

UNIVERSITY OF HARTFORD

**JOB DETAIL CHANGE
Non-Exempt (Hourly)
Staff & Students**

**AND HARTT (Hourly)
Instructional & Dance Faculty**
(Employee Class Codes N3, N4, N6, & S2 only)

ePAF

OCTOBER 2018

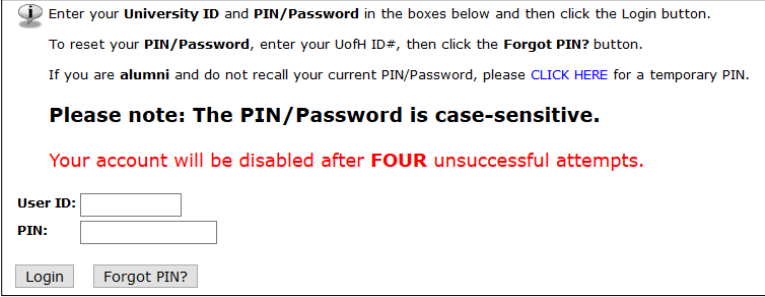
CHANGING INFORMATION FOR HOURLY PAID STAFF, STUDENTS (NON-WORKSTUDY), & HARTT HOURLY FACULTY

The Job Detail Change (Hourly), JOBRAT ePAF should be used changing information about an employee's official record. This ePAF is for Employee Class Code of N3, N4, N6, or S2 only.

Note: If you haven't already done so, please see **“Things to Know & Do Before Starting an ePAF”**

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.

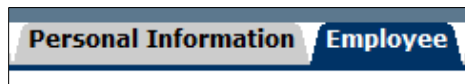
Please note: The PIN/Password is case-sensitive.

Your account will be disabled after **FOUR** unsuccessful attempts.

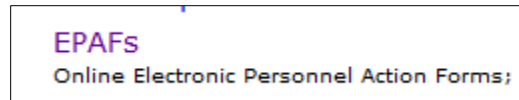
User ID:
PIN:

Login Forgot PIN?

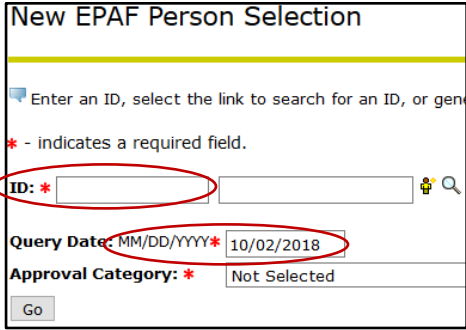
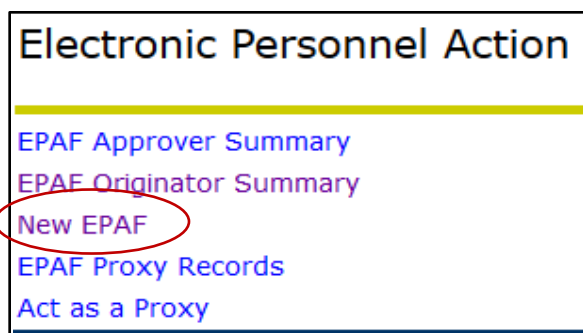
2. Select the Employee tab



3. Select the EPAFs link from the menu



4. From the ePAF menu, select Job Detail Change, Hourly (JOBRAT), enter the ID of the employee & Query Date – **this is the date the change is to become effective.**



New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate a report.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Go

- Select the appropriate Approval Category from the drop-down menu. You will see several types of 'Job Detail Change ePAFs'. Please read the descriptions carefully to make sure you select the correct ePAF. Click 'Go'.

The screenshot shows the 'ellucia' system interface. On the left, there are tabs for 'Student' and 'Personal Inform'. Below them is a search bar and the heading 'New EPAF Person'. A form contains fields for 'ID: *' (with '197' entered), 'Query Date: MM/DD/YYYY*' (with '10/15/2018' entered), and 'Approval Category: *'. A dropdown menu is open, listing various ePAF types. The option 'Job Detail Change (Hourly), JOBRAT' is highlighted in blue. A red arrow points to the 'Go' button at the bottom of the form.

- Select the Position to be changed. Click 'Go'.

ID: D, 19C
 Query Date: 10/15/2018
 Approval Category: Job Detail Change (Hourly), JOBRAT

Change Job Hourly Rate - Non Exempt, JOBRAT

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									<input type="radio"/>
	Primary	ST3450	00	CSR - Residential Life Office	1720, OFFICE OF RESIDENTIAL LIFE	09/05/2018		09/30/2018	Active	<input type="radio"/>
	Secondary	TM8600	01	Summer Place Helper	3600, SUMMER PLACE	06/27/2018		07/22/2018	Active	<input checked="" type="radio"/>

All Jobs
 Next Approval Type Go

7. Enter the new data ensuring all fields denoted with * are completed.

Note: Most common reasons to change information would be a new rate of pay, new supervisor, new title.

Change Job Hourly Rate - Non Exempt, TM8600-01 Summer Place Helper, Last Paid Date: 07/22/2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	06/27/2018	<input type="text"/>
Personnel Date: MM/DD/YYYY*	06/27/2018	<input type="text"/>
Job Change Reason: *	NEW	Not Selected <input type="text"/>
Regular Rate: *	20	<input type="text"/>
Title:	Summer Place <input type="text"/>	<input type="text"/>
Timesheet Org: *	3600	<input type="text"/>
Supervisor ID: *	16 <input type="text"/>	<input type="text"/>

Use the following definitions for help completing each field:

Job Effective Date: MM/DD/YYYY –The date the change being made is effective. Please select provide a minimum 5-7 business day lead time.

Personnel Date: MM/DD/YYYY – Use the same date as the Job Effective Date.

Job Change Reason - Select the most appropriate reason for the change from the list.

Regular Rate – If the rate is not changing, enter the same amount as shown in Current Value. If it is changing, enter the new amount.

Title – enter an acronym for your department followed by an appropriate job title e.g. “Hartt – Office Assistant” or “Art – Lab Tech” or “SSC – Tutor”. This title will allow the employee to differentiate positions when entering UHart’s timekeeping system in Self Service Center.

Timesheet Org – If the Org is not changing, enter the same amount as shown in Current Value. If it is changing, enter the new Org.

Supervisor ID – Enter the University ID# of the person responsible for verifying the accuracy of and approving time/hours worked by the employee. If the Supervisor is not changing, enter the same ID# as shown in Current column, if it is changing, enter the new ID#. In either case, enter the supervisor’s name in the Comment Box.

Effective Date: MM/DD/YYYY – Use the same date as the Job Effective Date.

Enter information in the remainder of this section ONLY if there is a change in the Labor Distribution. If information is entered, click Save and Add new rows before continuing.

Labor Distribution Change, TM8600-01 Summer Place Helper, Last Paid Date: 07/22/2018

Current
 Effective Date: 07/01/2018

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
A	101000	8600	55300	001						100.00			

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	8600	55300	001					100.00			
										Total:	100.00		

✓ Defaulting values for Labor Distribution from the Job records.
 Default from Index

Routing Queue

Approval Level	User Name
10 - (HRD) Human Resources Development	<input type="text"/>
20 - (BUDGET) Budget Approval	<input type="text"/>
25 - (HRM) HR Manager Review	<input type="text"/>
45 - (HRD-2) Human Resources Final Review	<input type="text"/>
50 - (DEPT) Department Head/Chair	<input type="text"/>
98 - (APPLY) EPAF Applier	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>
Not Selected	<input type="text"/>

Comment

Supervisor name is Mary Smith

[Approval Types](#) |

Routing Queue – This should have been pre-populated so the names simply appear each time this ePAF is used. See “Routing Queue ePAF” for instructions on setting up the approval queues.

Comment Box – Enter the Supervisor’s Name for the ID# provided, regardless if the Supervisor has not changed.

Click **SAVE**.

Click **SUBMIT**. If you do not SUBMIT your ePAF will not be processed

✓ Your change was saved successfully.

Enter the information for the EPAF and either Save or Submit

Name and ID: D [REDACTED] 19 [REDACTED]

Transaction: 82042 **Query**

Transaction Status: Waiting

Approval Category: Job Detail Change (Hourly), JOBRAT

Save

Submit

Delete