Hourly Change of Status-Term EPAF (HRLCHT)

Use this EPAF Approval Category to process a Change of Status for a term, hourly TOP or AFSCME employee within the same position number.

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

2. 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 date of the change in the effective date field in the format displayed.
   c. Click on the Approval Category drop-down arrow to display the list.
   d. Select “Hourly Change of Status-Term, HRLCHT.”
   e. Click “Go.”
3. On the “New EPAF Job Selection” screen:
   a. Select the radio button next to the employee’s primary job.
   b. Click “Go.”

![New EPAF Job Selection](image)

4. The next screen displayed is the “Electronic Personnel Action Form” screen. In the “Hourly Change of Status” section:
   a. Personnel Date – defaulted based on date entered on the NEW EPAF Person Selection screen and cannot be updated.
   b. Salary Grade – enter appropriate grade:
      i. TOP - 4A, 4B, 4C, or 4D
      ii. AFSCME –1, 2, 3, 4, 5, 6, 7, F1, F2, F3, P1, P2, or P3
   c. Regular Rate – enter the rate of pay.
   d. FTE – change the default accordingly if the employee is less than 1.0 FTE.
   e. Hours per Pay – change the default accordingly if the employee works less than 80 hours in a pay period.
   f. Jobs Effective Date – this is usually the same as the effective date of the change if the EPAF is being processed timely. However, if payroll has already been processed for the pay period that included the date of the change (change is retroactive), the Jobs Effective Date should be entered as the begin date of the current or next pay period which will be a Sunday.
   g. Job Change Reason – select the appropriate job change reason from the list. Appropriate job change reasons include:
      i. EXT – Contract Extension
      ii. INCR – Increase in Hours/Months
      iii. REDUC – Reduction in Hours/Months
      iv. RETUR – Return from Leave of Absence
      v. SAL – Salary Adjustment
      vi. TITLE – Title Change
   h. The two remaining fields in this section are defaulted and for payroll requirements only.
5. 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.

6. 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/Benefits approval levels will only have one option available.

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

10. Click “Submit” to process.

11. 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.