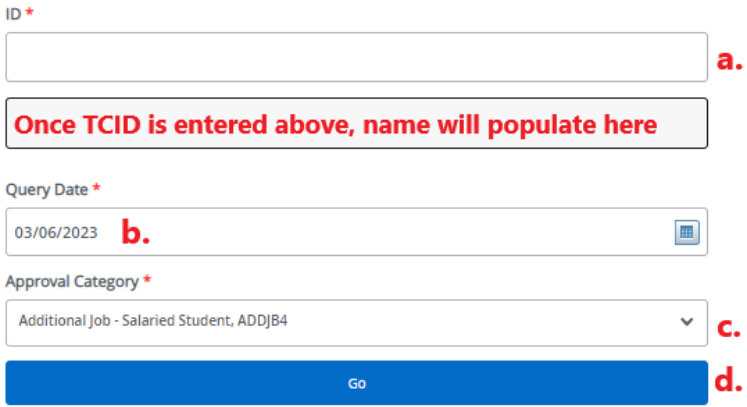
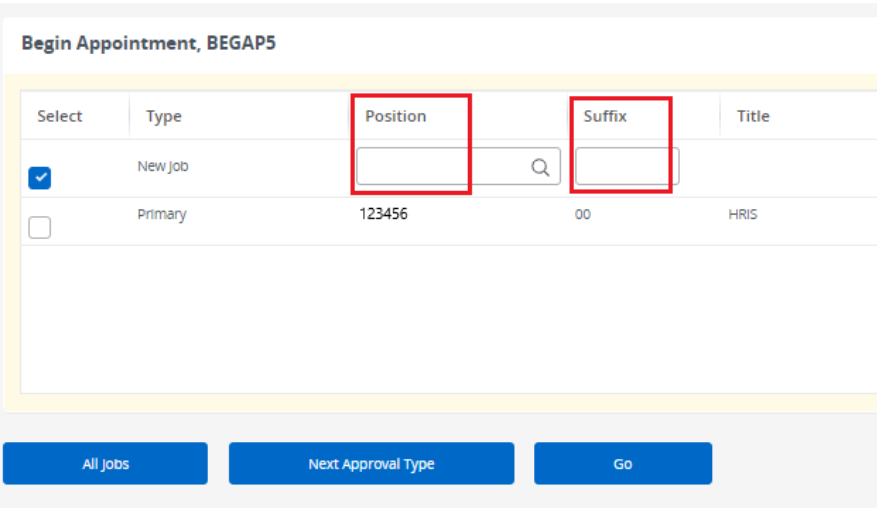


## Additional Job – Salaried Student, ADDJB4

This ePAF is used to process an additional job for Salaried student employees. The employee must have an active employment record in order to use this ePAF.

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 - Salaried Student, ADDJB4 in the approval category.</li> <li>Click Go.</li> </ol>	
<p><b>STEP 2: Select Job</b></p> <p>Click All Jobs to see a listing of all jobs that employee has held.</p> <p>For guidance on the Position number to use for an additional student job, refer to the <a href="#">Pooled Position Crosswalk</a>.</p> <p>The Position Number should not have ever existed for the employee. This can be checked under "All Jobs".</p> <p>If the Position Number has not existed for this employee, enter the Position Number and Suffix 00 for this ePAF.</p>	

**STEP 2: (Continued)**

If the Position Number already exists for this employee as a Terminated Job, use the designated student reappointment ePAf. Please refer to the [Detailed Listing of ePAFs](#) for assistance identifying the necessary selection.

If the Position Number already exists for this employee as an Active job, increment the Suffix (i.e. from 00 to 01) for this ePAF.

Click Go to navigate to the Electronic Personnel Action Form page.

**STEP 3: Input Begin Record Information.**

The following fields will default from the query date entered in step 1:

**Job Begin Date**

**Effective Date**

**Personnel Date**

**Enter the Timesheet Orgn.** This is the same as the organization value.

This is the same as the Organization field in the Funding Allocation section (Step 5). Input the index the transaction is being charged to and click Default from Index. Copy the value in the Organization field into the Timesheet Orgn field. If there are multiple indices, select the one with the highest %.

Begin Appointment, R00017-00 Research/Teaching Assistant

Begin Date \*  
02/23/2023

Effective Date \*  
02/23/2023

Personnel Date \*  
02/23/2023

Contract Type  
S

Timesheet COA  
1

Timesheet Orgn \*

**\*\*To determine Timesheet Orgn\*\***

New

Effective Date null  
02/27/2023

COA	Index	Fund	Organization	Account
1	139980	1	139980	6571

**Enter the Supervisor’s TC ID/UNI in ALL CAPS.**

**Enter the salary amount for the job.** This field should not contain the following: dollar signs or commas. Enter only the numerical amount.

**Input the Factor and Pays**

Factor and Pays will be the same number. Input the number of paychecks you would like the employee to receive for the appointment. You can count the number of paychecks by using the begin and end dates of the appointment. Refer to the payroll calendar for guidance.

Supervisor TC ID/UNI \*

Salary \*

Factor \*

Pays \*

**STEP 4: If applicable, update the Funding Allocation field.**

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

+ Default from Index

+ Add Row

**STEP 5: Input End Record Information**

Enter the Job End Effective Date and Personnel Date.

The Personnel Date should reflect the actual end date.

**\*\*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.

Additional rows must be added when the position is:

- Split funded
- Grant-funded DRF position

For either of the above scenarios, move to step 6A. All others move to Step 7.

Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRVS2) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	GOLDSMI1 - Aldape, Celia J.	Approve
95 - (HRIS-A) HRIS Apply	ALFORD1 - Alford, Brian	Apply
	ALLEN5 - Allen, Corey C.	
	ANGLE1 - Angle, Shannon M.	

+ Add Row

**STEP 6A: Adding Grants and/or OFA as approvers in the routing queue.**

- Click Add Row.
- Go to the empty row

30 - (HRASCS) Human Resources Associate | Not Selected | Approve

95 - (HRIS) HRIS Apply | Not Selected | Apply

+ Add Row **a**

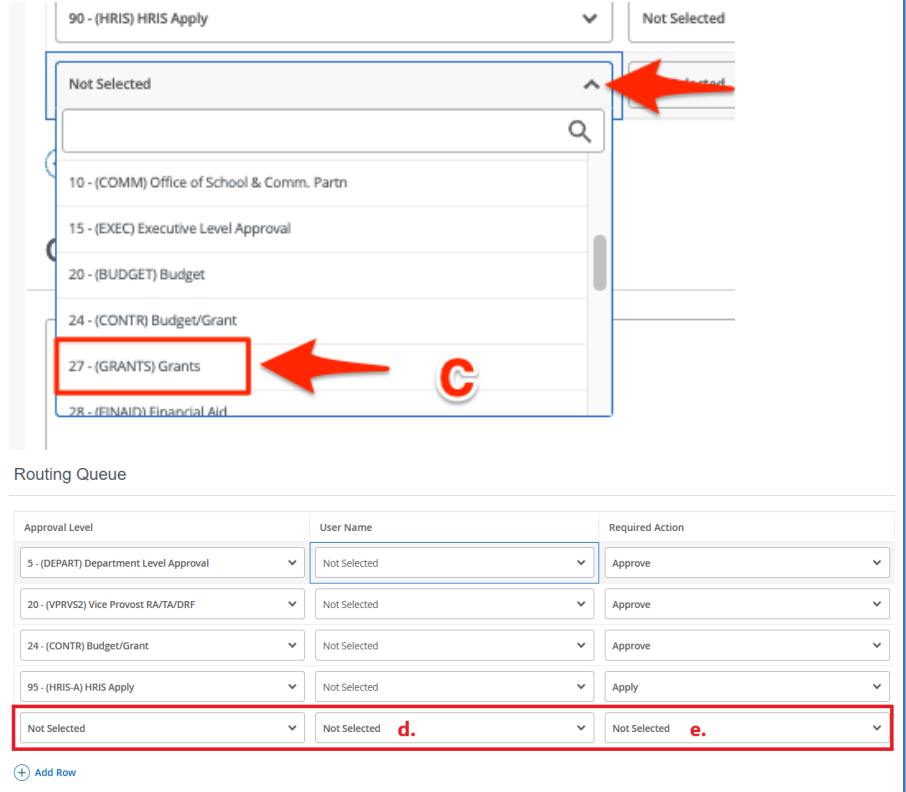
Routing Queue

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRVS2) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected <b>b.</b>	Not Selected	Not Selected

+ Add Row

**STEP 6A (continued)**

- c. Split-funded positions select **27- Grants**; OR  
  
Grant Funded DRF, select **28 - FINAID**
- d. Add the applicable approver user name.
- e. In Required Action, select Approve.



The screenshot shows a dropdown menu with the following options: 90 - (HRIS) HRIS Apply, Not Selected, 10 - (COMM) Office of School & Comm. Partn, 15 - (EXEC) Executive Level Approval, 20 - (BUDGET) Budget, 24 - (CONTR) Budget/Grant, **27 - (GRANTS) Grants**, and 28 - (FINAID) Financial Aid. A red box highlights the '27 - (GRANTS) Grants' option, and a red arrow points to it. Another red arrow points to the 'Not Selected' option above it.

Below the dropdown is a 'Routing Queue' table:

Approval Level	User Name	Required Action
5 - (DEPART) Department Level Approval	Not Selected	Approve
20 - (VPRV52) Vice Provost RA/TA/DRF	Not Selected	Approve
24 - (CONTR) Budget/Grant	Not Selected	Approve
95 - (HRIS-A) HRIS Apply	Not Selected	Apply
Not Selected	Not Selected <b>d.</b>	Not Selected <b>e.</b>

At the bottom of the routing queue is an 'Add Row' button.

**STEP 7: Create auto-generated letter by adding comments (max 4000 chars).**

For RA/TA positions, refer to the [Auto - Generate Reappointment Letters for RA/TA](#) user guide for instructions on the required comment codes.

DRF positions are not required to add any comment codes.

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

**Comment**

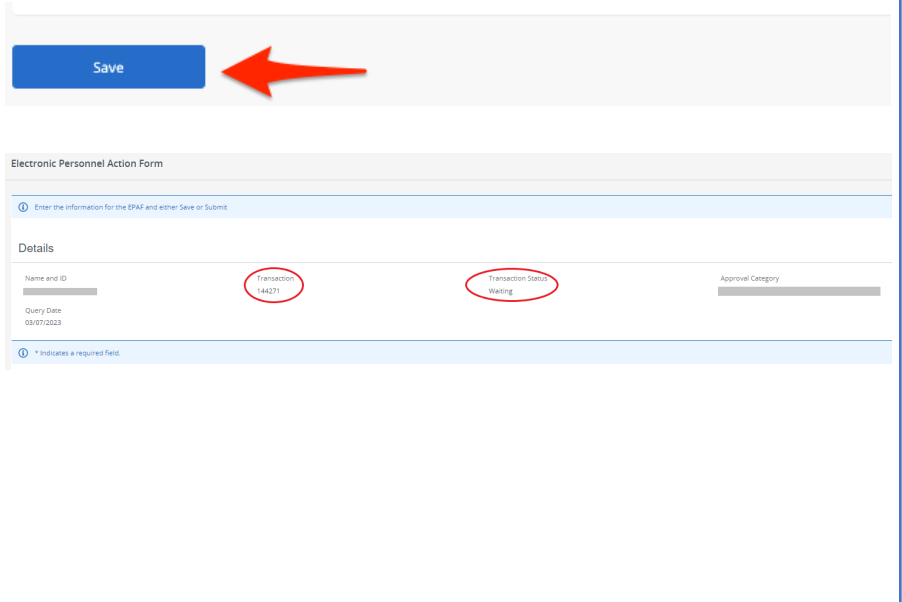
POINTS=3;  
HOURS=15;  
DETAILS=The XX Project under the supervision of Dr. YY;  
TITLE=Graduate Assistant;

**STEP 8: 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 144231	Transaction Status Waiting	Approval Category
Query Date 03/07/2023			

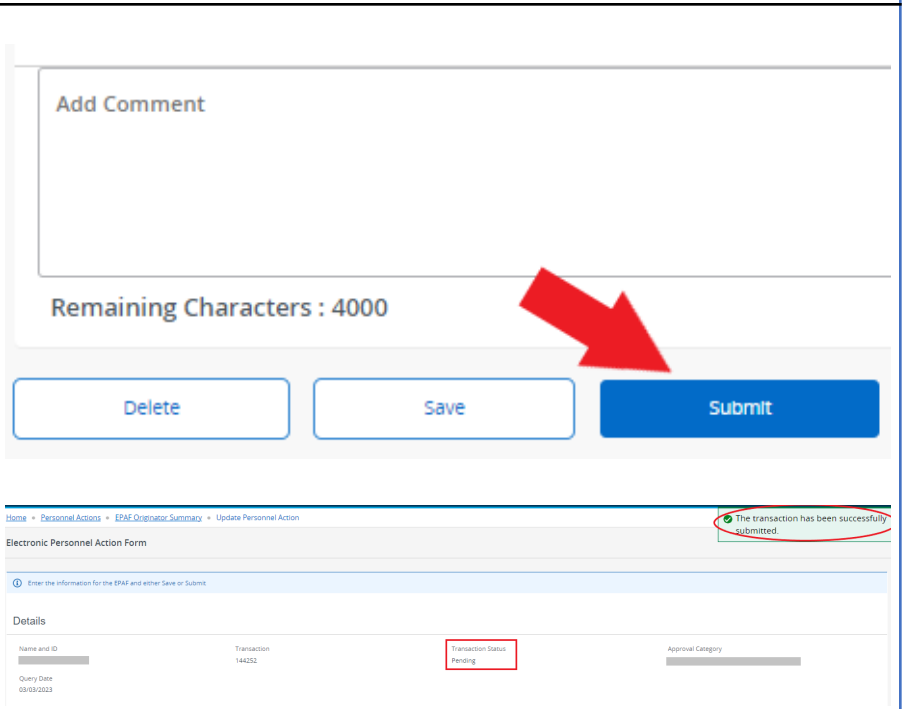
\* Indicates a required field.

**STEP 9: Submit the ePAF.**

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

Review your submission and click Submit.

Once submitted successfully, the Transaction Status will be Pending. The ePAF will now go through the approval workflow.



Add Comment

Remaining Characters : 4000

Delete Save Submit

Home • Personnel Actions • EPAF Operator Summary • Update Personnel Action

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit

Details

Name and ID	Transaction 144252	Transaction Status Pending	Approval Category
Query Date 03/08/2023			

The transaction has been successfully submitted.