

CHNG60 EPAF – Change address ONLY

Follow these steps to **CHANGE an employee's work address but KEEP the same phone number.**

1. Enter the G# (using a capital G), change the query date to be the effective date of the transaction, select the *Change Address, CHNG60* EPAF Approval Category 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 Approval Category. Select Go.

* - 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. Select the button next to the address you wish to end, 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 what address 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*.

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 checked="" 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 type="radio"/>

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

- This screen is asking you to select the Public San Jacinto Telephone that you wish to END. Even though the phone number is not ending, you are still going to select the active phone number. This will make sense once you get into the EPAF itself. Select the active phone number, 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

- This screen is asking you to select the Public San Jacinto Telephone that you wish to enter. The select button defaults to the New Record. However, since you want to keep the same number active, select the active telephone number, 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 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

- This screen is asking you to select the Internal SJC Address that you wish to END. Select the button next to the address you wish to end, 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

7. This screen is asking what address 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*.

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

8. This screen is asking you to select the Internal SJC Telephone that you wish to END. However, even though the phone number is not ending, you are still going to select the active phone number. You may need to click *Show All Phones* in order to see the phone number. This will make sense once you get into the EPAF itself. Select the active phone number, 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

9. This screen is asking you to select the Internal SJC Telephone that you wish to enter. The select button defaults to the New Record. However, since you want to keep the same number active, select the active telephone number, 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 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
 Go

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

- A. Enter the date you wish to end the current address. This date should be the day before your query date (effective date).
- B. Use the drop down menu to select *Yes* on the *Inactivate Address* line.
- C. Enter the new address information following the data standards for SJC EPAFs.
 - i. Address Line 1: Physical Street Address (no abbreviations)
 - ii. Address Line 2: Building and Room Number
 - iii. Address Line 3: Building Number
- D. Use the drop down menu to select *No* on the *Inactivate Telephone* line. This will prevent the phone number from being changed.
- E. No telephone information needs to be entered. You should see the sequence number, which means that the current phone number in the system will remain the active phone number 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.

You will follow the 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	Yes B

Public San Jacinto Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)		SJ
Address Sequence No.:		
Address From Date: MM/DD/YYYY		09/01/2015
Address Line 1:		8060 Spencer Highway
Address Line 2:		C-23.123 C
Address Line 3:		C-23
City:		Pasadena
State: (Not Enterable)		TX
ZIP or Postal Code:		77505

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	No D

Public San Jacinto Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)	SJ, College Work Telephone	SJ
Telephone Seq. No.:	2	2 E
Area Code:	281	
Telephone Number:	9986150	
Phone Extension No.:	1234	

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
Inactive Address: *	No	Yes B

Internal SJC Address Information

Item	Current Value	New Value
Address Type: (Not Enterable)		IN
Address Sequence No.:		
Address From Date: MM/DD/YYYY(Not Enterable)		09/01/2015
Address Line 1:		8060 Spencer Highway C
Address Line 2:		C-23.123
Address Line 3:		C-23
City:		Pasadena
State: (Not Enterable)		TX
ZIP or Postal Code:		77505

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	No D

Internal SJC Telephone Information

Item	Current Value	New Value
Telephone Type: (Not Enterable)	IN, Internal College Telephone	IN
Telephone Seq. No.:	3	3
Area Code:	281	
Telephone Number:	9986150	
Phone Extension No.:	1234	

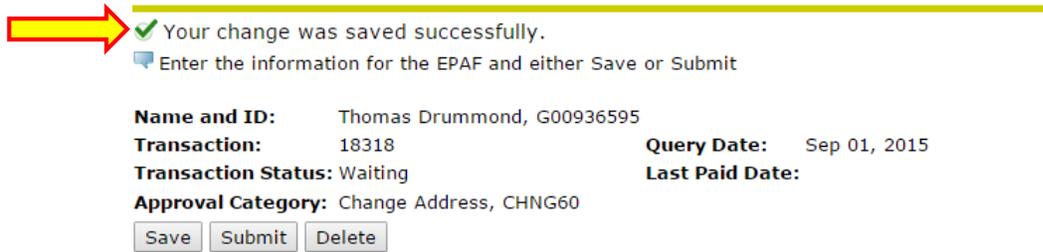
11. Next you need to select the appropriate person for each Approval Level listed in the Routing Queue. There will always be a list of default approval levels that are required. You may need to add additional approvers in the routing queue. If you add additional approvers, you will also have to add the 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 in a web browser. The main table lists approval levels and their corresponding user names. A 'Valid Values' dialog box is open, showing a search field and a list of user names. The user 'APPLIER, EPAF (EPAFAPPLIER)' is selected in the dialog. The interface includes a 'Save and Add New Rows' button, a 'Comment' field, and a 'Save' button at the bottom. Navigation links for 'Approval Types', 'Routing Queue', 'Comments', and 'Transaction History' are visible at the bottom of the page.

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*.

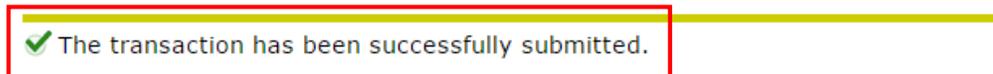
Electronic Personnel Action Form



A screenshot of the Electronic Personnel Action Form interface. At the top, a green checkmark and the message "Your change was saved successfully." are displayed, with a red arrow pointing to the checkmark. Below this, 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: 18318; Query Date: Sep 01, 2015; Transaction Status: Waiting; Last Paid Date: (blank); Approval Category: 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 showing a successful submit message. A green checkmark and the message "The transaction has been successfully submitted." are displayed, enclosed in a red rectangular box. A horizontal yellow line is visible below the message.