

EPAF – Job Transfer – Part-time Staff – Reappoint FWS (TRAN50)

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.



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SOS LOGIN

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SOS Login

Welcome to SOS...the secure San Jacinto College Online System for Students (Credit and Continuing Education) and Employees.

Students:
If you have never claimed your account or set up a password for SOS, please click here to claim your account.

Please use your Student ID 'G' Number (ex. G00430697) and the password chosen when your account was claimed to log into your account.

Forgot Your Password? If you forgot your password or would like to change your password you can do so in the Password Self Service system

Employees:
Please use your network ID (firstname.lastname) and your network password when logging in to your account.

User ID:

Password:

Login Forgot Password

SYSTEM STATUS 

SOS System is currently available.

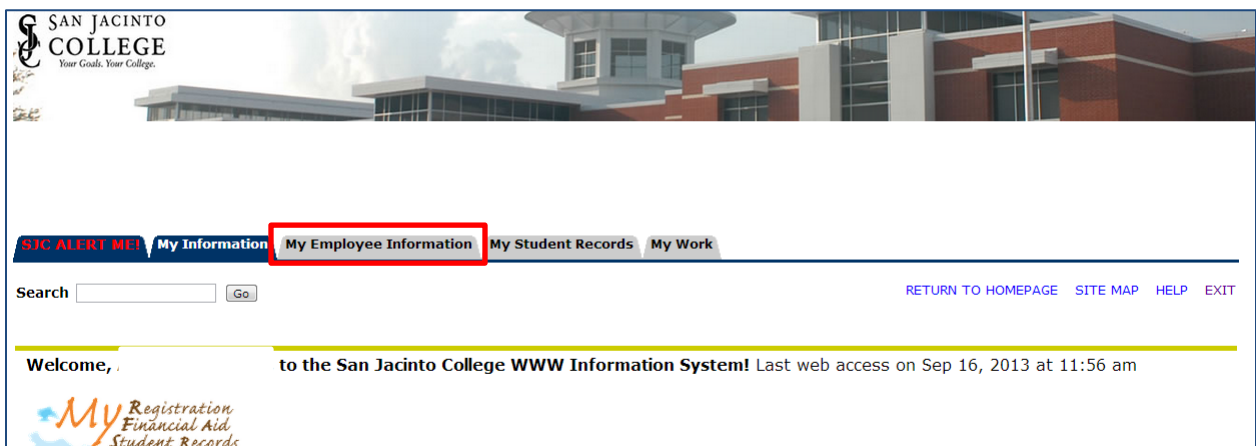
HELPFUL RESOURCES

First Time SOS User Click Here

All new San Jacinto College students are required to claim their account before logging into SOS. If you have not yet claimed your account please click here.

Need to Apply? Click Here

2. Click the **My Employee Information** tab.



SAN JACINTO COLLEGE Your Goals, Your College.

SJC ALERT! ME! My Information **My Employee Information** My Student Records My Work

Search Go

RETURN TO HOMEPAGE SITE MAP HELP EXIT

Welcome, to the San Jacinto College WWW Information System! Last web access on Sep 16, 2013 at 11:56 am

My Registration Financial Aid Student Records

3. Click **Electronic Personnel Actions**.

The screenshot shows the 'My Employee Information' page. At the top, there is a navigation bar with tabs: 'SJC ALERT ME!', 'My Information', 'My Employee Information' (selected), 'My Student Records', and 'My Work'. Below the navigation bar is a search box with a 'Go' button. The main heading is 'My Employee Information' in a stylized font. Below the heading, there is a link: 'Send questions or comments regarding this site to [Web for Employee Questions](#).' The page lists several menu items, each with a document icon: 'Time Sheet', 'Benefits and Deductions' (with sub-items: Retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.), 'Pay Information' (with sub-items: View & Update Direct Deposit, Earnings and Deductions History, Pay Stubs, Salary Statement, Administrative Pay Stub Statement), 'Tax Forms' (with sub-items: View your last year's W-2 Form, View / Update your W-4 Data, Electronic W-2 Consent.), 'Current and Past Jobs', 'Time Off Current Balances and History', and 'Electronic Personnel Actions' (with sub-item: Displays menu for EPAFs). The 'Electronic Personnel Actions' item is highlighted with a red rectangular box.

4. Click **New EPAF**.

The screenshot shows the 'Electronic Personnel Action Form' page. At the top, there is a navigation bar with tabs: 'SJC ALERT ME!', 'My Information', 'My Employee Information' (selected), 'My Student Records', and 'My Work'. Below the navigation bar is a search box with a 'Go' button. The main heading is 'Electronic Personnel Action Form'. Below the heading, there is a list of links: 'EPAF Approver Summary', 'EPAF Originator Summary', 'New EPAF' (highlighted with a red rectangular box), 'EPAF Proxy Records', and 'Act as a Proxy'. At the bottom of the page, there is a footer: 'RELEASE: 8.5'.

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.

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 Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	PT1046	00	Part Time Clerical	11046, Non-Destructive Testing Tech	May 11, 2014			Active

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.

Public San Jacinto Address Information

Type	From and To Date	Address	Status	Select
New Record				<input type="radio"/>
San Jacinto College Address	Dec 15, 2014 to Current Date	8060 Spencer Highway C-11.1077 C-11 Pasadena, Texas 77505	Active	<input checked="" type="radio"/>

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

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

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

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

Type	From and To Date	Address	Status	Select
New Record				<input checked="" type="radio"/>
Billing	Apr 01, 2014 to Current Date	8060 Spencer HWY 102 CADM Pasadena, Texas 77505	Active	<input type="radio"/>

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

Show All Addresses

Next Approval Type

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

Type	Telephone	Status	Address Type	Select
New Record				<input checked="" type="radio"/>
Billing	281-998-6150	Primary Active	Billing	<input type="radio"/>

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

10. Select the job you wish to terminate, and then select **Next Approval Type**.

- **DO NOT** select **Go**.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: James Garner, G00898925
Query Date: Aug 25, 2014
Approval Category: Tran PT Staff to Reappt FWS, TRAN50

Terminate Existing Job Assignment, JOBS90

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Primary	PT1046	00	Part Time Clerical	11046, Non-Destructive Testing Tech	May 11, 2014			Active	<input checked="" type="radio"/>

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

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: James Garner, G00898925
Query Date: Aug 25, 2014
Approval Category: Tran PT Staff to Reappt FWS, TRAN50

Reappoint Jobs Assignment - Hourly Staff, JOBS16

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Primary	PT1046	00	Part Time Clerical	11046, Non-Destructive Testing Tech	May 11, 2014			Active	<input type="radio"/>

12. Select the FWS job that you wish to reappoint, and click **Go**.

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: James Garner, G00898925
Query Date: Aug 25, 2014
Approval Category: Tran PT Staff to Reappt FWS, TRAN50

Reappoint Jobs Assignment - Hourly Staff, JOBS16

Search Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
New Job									<input type="radio"/>
Primary	PT1046	00	Part Time Clerical	11046, Non-Destructive Testing Tech	May 11, 2014			Active	<input type="radio"/>
Primary	WF1046	00	FWS, Non-Destructive Testing	11046, Non-Destructive Testing Tech	Jan 01, 2014	May 10, 2014		Terminated	<input checked="" type="radio"/>

Active Jobs

Next Approval Type

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.

Terminate Existing Job Assignment, PT1046-00 Part Time Clerical

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*	05/11/2014	<input type="text" value="08/24/2014"/>
Personnel Date: MM/DD/YYYY	05/11/2014	<input type="text"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)	POSCG	<input type="text" value="POSCG"/>
Contract Begin Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>
Contract End Date: MM/DD/YYYY(Not Enterable)		<input type="text"/>

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.

Public San Jacinto Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)	SJ, San Jacinto College Address	<input type="text" value="SJ"/>
Address Sequence No.:	9	<input type="text" value="9"/>
Address From Date: MM/DD/YYYY	12/15/2014	<input type="text" value="03/30/2015"/>
Address Line 1:	8060 Spencer Highway	<input type="text"/>
Address Line 2:	C-11.1077	<input type="text"/>
Address Line 3:	C-11	<input type="text"/>
City:	Pasadena	<input type="text"/>
State:	TX, Texas	<input type="text" value="TX, Texas"/>
ZIP or Postal Code:	77505	<input type="text"/>

Public San Jacinto Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)	SJ, College Work Telephone	<input type="text" value="SJ"/>
Telephone Seq. No.:	15	<input type="text" value="15"/>
Area Code:	281	<input type="text"/>
Telephone Number:	9986150	<input type="text"/>
Phone Extension No.:	1490	<input type="text"/>

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.

Billing Address Information		
Item	Current Value	New Value
Address Type: (Not Enterable)		BI
Address Sequence No.: (Not Enterable)		
Address From Date: MM/DD/YYYY		04/10/2014
Address Line 1:		8060 Spencer Highway
Address Line 2:		C-11.1077
Address Line 3:		C-11
City:		Pasadena
State:		TX, Texas
ZIP or Postal Code:		77505

Billing Telephone Information		
Item	Current Value	New Value
Telephone Type: (Not Enterable)		BI
Telephone Seq. No.: (Not Enterable)		
Area Code:		281
Telephone Number:		9986150
Phone Extension No.:		1490

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**

Hire Employee		
Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	A
Employee Class Code: *(Not Enterable)	40, Federal Work Study Student	40
Campus Code: *	C, Central Campus (003609)	C, Central Campus (003609)
Home COAS: *(Not Enterable)	J	J
Home Organization: *	11046, Non-Destructive Testing Tech	11046
Distribution COA: (Not Enterable)	J	J
Distribution Orgn:	11046, Non-Destructive Testing Tech	
Current Hire Date: MM/DD/YYYY*	01/01/2013	08/25/2014
Adjusted Srvc Date: MM/DD/YYYY	09/01/2012	

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.

Reappoint Jobs Assignment - Hourly Staff, WF1046-00 FWS, Non-Destructive Testing

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*(Not Enterable)	05/10/2014	-
Job Status: *(Not Enterable)	Terminated	A
Contract Type: *	Primary	Primary
Job Effective Date: MM/DD/YYYY*	05/10/2014	08/25/2014
Personnel Date: MM/DD/YYYY	05/10/2014	
Title:	FWS, Non-Destructive Testing	
Regular Rate: *	7.25	7.25
Job Change Reason: *	SMEND	REAPT, Reappointment
Payroll ID: (Not Enterable)	BW	BW
Time Entry Method:	Employee Time Entry via Web	Employee Time Entry via Web
Time Entry Type:	Pay Period Time Sheet	Not Selected
Time In/Out Ind:	Yes	Not Selected
Timesheet Orgn:	11046	
Leader ID:		
Leader Position:		
Leader Suffix:		

18. The FOAP should auto populate correctly.

- If you see an incorrect FOAP, please notify Human Resources before you make any changes.

Update Job Labor Distribution, WF1046-00 FWS, Non-Destructive Testing

Current
Effective Date: 01/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J	217126	11046	615101	121020						100.00			
Total:										100.00			

✓ Defaulting values for Labor Distribution from the Job records.

Default from Index Save and Add New Rows

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.

Routing Queue

Approval Level	User Name	Required Action
10 - (FINAID) Financial Aid	<input type="text"/>	Approve
20 - (HRREVW) HR Review	<input type="text"/>	Approve
25 - (FLEVEL) First Level Leader	<input type="text"/>	Approve
30 - (SLEVEL) Second Level Leader	<input type="text"/>	Approve
99 - (HRAPLY) HR EPAF Apply	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Comment

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

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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.

Electronic Personnel Action Form

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: James Garner, G00898925

Transaction: 4403 **Query Date:** Jul 28, 2014

Transaction Status: Waiting

Approval Category: Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50

- 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.

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: James Garner, G00898925

Transaction: 4403 **Query Date:** Jul 28, 2014

Transaction Status: Pending

Approval Category: Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50

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.

Completed

hrepaf@sjcd.edu

Sent: Mon 7/21/2014 9:42 AM

To: Guevara, 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: HRAPLY

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

EPAF Preview

✓ This transaction must be updated on the Electronic Personnel Action Form, NOAEPAF.

Name and ID: James Garner, G00898925

Job and Suffix: See approval types below.

Transaction: 4402

Query Date: Aug 25, 2014

Transaction Status: Completed

Last Paid Date:

Approval Category: Job Transfer - Part-Time Staff - Reappoint Fed Work Study, TRAN50

Next ➔