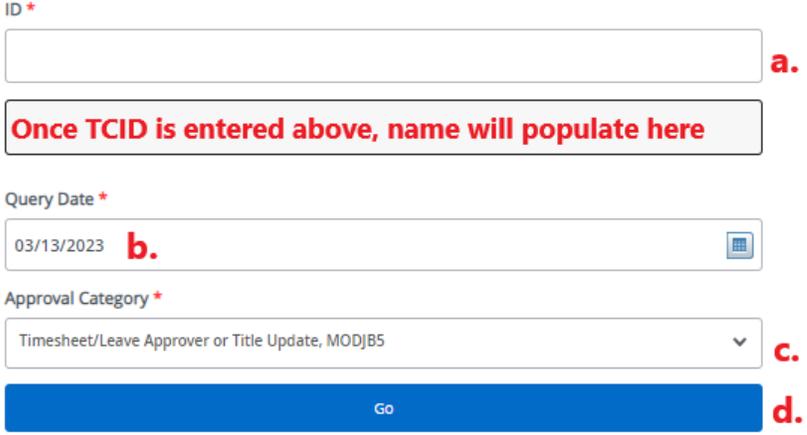
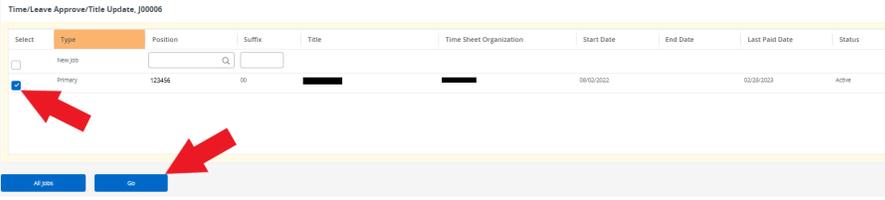


## Timesheet/Leave Approver and/or Title Updates, MODJB5

This ePAF can be used to update the timesheet/leave report approver and/or the job title for an active job record.

What you need to do	What you will see																														
<p><b>STEP 1: Provide the ePAF parameters:</b></p> <ul style="list-style-type: none"> <li>a. Enter the TCID of the employee in the ID field ('T' in TCID in caps).</li> <li>b. Enter the Query Date. <u>The Query Date should equal the appointment effective date.</u> (**Move your cursor into this field and manually type the date MM/DD/YYYY)</li> <li>c. Select Timesheet/Leave Approver or Title Update, MODJB5 in the approval category.</li> <li>d. Click Go.</li> </ul>	 <p> <b>ID *</b>  <input type="text"/>  <b>a.</b> </p> <p> <b>Once TCID is entered above, name will populate here</b> </p> <p> <b>Query Date *</b>  <input type="text" value="03/13/2023"/> <b>b.</b> </p> <p> <b>Approval Category *</b>  <input type="text" value="Timesheet/Leave Approver or Title Update, MODJB5"/> <b>c.</b> </p> <p> <input type="button" value="Go"/> <b>d.</b> </p>																														
<p><b>STEP 2: Select the position that needs the update</b></p> <p>Select the applicable active job.</p> <p>Click <b>Go</b> to navigate to the Electronic Personnel Action Form page.</p>	 <p>Time/Leave Approver/Title Update, J00006</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Position</th> <th>Suffix</th> <th>Title</th> <th>Time Sheet Organization</th> <th>Start Date</th> <th>End Date</th> <th>Last Paid Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>New job</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Primary</td> <td>123456</td> <td>00</td> <td></td> <td></td> <td>08/01/2022</td> <td></td> <td>02/28/2023</td> <td>Active</td> </tr> </tbody> </table> <p> <input type="button" value="All jobs"/> <input type="button" value="Go"/> </p>	Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	<input type="checkbox"/>	New job									<input checked="" type="checkbox"/>	Primary	123456	00			08/01/2022		02/28/2023	Active
Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status																						
<input type="checkbox"/>	New job																														
<input checked="" type="checkbox"/>	Primary	123456	00			08/01/2022		02/28/2023	Active																						

**STEP 3: Input the data adjustment information.**

The effective date you chose in step 1 will default as the effective date here. It should be after the employee’s last paid date.

If updating the Timesheet/ Leave Report approver, enter the supervisor TC ID/UNI in all CAPS. (If not updating this information, leave the field blank.)

Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023

Effective Date \*  
03/13/2023

Supervisor TC ID/UNI  
ABC123

Job Change Reason  
SUPER, Supervisor Update

**STEP 5: Update the Job Change Reason Code.**

This will default to SUPER to indicate a timesheet/leave report approver update. This only needs to be updated if you are only adjusting the title. If you are only adjusting the title, update the job change reason to TITLE.

Time/Leave Approve/Title Update, 201245-00 HRIS Analyst II, Last Paid Date: 02/28/2023

Effective Date \*  
03/13/2023

Supervisor TC ID/UNI  
ABC123

Job Change Reason  
SUPER, Supervisor Update

**STEP 5: Input Routing Queue.**

Once all applicable fields have been filled out, update the routing queue. Click on the User Name drop down to enter the approver for each approval level.

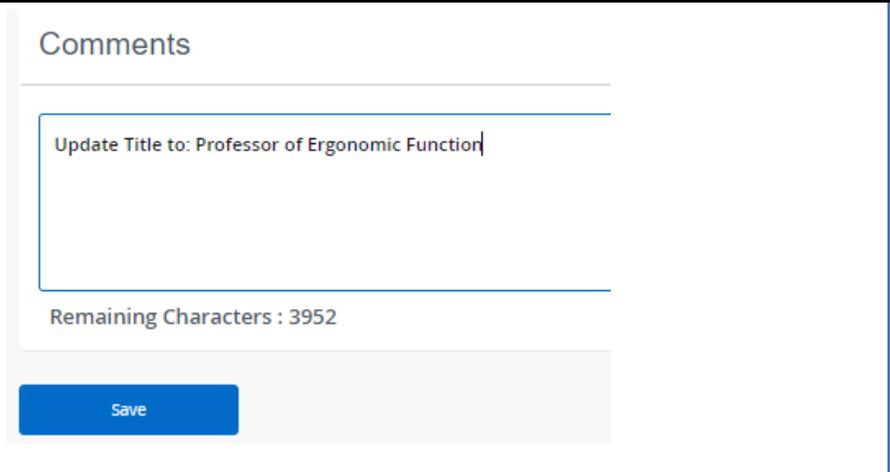
Routing Queue

Approval Level	User Name	Required Action
5 - (DEPT) Department or OSP For Grad	AB10LAI - Abiola, Sara E.	Approve
30 - (HRASSC) Human Resources Associate	Not Selected	Approve
90 - (HRIS) HRIS Apply	AB10LAI - Abiola, Sara E.	Apply
	ALFORD1 - Alford, Brian	
	ARTHUR - Arthur, Alisha M.	
	BECKFOR1 - Beckford-Smart, Meredith R.	
	BONETAI - Boneta, Denise M.	

Comments

**STEP 4: If applicable, input title in the comments section (max 4000 chars).**

If updating the title, specify in the comments section.

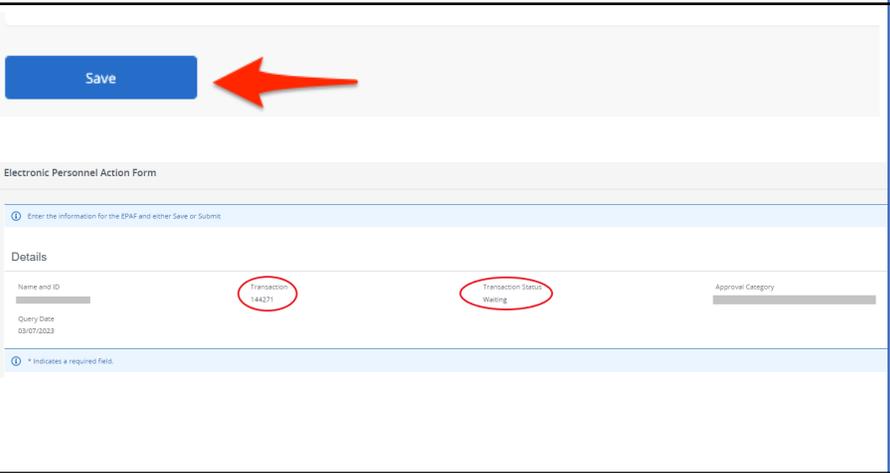


**STEP 7: Save the ePAF.**

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



**STEP 8: Submit the ePAF.**

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**.

