UNIVERSITY OF HARTFORD

ADDITIONAL JOB Non-exempt (Hourly) ePAF

October 2018

ADDITIONAL JOB EPAF – HOURLY STAFF/NON-WORKSTUDY

This ePAF is used when you are assigning an additional position to an employee who has another active position on campus **OR** the employee's most recently terminated position ended within the last 12 months and your position is not that same position.

Note: Before initiating an ePAF see **Information to Gather**

To access ePAFs, you must be able to log onto the Self Service Center (SSC) using your University ID number and secure PIN. SSC can be found by navigating to http://www.hartford.edu/selfserve/default.aspx. The ePAF menu is found on the Employee tab.

1. Enter your User ID and PIN/Password for SSC

> Enter your **University ID** and **PIN/Password** in the boxes below and then click the Login button.
>
> To reset your **PIN/Password**, enter your UofH ID#, then click the **Forgot PIN?** button.
>
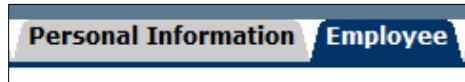> If you are **alumni** and do not recall your current PIN/Password, please CLICK HERE for a temporary PIN.
>
> **Please note: The PIN/Password is case-sensitive.**
>
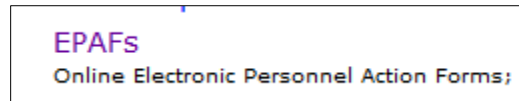> Your account will be disabled after **FOUR** unsuccessful attempts.
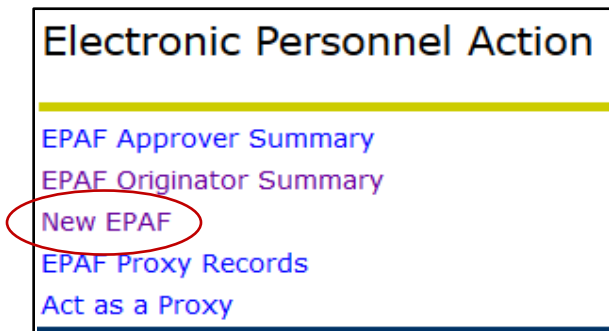>
> User ID: [   ]
> PIN: [   ]
>
> [Login] [Forgot PIN?]

2. Select the Employee tab

> Personal Information | **Employee**

3. Select the EPAFs link from the menu

> EPAFs
> Online Electronic Personnel Action Forms;

4. Select New EPAF. Enter the ID# of the employee & Query Date (the date the employee will begin working – **allow for a minimum of 5-7 business days for processing)**. Select appropriate Approval category from the list. In this case, Additional Job, Non-Exempt (NWJOBN), Click Go.

> **Electronic Personnel Action**
>
> EPAF Approver Summary
> EPAF Originator Summary
> New EPAF
> EPAF Proxy Records
> Act as a Proxy
>
> RELEASE: 8.9.0.3
> © 2018 Ellucian Compan

> Enter an ID, select the link to search for an ID, or generate an ID. Enter the
>
> ✱ - indicates a required field.
>
> ID: ✱ [126   ]   [C   ]
>
> Query Date: MM/DD/YYYY ✱ [10/15/2018]
> Approval Category: ✱ [Additional Job (Non-Exempt), NWJOBN ▼]
> [Go]
>
> Not Selected
> New Hire Exempt (Salary), HIREEX
> New Hire Non Exempt (Hourly), HIRENE
> New Hire Faculty, NEWFAC
> New Hire Fed Work Study, WKSTDY
> Additional Job (Exempt), NWJOBE
> Additional Job (Non-Exempt), NWJOBN
> Additional Job (Faculty), NWJOBF

5. Enter the position number and suffix of the additional job. Click Go.

ID: Carlene Davidson, 12647022
Query Date: 10/15/2018
Approval Category: Additional Job (Non-Exempt), NWJOBN

Create New Job Assignment Non Exempt, JOBNEX

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
🔍	New Job	ST7260	00	Student Labor University	7260, INTRAMURAL ATHLETICS					◉
	Primary	PF2060	00	Misc PSY Classes	2060, COLLEGE OF ARTS & SCIENCE	08/16/2017	06/15/2019	10/15/2018	Active	○

All Jobs

Next Approval Type   Go

6. Enter the personnel data for the position making sure that all fields denoted with * are completed. Definitions for each entry follows below and on next page.

Create New Job Assignment Non Exempt, ST7260-00 Student Labor

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY*		
Contract Type: *(Not Enterable)		S
Contract Begin Date: MM/DD/YYYY		
Contract End Date: MM/DD/YYYY		
Jobs Effective Date: MM/DD/YYYY*		
Step: *(Not Enterable)		0
Factor: *		26
Pays: *		26
Regular Rate: *		
Title: *		
Job Change Reason: *		Not Selected
Timesheet Orgn: *		🔍
Supervisor ID: *		

Job Begin Date: **MM/DD/YYYY** –The date the employee will start their first shift. **Please provide a minimum 5-7 business day lead time.**

Personnel Date: **MM/DD/YYYY** – The date the employee personnel data is entered for this position, it is the **same as Job Begin Date**, providing a minimum of 5-7 business day lead time.

Contract type – Will default to S and cannot be changed

Contract Begin and End Date – Are for Faculty only

Job Effective Date: MM/DD/YYYY –Should be the same as the Personnel date, with a few exceptions. If the employee has already been paid on a position, then the date must be the Monday of the next pay cycle. Please refer to the Payroll Calendar for the necessary date.

Step, Factor, Pays – Have default values entered and should not be changed for this category.

Regular Rate – The hourly rate of pay for your employee.

Title – enter an acronym for your department followed by an appropriate job title e.g. "Hartt – Office Assistant" or "A&S - Tutor" or "SSC – Tutor".
This title will allow the employee to differentiate positions when entering UHart's timesheet in Self Service Center.

Job Change Reason - Select from the list the most appropriate additional job from the list. For this category, use NEW, New Hire.

Timesheet Org – The organization number of the department the employee will be working for.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving time/hours worked by the employee.

7. The Labor Distribution Change section should automatically populate with appropriate information. Only make changes if your employee is being paid by funds from more than one department.

Labor Distribution Change, ST7260-00 Student Labor University

Current
Effective Date: 10/15/2018
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY 10/15/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
A		101000	7260	58000	003					100.00	
										Total:	100.00

✔

Default from Index   Save and Add New Rows

8. The routing queue will default to the user names previously established if you followed **Information to Gather**.

Routing Queue

Approval Level	User Name
10 - (HRD) Human Resources Development	🔍 BERRIEN
20 - (BUDGET) Budget Approval	🔍 NOWITZKE
45 - (HRD-2) Human Resources Final Review	🔍 LIMBERGER
50 - (DEPT) Department Head/Chair	🔍 BELANGER
98 - (APPLY) EPAF Applier	🔍 LIMBERGER
Not Selected ⌄	🔍
Not Selected ⌄	🔍
Not Selected ⌄	🔍
Not Selected ⌄	🔍

Save and Add New Rows

Comment

Supervisor's Name is Evelyne Haldimann

Approval Types | Ac

Save

9. In the comments section of the form (as seen above) please record the name of the supervisor. Click 'Save' located below the comment box.

Note: Once the ePAF has been saved a message will be displayed at the top of the ePAF stating either that the ePAF has been successfully saved or that there are errors. The 'Save' feature will allow you to return to the ePAF at a later time to change any information without losing your work.

Electronic Personnel Action Form

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

Name and ID:
Transaction: 17362
Transaction Status: Waiting
Approval Category: H - Hourly Staff/Non-WorkStudy ADDTL JOB Nongrant Admin, HN1040

Save   Submit   Delete

10. You MUST click **SUBMIT** to complete your ePAF.

Error Messages – If you receive an error message after saving the ePAF you will not be allowed to proceed until the errors are addressed. Once the corrections have been made, re-save the ePAF and Submit. A list of cautions, warnings, error messages, and what they mean can be found in the **Cautions, Warnings, & Errors** document.

11. Once the ePAF has been successfully submitted the Transaction Status changes from 'Waiting' to 'Pending'. Your ePAF has now been placed in the queue for approval. Take note of the Transaction # so you can follow where in the process the ePAF is. See **Check Status and Correcting an ePAF**.

✔ The transaction has been successfully submitted.

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

Name and ID: Carlene Davidson, 12647022
Transaction: 82043   **Query Date:** 10/15/2018
Transaction Status: Pending
Approval Category: Additional Job (Non-Exempt), NWJOBN