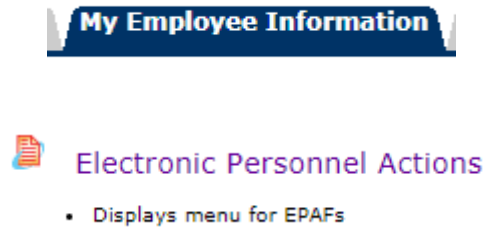


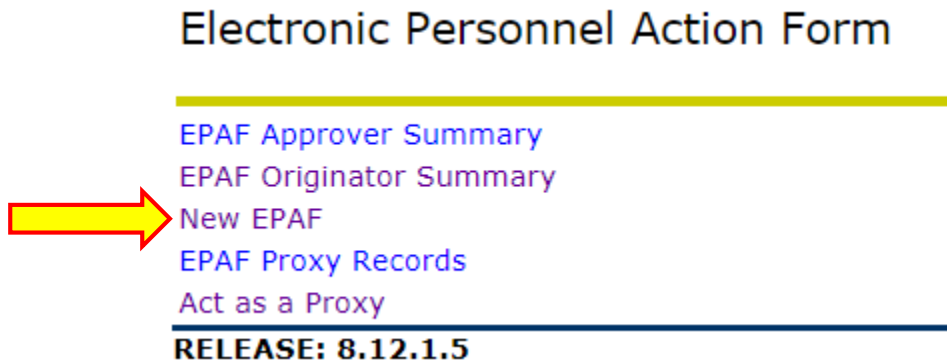
CHNG35 EPAF – Change ORG and/or Campus Location on an Employee Record

Follow these steps to update a current/active employee's ORG code and/or Campus Location on their Employee Record with no changes to the employee's Job Record.

1. Log into SOS, click the *My Employee* tab, and then click the *Electronic Personnel Actions* menu.



2. Click *New EPAF*.



3. Enter the G# of the employee, the *Query Date*, and select the *Approval Category*.

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

* - indicates a required field.

ID: *  

Query Date: MM/DD/YYYY*

Approval Category: *

4. Enter the new ORG in the *Home Organization* and the *Distribution Organization* field, and select the appropriate *Campus Code* from the drop down menu.

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID:

Transaction:

Transaction Status:

Approval Category: Change ORG and/or Campus Location on Employee Record, CHNG35

Save

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* - indicates a required field.

Update Home & Distribution Organization Codes

Item	Current Value	New Value
Home Organization: *		<input type="text"/>
Distribution Orgn: *		<input type="text"/>
Campus Code: *		Not Selected ▼

5. Select the appropriate *User Names* on each *Approval Level* in the *Routing Queue* by clicking on the magnifying glass icon. **If you are creating an EPAF, you should never list yourself as an approver in the *Routing Queue*.** You may enter comments, if applicable. Click *Save*.

Routing Queue

Approval Level	User Name	Required Action
20 - (HREVIEW) 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 - (HRAPPLY) 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 ▼

Save and Add New Rows

Comment

Save




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- The EPAF will have a green checkmark to notify you that the changes were saved. The EPAF now has a transaction number and a transaction status. EPAFs with a *Waiting* status have not been submitted. Click the *Submit* button to submit your EPAF.

Electronic Personnel Action Form

  Your change was saved successfully.
 Enter the information for the EPAF and either Save or Submit

Name and ID:

 **Transaction:** 49566
 **Transaction Status:** Waiting
Approval Category: Change ORG and/or Campus Location on En

- Once you have clicked *Submit*, the EPAF status will change from *Waiting* to *Pending*. The EPAF has now been submitted and will need to be approved by everyone in the routing queue. Human Resources will apply the EPAF once all approvals are received.

Electronic Personnel Action Form

 The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID:

 **Transaction:** 49566
Transaction Status: Pending
Approval Category: Change ORG and/or Campus Location on E