

EPAF – How to Reappoint a Federal Work Study/Part-time Employee (TRAN50)

The following steps will guide you step-by-step in originating a reappointment EPAF for a Federal Work Study or part-time employee moving back **into a position they HAVE previously worked in** (TRAN50). If you are trying to open a job for an active employee, which they have never held before, 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** RAPT40. 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
Secondary	WF1014	00	FWS, Biology	11014, Biology	Jan 01, 2014			Active

2. If an address populates, and is CORRECT, select the address 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).

3. If a phone number populates, and is CORRECT, select the phone number 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

4. Follow the same steps as listed above.
- If an address populates, and it is INCORRECT, select **New Record** and select **Next Approval Type**. Repeat for the phone number, if it is incorrect, then select **Go**.

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

Billing Telephone Information

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

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

Show All Phones

Go

5. To transfer someone into a different job, you must first end (or terminate) their active job. Select the active job and then select **Next Approval Type**.

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 checked="" type="radio"/>
	Secondary	WF1014	00	FWS, Biology	11014, Biology	Jan 01, 2014			Active	<input type="radio"/>

6. Select **All Jobs** to see the list of all jobs for this employee.

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 checked="" type="radio"/>
	Secondary	WF1014	00	FWS, Biology	11014, Biology	Jan 01, 2014			Active	<input type="radio"/>

7. Select the terminated job that this employee will be reappointed into, and select **Go**.

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 checked="" type="radio"/>
	Primary	PT1014	00	PT Specialty Lab Assistant	11014, Biology	Apr 01, 2014	Apr 02, 2014		Terminated	<input type="radio"/>
	Secondary	WF1014	00	FWS, Biology	11014, Biology	Jan 01, 2014			Active	<input type="radio"/>

8. Enter the **Job Effective Date** for the job the employee is ending.
- The job effective date **MUST** be the day before the new job will start.
 - In this example, the new job starts on the Query Date of April 10, 2014 so the Job Effective Date to terminate the old job is April 09, 2014.

Name and ID: David Letterman, G00890430

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

Transaction Status:

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

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* - indicates a required field.

Terminate Existing Job Assignment, WF1014-00 FWS, Biology

Item	Current Value	New Value
Job Effective Date: MM/DD/YYYY*	01/01/2014	<input type="text" value="04/09/2014"/>
Personnel Date: MM/DD/YYYY	01/01/2014	<input type="text"/>
Job Status: *(Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: *(Not Enterable)		<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"/>

9. In this example, all of the address and phone number was correct. If your address and phone number information populated correctly, nothing needs to be entered, and you can scroll down to the next part of the EPAF.

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" value="77505"/>

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"/>

Billing Address Information		
Item	Current Value	New Value
Address Type: (Not Enterable)		<input type="text" value="BI"/>
Address Sequence No.: (Not Enterable)		<input type="text"/>
Address From Date: MM/DD/YYYY		<input type="text" value="04/10/2014"/>
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" value="77505"/>

Billing Telephone Information		
Item	Current Value	New Value
Telephone Type: (Not Enterable)		<input type="text" value="BI"/>
Telephone Seq. No.: (Not Enterable)		<input type="text"/>
Area Code:	281	<input type="text"/>
Telephone Number:	9986150	<input type="text"/>
Phone Extension No.:	1490	<input type="text"/>

10. Enter all required information marked with a red asterisk.

Item	Current Value	New Value
Employee Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Employee Class Code: *(Not Enterable)	31, Non-Exempt Hourly Part Time	<input type="text" value="40"/>
Campus Code: *	C, Central Campus (003609)	<input type="text" value="Not Selected"/>
Home COAS: *(Not Enterable)	J	<input type="text" value="J"/>
Home Organization: *	11014, Biology	<input type="text" value=""/>
Distribution COA: (Not Enterable)	J	<input type="text" value="J"/>
Distribution Orgn:	11014, Biology	<input type="text" value=""/>
Current Hire Date: MM/DD/YYYY*	04/10/2014	<input type="text" value=""/>
Adjusted Svc Date: MM/DD/YYYY	04/10/2014	<input type="text" value=""/>

11. Enter all required information marked with a red asterisk.

- Contract type will be primary if this is the employee's primary job; secondary if this is a secondary job.
- A title **MUST** be entered for all part-time staff jobs (even though it doesn't have a red asterisk).
- If this is a Federal Work Study job, **DO NOT** enter a title.
- Enter the department ORG on the **Timesheet Orgn** line.

Item	Current Value	New Value
Job End Date: MM/DD/YYYY*(Not Enterable)	04/02/2014	<input type="text" value="-"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Contract Type: *	Primary	<input type="text" value="Not selected"/>
Job Effective Date: MM/DD/YYYY*	04/02/2014	<input type="text" value="04/10/2014"/>
Personnel Date: MM/DD/YYYY	04/02/2014	<input type="text" value=""/>
Title:	PT Specialty Lab Assistant I	<input type="text" value=""/>
Regular Rate: *	9	<input type="text" value=""/>
Job Change Reason: *	NEW	<input type="text" value="REAPT, Reappointment"/>
Payroll ID: (Not Enterable)	BW	<input type="text" value="BW"/>
Time Entry Method:	Employee Time Entry via Web	<input type="text" value="Employee Time Entry via Web"/>
Time Entry Type:	Pay Period Time Sheet	<input type="text" value="Not Selected"/>
Time In/Out Ind:	Yes	<input type="text" value="Not Selected"/>
Timesheet Orgn:	11014	<input type="text" value=""/>
Leader ID:		<input type="text" value=""/>
Leader Position:		<input type="text" value=""/>
Leader Suffix:		<input type="text" value=""/>

12. The FOAP should populate correctly.

- Contact Human Resources before changing the FOAP.

Update Job Labor Distribution, PT1014-00 PT Specialty Lab Assistant I

Current
Effective Date: 04/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
J	100100	11014	614100	121030						100.00			

New
Effective Date: MM/DD/YYYY

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="100100"/>	<input type="text" value="11014"/>	<input type="text" value="614100"/>	<input type="text" value="121030"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total: 100.00

✔ Defaulting values for Labor Distribution from the Job records.

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

Routing Queue

Approval Level	User Name	Required Action
10 - (FINAID) Financial Aid	<input type="text"/>	<input type="button" value="Approve"/>
20 - (HRREVW) HR Review	<input type="text"/>	<input type="button" value="Approve"/>
25 - (FLEVEL) First Level Leader	<input type="text"/>	<input type="button" value="Approve"/>
30 - (SLEVEL) Second Level Leader	<input type="text"/>	<input type="button" value="Approve"/>
99 - (HRAPLY) HR EPAF Apply	<input type="text"/>	<input type="button" value="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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14. Click **Submit**.

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

✔ Your change was saved successfully.

Name and ID: David Letterman, G00890430

Transaction: 3584 **Query Date:** Apr 10, 2014

Transaction Status: Waiting

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

15. 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: Thu 4/10/2014 4:47 PM

To:

An EPAF you submitted has been applied:

Transaction: 3583

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

Approval Category Code: TRAN50

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>

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

Name and ID: David Letterman, G00890430

Job and Suffix: See approval types below.

Transaction: 3583

Query Date: Apr 10, 2014

Transaction Status: Completed

Last Paid Date:

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

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