself. Select the active address, then select *Next Approval Type*.

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

End Internal SJC Address Informaiton

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
Internal SJC Address	Aug 17, 2015 to Current Date	8060 Spencer Highway C-1.123 C-1 Pasadena, Texas 77504	Active	<input checked="" type="radio"/>



✓ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Addresses

Next Approval Type

- This screen is asking you to select the Public San Jacinto Address that you wish to enter. The select button defaults to New Record. However, since you want to keep the same address active, select the active address, and click *Next Approval Type*.

Address Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

Internal SJC Address Information

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
Internal SJC Address	Aug 17, 2015 to Current Date	8060 Spencer Highway C-1.123 C-1 Pasadena, Texas 77504	Active	<input checked="" type="radio"/>

✓ Address Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Addresses
 Next Approval Type

- This screen is asking you to select the Internal SJC Telephone that you wish to END. Select the button next to the phone number you wish to end, then select *Next Approval Type*.

Telephone Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

End Internal SJC Telephone Information

Type	Telephone	Status	Address Type	Select
New Record				<input type="radio"/>
Internal College Telephone	281-9986150 1234	Primary Active	Internal SJC Address	<input checked="" type="radio"/>

✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Phones
 Next Approval Type

- This screen is asking what phone number you wish to enter. The select button defaults to the New Record. Leave the select button on the new record and select *Go*.

Telephone Selection

To add a new record, choose New Record. Or, choose the record to be updated under Select.

ID: Thomas Drummond, G00936595
Query Date: Sep 01, 2015
Approval Category: Change Address, CHNG60

Internal SJC Telephone Information

Type	Telephone	Status	Address Type	Select
New Record				<input checked="" type="radio"/>
Internal College Telephone	281-9986150 1234	Primary Active	Internal SJC Address	<input type="radio"/>

✓ Telephone Type defaulted from Electronic Approval Category Form (NTRACAT).

Show All Phones
 Go

10. On the EPAF, make the following changes to successfully update the employee's phone number and keep the employee's address.

- A. Enter the query date (effective date).
- B. Use the drop down menu to select *No* on the *Inactivate Address* line. This will prevent the address from being changed.
- C. No address information needs to be entered. You should see an Address Sequence Number, which means that the current address in the system will remain the active address on file.
 - i. If you do not see a sequence number here, you made the wrong selections on the previous screens. You will need to restart the EPAF and make the correct selections.
- D. Use the drop down menu to select *Yes* on the *Inactivate Telephone* line.
- E. Enter the new telephone information.

You will follow these same steps for the Internal SJC Address and Telephone.

End Public San Jacinto Address Information

Item	Current Value	New Value
Address To Date: MM/DD/YYYY*		08/31/2015 A
Address Type: (Not Enterable)	SJ, San Jacinto College Address	SJ
Address Sequence No.:	1	1
Inactive Address: *	No	No B

Public San Jacinto Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)	SJ, San Jacinto College Address	SJ C
Address Sequence No.:	1	1
Address From Date: MM/DD/YYYY	08/17/2015	09/01/2015
Address Line 1:	8060 Spencer Highway	
Address Line 2:	C-1.123	
Address Line 3:	C-1	
City:	Pasadena	
State: (Not Enterable)	TX, Texas	TX
ZIP or Postal Code:	77504	

End Public San Jacinto Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)	SJ, College Work Telephone	SJ
Telephone Seq. No.: *	2	2
Inactive Telephone: *	No	Yes D

Public San Jacinto Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)		SJ
Telephone Seq. No.:		
Area Code:		281
Telephone Number:		9986150 E
Phone Extension No.:		4569

End Internal SJC Address Informaiton

Item	Current Value	New Value
Address To Date: MM/DD/YYYY*		08/31/2015 A
Address Type: (Not Enterable)	IN, Internal SJC Address	IN
Address Sequence No.:	1	1 B
Inactive Address: *	No	No

Internal SJC Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)	IN, Internal SJC Address	IN C
Address Sequence No.:	1	1
Address From Date: MM/DD/YYYY(Not Enterable)	08/17/2015	09/01/2015
Address Line 1:	8060 Spencer Highway	
Address Line 2:	C-1.123	
Address Line 3:	C-1	
City:	Pasadena	
State: (Not Enterable)	TX, Texas	TX
ZIP or Postal Code:	77504	

End Internal SJC Telephone Informaiton

Item	Current Value	New Value
Telephone Type: (Not Enterable)	IN, Internal College Telephone	IN
Telephone Seq. No.: *	3	3
Inactive Telephone: *	No	Yes D

Internal SJC Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)		IN
Telephone Seq. No.:		
Area Code:		281
Telephone Number:		9986150 E
Phone Extension No.:		4569

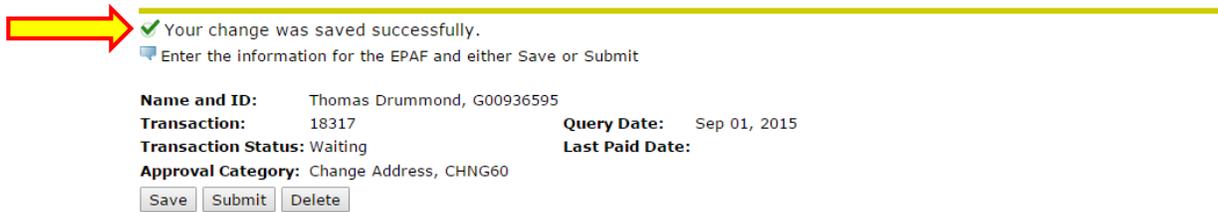
11. Next you need to select the appropriate person for each Approval Level listed in the Routing Queue. There will always be a list of default approval levels that are required. You may need to add additional approvers in the routing queue. If you add additional approvers, you will also have to add the required actions (Approve or FYI) for that approval level.

You can leave comments, if needed. Click Save when you are ready to save the EPAF.

The screenshot shows the 'Routing Queue' interface. On the left, there is a table with columns 'Approval Level' and 'User Name'. The 'Approval Level' column contains several entries, including '20 - (HRREVW) HR Review', '25 - (FLEVEL) First Level Leader', '27 - (CMPADM) Dean of Administration', '58 - (PHNSPT) Phone System Support', '59 - (FACLTS) Facilities', and '99 - (HRAPLY) HR EPAF Apply'. Below this table is a 'Comment' field and a 'Save' button. On the right, a dialog box titled 'Valid Values - Google Chrome' is open, showing a list of 'User Names' with '99 - HR EPAF Apply' selected. The dialog box also has a 'Select' button and an 'Exit Window' button. At the bottom of the page, there are navigation links: 'Approval Types | Routing Queue | Comments | Transaction History', 'Save', 'Return to Top', 'New EPAF | EPAF Originator Summary', and 'Return to EPAF Menu'.

12. Once you click Save, the screen will direct you back to the top of the EPAF where you will see a green checkmark and a message that your EPAF was saved successfully. You will now have a Transaction Number and a Transaction Status of *Waiting*.

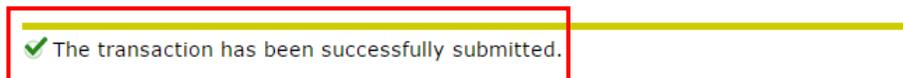
Electronic Personnel Action Form



A screenshot of the Electronic Personnel Action Form interface. At the top, a yellow horizontal bar contains a green checkmark and the text "Your change was saved successfully." A red arrow points to this message. Below the bar, a blue icon and the text "Enter the information for the EPAF and either Save or Submit" are visible. The form displays the following information: "Name and ID: Thomas Drummond, G00936595", "Transaction: 18317", "Query Date: Sep 01, 2015", "Transaction Status: Waiting", and "Last Paid Date:". Below this information, the "Approval Category" is listed as "Change Address, CHNG60". At the bottom, there are three buttons: "Save", "Submit", and "Delete".

13. Once you click submit, you will see the green checkmark and the message that your EPAF was submitted successfully. Your Transaction Status will be changed from *Waiting* to *Pending*. If you don't see a green checkmark, follow the error message to correct any mistakes that you made. Once you've made all corrections, click *Save* again, and then click *Submit*.

Electronic Personnel Action Form



A screenshot of the Electronic Personnel Action Form interface. A yellow horizontal bar contains a green checkmark and the text "The transaction has been successfully submitted." This message is enclosed in a red rectangular box.