Staff Additional Assignment Per Pay Amount w/End Date EPAF (ADDEND)

*Use this EPAF Approval Category to process a Staff Additional Assignment for a per pay amount during a specified period of time.*

1. Select “New EPAF” from the EPAF main menu.

   1. On the “New EPAF Person Selection” screen:
      a. Enter the NMU IN of the employee in the ID field and then press the tab key. The individual’s name will then appear to the right. **Verify you have the correct employee before proceeding.**
      b. Enter the start date of the additional assignment in the effective date field in the format displayed.
      c. Click on the Approval Category drop-down arrow to display the list.
      d. Select “Staff Additional Assignment Per Pay Amount w/End Date ADDEND.”
      e. Click “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: #00283204 Doe Jane

Query Date: MM/DD/YYYY 02/01/2012
Approval Category: * Staff Additional Assignment - Per Pay Amount w/End Date, ADDEND

EPAF Originator Summary

Return to EPAF Menu

RELEASE: 8.5.0.5
3. On the “New EPAF Job Selection” screen, click on the All Jobs button to display all of the employee’s previous jobs.

New EPAF Job Selection

3. On the “New EPAF Job Selection” screen, click on the All Jobs button to display all of the employee’s previous jobs.

New EPAF Job Selection

4. Determine the next available suffix number for the specific additional assignment position number which is always listed as the secondary job.
   a. Type in the appropriate position number in the Position Number box and the next available suffix number (“01” in this example) in the Suffix box on the “New Job” line.
   b. Press the tab key to populate the remaining fields.
   c. Click “Go.”
5. On the next page, under the “Additional Assignment-Per Pay Amount” area:
   a. Personnel Date – defaulted based on date entered on the NEW EPAF Person Selection screen and cannot be updated.
   b. Regular Rate – enter the per pay amount of the additional assignment.
   c. Title – enter a brief description of the work to be performed.
   d. Job Begin Date & Jobs Effective Date – these are usually both the same as the hire date if the EPAF is being processed timely. However, if payroll has already been processed for the pay period that included the assignment start date (assignment is retroactive), the Job Begin Date and Jobs Effective Date should be entered as the begin date of the current or next pay period which will be a Sunday.
   e. Job Change Reason – defaulted to ADDL for Additional Assignment and cannot be changed.
   f. The two remaining fields in this section are defaulted and for payroll requirements only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td></td>
<td>02/01/2012</td>
</tr>
<tr>
<td>Regular Rate: *</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>Title: *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY*</td>
<td></td>
<td>02/01/2012</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY*</td>
<td></td>
<td>02/01/2012</td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Type: *(Not Enterable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step: *(Not Enterable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. On the same page, under the “End a Job Assignment” area:
   a. Personnel Date – enter the future end date of the assignment.
   b. Jobs Effective Date – enter the future end date of the assignment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Date: MM/DD/YYYY*</td>
<td></td>
<td>03/31/2012</td>
</tr>
<tr>
<td>Jobs Effective Date: MM/DD/YYYY*</td>
<td></td>
<td>03/31/2012</td>
</tr>
<tr>
<td>Job Change Reason: *(Not Enterable)</td>
<td></td>
<td>END</td>
</tr>
<tr>
<td>Job Status: *(Not Enterable)</td>
<td></td>
<td>T</td>
</tr>
</tbody>
</table>
7. Scroll down the page to the “Routing Queue” section, type or use the looking glass to select the appropriate username for each approval level listed. The HR approval levels will only have one option available.

8. Enter comments if needed to clarify the content of the EPAF.
9. Click “Save” on the bottom of the screen.

10. After saving the EPAF you will receive the following message “Your change was saved successfully.” The EPAF has a transaction status of “Waiting” since it has not been submitted yet.
11. Click “Submit” to process.
12. Upon successful submission, you will see the following message, “The transaction has been successfully submitted.” Ignore all warning messages. See the “Common EPAF Errors” to correct any error messages received. The EPAF now has a transaction status of “Pending” and is awaiting action by the first approver in the routing queue.

Electronic Personnel Action Form

- The transaction has been successfully submitted.
- Name and ID: Doe Jane, 00283204
- Transaction: 12769
- Transaction Status: Pending
- Approval Category: Staff Additional Assignment - Per Pay Amount w/End Date, ADDEND

Query Date: Feb 01, 2012