

# EPAF – How to Originate a Part-time Secondary Job (AJOB15)

The following steps will guide you step-by-step in originating an EPAF to create a secondary hourly, non-faculty job for an existing employee (AJOB15). If you are trying to reappoint an employee into a job that they have previously held, you **MUST** use a different EPAF.

1. Enter the **ID (G#)** for the employee, the **Query Date** (effective date), and select the **EPAF Approval Category AJOB15**. 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

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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	PT1014	00	PT Specialty Lab Assistant I	11014, Biology	Apr 01, 2014			Active

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2. Enter the **Position (POSN)** for the secondary job being created for this employee. Suffix is 00. Select **Go**.

### New EPAF Job Selection

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

ID: David Letterman, G00890430

Query Date: Apr 10, 2014

Approval Category: Add Job - Hourly, AJOB15

**Create Job Assignment - Hourly Staff, JOBS12**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	PT1014	00	PT Specialty Lab Assistant I	11014, Biology	Apr 01, 2014			Active	<input type="radio"/>

**Create Job Assignment - Hourly Staff, JOBS12**

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text" value="PT1199"/>	<input type="text" value="00"/>	Part Time Clerical	51199, First Year Experience Program					<input type="radio"/>
	Primary	PT1014	00	PT Specialty Lab Assistant I	11014, Biology	Apr 01, 2014			Active	<input type="radio"/>

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3. Enter all required information marked with a red asterisk.
  - The **Contract Type** refers to the type of job (primary, secondary, overload). This is a secondary job. Select 'secondary' from the drop down box.
  - Enter a Board approved part-time title and rate of pay.
  - Change the **Job Change Reason** to PTSEC, PT Secondary Job.
  - The **Timesheet Orgn** MUST be entered; otherwise, the ORG will be defaulted to their primary job's ORG.
  - Enter the Leader ID, Position, and Suffix.

### Create Job Assignment - Hourly Staff, PT1199-00 Part Time Clerical

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text" value="04/10/2014"/>
Contract Type: *		<input type="text" value="Secondary"/>
Job Effective Date: MM/DD/YYYY*		<input type="text" value="04/10/2014"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Title:		<input type="text" value="PT Orientation Leader"/>
Step: *(Not Enterable)		<input type="text" value="0"/>
Regular Rate: *		<input type="text" value="8.50"/>
Job Change Reason: *		<input type="text" value="PTSEC, PT Secondary Job"/>
Payroll ID:		<input type="text" value="Not Selected"/>
Timesheet Orgn:	<input type="text" value="51199"/>	
Leader ID: *		<input type="text" value="G00123456"/>
Leader Position: *		<input type="text" value="A12345"/>
Leader Suffix: *		<input type="text" value="00"/>

4. The FOAP should populate correctly.
  - Contact Human Resources before changing the FOAP.

### Update Job Labor Distribution, PT1199-00 Part Time Clerical

Current												
Effective Date: 04/10/2014												
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override End Date
<input type="text" value="J"/>	<input type="text"/>	<input type="text" value="106200"/>	<input type="text" value="51199"/>	<input type="text" value="614100"/>	<input type="text" value="520500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>										100.00		

5. Enter the appropriate **Routing Queue**, and add comments if necessary. Select **Save**

### Routing Queue

Approval Level	User Name	Required Action
20 - (HRREVIEW) HR Review	<input type="text"/>	Approve
25 - (FLEVEL) First Level Leader	<input type="text"/>	Approve
30 - (SLEVEL) Second Level Leader	<input type="text"/>	Approve
45 - (PAYROL) Payroll Office	<input type="text"/>	FYI
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**

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6. Click **Submit**.

- The Transaction Status will change from **Waiting** to **Pending** once the EPAF is submitted successfully.

## Electronic Personnel Action Form

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✔ Your change was saved successfully.

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

**Name and ID:** David Letterman, G00890430

**Transaction:** 3581 **Query Date:** Apr 10, 2014

**Transaction Status:** Waiting

**Approval Category:** Create Secondary/Overload Job - Hourly, Non-Faculty, AJOB15

7. 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 secondary job.

**Completed**  
hrepaf@sjcd.edu  
Sent: Thu 4/10/2014 9:52 AM  
To:

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An EPAF you submitted has been applied:

Transaction: 3581

Approval Category: Create Secondary/Overload Job - Hourly, Non-Faculty

Approval Category Code: AJOB15

Employee Name: Letterman, David

CID: G00890430

**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**

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<b>Name and ID:</b> David Letterman, G00890430	<b>Job and Suffix:</b> PT1199-00, PT Orientation Leader
<b>Transaction:</b> 3581	<b>Query Date:</b> Apr 10, 2014
<b>Transaction Status:</b> Completed	<b>Last Paid Date:</b>
<b>Approval Category:</b> Create Secondary/Overload Job - Hourly, Non-Faculty, AJOB15	

