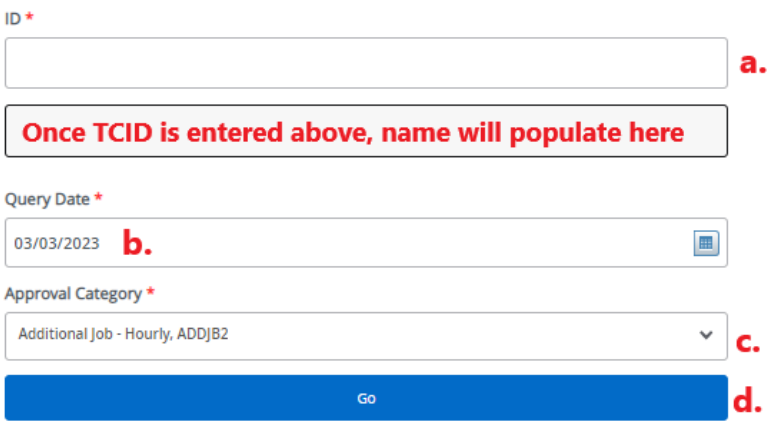
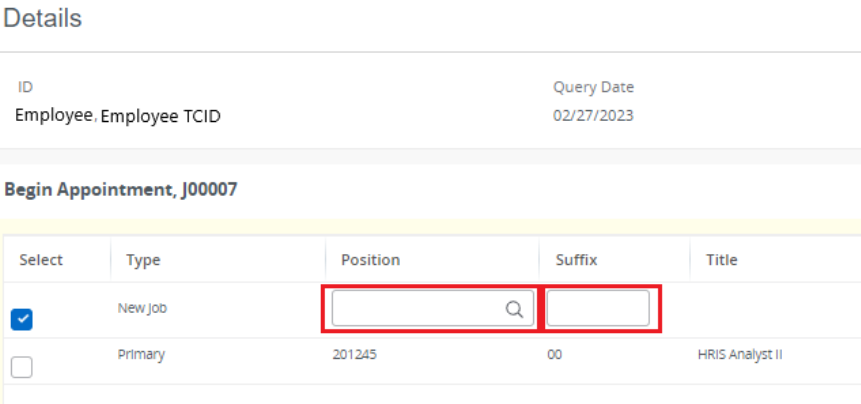


## Additional Job – Hourly, ADDJB2

This ePAF can be used to submit an additional job for Full Time and Part Time Non Exempt Professionals, Interim Employees, Interim Students, Admin Fellows, and Course Assistants. Union employees are out of scope at this time and should be processed via paper PAFs ([see PAF user guide](#)).

| What you need to do   | What you will see  |                      |                      |                 |        |       |                                     |         |                      |                      |  |                          |         |        |    |                 |
|---|--|----------------------|----------------------|-----------------|--------|-------|-------------------------------------|---------|----------------------|----------------------|--|--------------------------|---------|--------|----|-----------------|
| <p><b>STEP 1: Provide the ePAF parameters:</b></p> <ol style="list-style-type: none"> <li>Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u></li> <li>Select Additional Job - Hourly, ADDJB2 in the approval category.</li> <li>Click Go.</li> </ol>   |  <p>The screenshot shows the following elements:</p> <ul style="list-style-type: none"> <li><b>ID *</b>: An empty text input field with a red 'a.' to its right.</li> <li><b>Once TCID is entered above, name will populate here</b>: A red text box below the ID field.</li> <li><b>Query Date *</b>: A date input field containing '03/03/2023' with a red 'b.' to its right.</li> <li><b>Approval Category *</b>: A dropdown menu with 'Additional Job - Hourly, ADDJB2' selected and a red 'c.' to its right.</li> <li><b>Go</b>: A blue button with the text 'Go' and a red 'd.' to its right.</li> </ul>  |                      |                      |                 |        |       |                                     |         |                      |                      |  |                          |         |        |    |                 |
| <p><b>STEP 2: Specify Position Number</b></p> <p>Select All Jobs. In the “New Job” tab, enter the position number for the new job. This position number must be one that the employee has NOT held before.</p> <p>For Pooled Positions, refer to the <a href="#">Pooled Positions Crosswalk</a>.</p> <p>If the Position Number already exists for this employee for a Terminated job, use the <a href="#">Reappoint Year Round (Hourly) ePAF</a> instead.</p> |  <p>The screenshot shows the 'Details' section with the following information:</p> <ul style="list-style-type: none"> <li><b>ID</b>: Employee: Employee TCID</li> <li><b>Query Date</b>: 02/27/2023</li> <li><b>Begin Appointment, J00007</b></li> <li><b>Table:</b> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>New Job</td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Primary</td> <td>201245</td> <td>00</td> <td>HRIS Analyst II</td> </tr> </tbody> </table> </li> </ul> | Select               | Type                 | Position        | Suffix | Title | <input checked="" type="checkbox"/> | New Job | <input type="text"/> | <input type="text"/> |  | <input type="checkbox"/> | Primary | 201245 | 00 | HRIS Analyst II |
| Select  | Type   | Position             | Suffix               | Title           |        |       |                                     |         |                      |                      |  |                          |         |        |    |                 |
| <input checked="" type="checkbox"/>   | New Job  | <input type="text"/> | <input type="text"/> |                 |        |       |                                     |         |                      |                      |  |                          |         |        |    |                 |
| <input type="checkbox"/>  | Primary  | 201245               | 00                   | HRIS Analyst II |        |       |                                     |         |                      |                      |  |                          |         |        |    |                 |

**STEP 3: Input Begin Record**

The following fields will be defaulted from the query date you inputted in Step 1. This should be the actual start date:

**Job Begin Date**

**Effective Date**

**Personnel Date**

**Enter the Timesheet Orgn. Scroll down to the Funding section (see step 4).**

- a. Input your index
- b. Click *Default from Index*
- c. Copy the value in the Organization field
- d. Paste it in the Timesheet Orgn field

Note: If there are multiple indices, select the one with the highest %

Begin Date \*  
02/27/2023

Effective Date \*  
02/27/2023

Personnel Date \*  
02/27/2023

Contract Type  
5

Timesheet COA  
1

Timesheet Orgn \*  
d.

**New**

Effective Date null  
09/16/2023

| COA | Index | Fund | Organization | Account |
|-----|-------|------|--------------|---------|
| 1   | a.    |      | c.           | 6142    |

+ b. Default from Index      + Add Row

**Enter new Supervisor TCID/UNI in caps.**

**Enter the hourly rate.** The total amount for this job needs to be entered in the Comments section. Do not use '\$' or '.

Job Change Reason  
ADL, Additional Job (Secondary)

Supervisor TC ID/UNI \*  


Hourly Rate \*  


**STEP 4: Input the funding allocation.**

The Effective Date should match the begin date, which can only occur after the last paid date.

Confirm that the value in the Organization field matches the one in Timesheet Orgn from step 3.

If the funding information needs to be updated, enter your index number and click the button for "Default from Index."

Please Note: When you click "Default from Index," the system removes the defaulted account. If you forget your account, you can always refer to the [e-class & account chart](#).

Confirm that the percentage equals 100%

New

Effective Date null  
09/16/2023

| COA | Index  | Fund   | Organization | Account | Program | Activity | Location | Project | Cost | Percent |
|-----|--------|--------|--------------|---------|---------|----------|----------|---------|------|---------|
| 1   | 500000 | 500000 | 500000       | 6462    | 6000    |          |          |         |      | 100     |

**STEP 5: Input End Record Information**

Enter the end date of the appointment in both Effective Date and Personnel Date.

If the Job has no end date, **8/31/2049** and indicate no end date in the Comments section.

**\*\*Manually type in date in this field.** Do NOT use the calendar picker tool

Job Status

T

**Effective Date \***  
Due to a known defect, do not use the datepicker tool. Type the date into the field.

**Personnel Date \***  
Due to a known defect, do not use the datepicker tool. Type the date into the field.

Job Change Reason

EAP

**STEP 6: Input Routing Queue**

Click the User Name drop down to enter the approver for each approval level.

**If this transaction needs to go through both Budget AND Grants approval**, enter the budget approver in level 24 – (CONTR) Budget/Grant then go to step 6A. **Otherwise**, click Save and Add New Rows and go to Step 7.

Routing Queue

| Approval Level                         | User Name    | Required Action |
|--|--------------|-----------------|
| 5- (DEPART) Department Level Approval  | Not Selected | Approve         |
| 24- (CONTR) Budget/Grant               | Not Selected | Approve         |
| 30- (HRASSC) Human Resources Associate | Not Selected | Approve         |
| 90- (HRIS) HRIS Apply                  | Not Selected | Apply           |

[+ Add Row](#)

**STEP 6A: Include Budget AND Grants as approvers in the routing queue.**

Click the add Row button. In the first drop down, select 27- Grants. Click the User Name drop down and select the approver. In Required Action, select Approve. Click Save and Add New to save.

27- (GRANTS) Grants

Not Selected

Not Selected

[+ Add Row](#)

**STEP 7: For all transactions that are NOT Interim Employees, add the VP/VPR approval level.**

Click the Add Row button. From the drop down, select 9- VP/VPR. Click the User Name drop down and select the approver. In Required Action, select Approve. Click Save and Add New to save.

9- (VP/VPR) Vice President/Vice Provost

Not Selected

Approve

[+ Add Row](#)

Comments

Not Selected

Not Selected

CASTANE1 - Castaneda, Tania

EMBREE - Embree, Catherine M.

FEIERMA1 - Feierman, Michael

**STEP 8: Create auto-generated letter by adding comments (max 4000 chars).**

Enter the relevant information in the comment section as outlined in the Auto-Generated Letter Guides:

- [Course Assistant](#)
- [Admin Fellow](#)
- [Interim & Interim Student Employees](#)

Professional Staff do not require any comment codes, but will receive a letter when the ePAF is applied.

You may also include any relevant comments or information pertaining to the transaction.

Comment

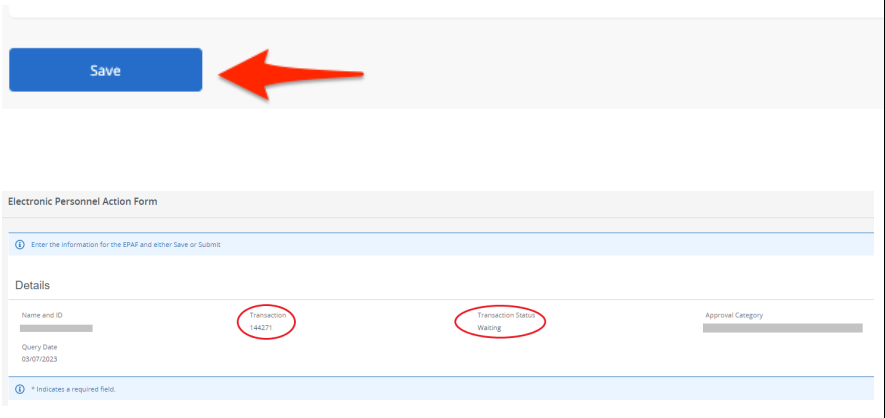
```
HOURS=15;
COURSE=ABCD1234 Introduction to Teaching and Learning;
DETAILS=Course Assistant under Professor XYZ;
TITLE=Course Assistant;
```

**STEP 9: Save the ePAF.**

Click the Save button located at the bottom of the screen

\*Note: Saving the ePAF is not the last step.

Once Saved, the EPAF Transaction Number and Status will appear at the top of the screen



Save

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

Details

|             |                       |                               |                   |
|-------------|-----------------------|-------------------------------|-------------------|
| Name and ID | Transaction<br>144271 | Transaction Status<br>Waiting | Approval Category |
| Query Date  | 03/07/2023            |                               |                   |

\* Indicates a required field.

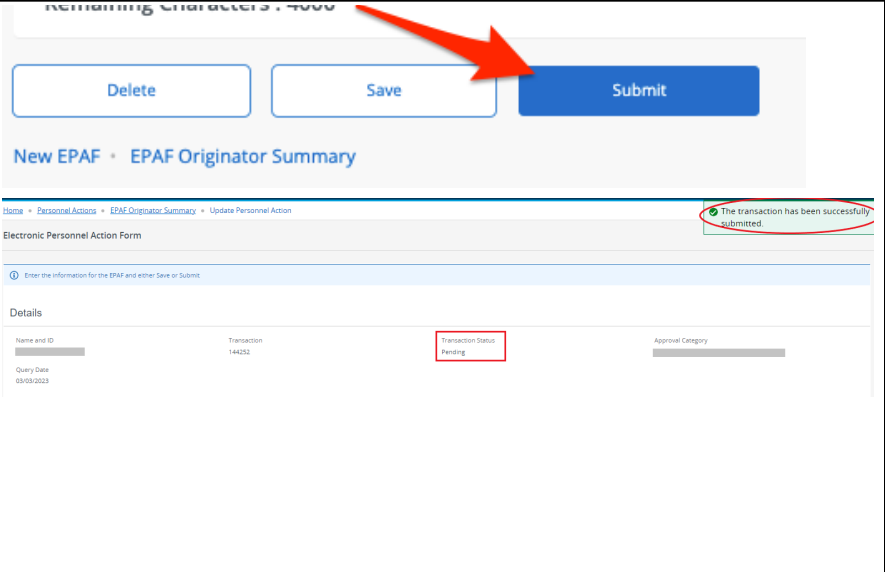
**STEP 10: Submit the ePAF.**

**Do not submit** until you have created the reappointment letter in STEP 7

After saving, additional action buttons will appear at the bottom of the ePAF. Click Submit.

Once submitted, you will receive a notification at the top right hand corner of the page.

The ePAF Transaction status will also move to **Pending**.



Delete Save Submit

New EPAF • EPAF Originator Summary

Home • Personal Actions • EPAF Originator Summary • Update Personal Action

Electronic Personnel Action Form

Enter the information for the ePAF and either Save or Submit

Details

|             |                       |                               |                   |
|-------------|-----------------------|-------------------------------|-------------------|
| Name and ID | Transaction<br>144252 | Transaction Status<br>Pending | Approval Category |
| Query Date  | 03/03/2023            |                               |                   |

The transaction has been successfully submitted.