**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.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1: Provide the ePAF parameters:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Enter the TCID of the employee in the ID field (‘T’ in TCID in caps).</td>
<td>a. Once TCID is entered above, name will populate here</td>
</tr>
<tr>
<td>b. Enter the Query Date. The Query Date should equal the appointment effective date.</td>
<td>b. 03/06/2023</td>
</tr>
<tr>
<td>c. Select Additional Job - Salaried Student, ADDJB4 in the approval category.</td>
<td>c. Additional Job - Salaried Student, ADDJB4</td>
</tr>
<tr>
<td>d. Click Go.</td>
<td>d. Go</td>
</tr>
</tbody>
</table>

**STEP 2: Select Job**

Click All Jobs to see a listing of all jobs that employee has held.

For guidance on the Position number to use for an additional student job, refer to the [Pooled Position Crosswalk](#).

The Position Number should not have ever existed for the employee. This can be checked under “All Jobs”.

If the Position Number has not existed for this employee, enter the Position Number and Suffix 00 for this ePAF.
**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 with Conversion 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 %.
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.

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%
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.

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STEP 6: Input Routing Queue.

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

If your transaction needs to go through both the Budget AND Grants departments for approval, enter the budget approver in level 24 – CONTR Budget/Grant. Then, move on to step 6A.

If the position is for an RA/TA/DRF, Financial Aid must be added to the Routing Queue.

Otherwise, click Save and Add New. Move to Step 7.

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

a. Click Add Row.

b. Go to the empty row
STEP 6A (continued)

c. From the drop down, select 27- Grants.
d. In User Name, select John Hernandez as the approver.
e. In Required Action, select Approve.

Note:
For RAs, TAs or DRFS, if the funding index begins with a “2” and “119226”, the Provost level approver must be added.

STEP 6A (continued)

For RAs, TAs or DRFS if the funding index begins with a “5”, the OSP level approver must be added.

STEP 7: If needed, add a comment (max 4000 chars).

Enter any applicable comments regarding the job in this section, if needed.
**STEP 8: Save the ePAF.**

Click the Save button. Please note: your ePAF has not been submitted yet. Continue to step 9.

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**STEP 9: Submit the ePAF.**

Review your submission and click Submit.

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