Electronic Personnel Action Forms (EPAF) Rate Change/Hourly

 Select Electronic Personnel Action Forms (EPAF) under My Activities. If you do not see the EPAF link and completed the electronic approval access form, please contact Human Resources.

My Activities
Enter Time
Approve Time
Approve Leave Report
Electronic Personnel Action Forms (EPAF)

2. The main Electronic Personnel Action Form (EPAF) menu appears. Select **New EPAF.**

EPAF Approver Summary All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.	EPAF Originator Summary Displays only those EPAF transactions that you have originated.
New EPAF A	Act as a Proxy Available to all self-service EPAF users who have been given proxy privilege.
EPAF Proxy Records Allows you to specify and authorize one or more users to approve EPAFs in your absence.	

3. Enter **UIN** under New EPAF Person Selection **OR**

Enter **First Name** and **Last Name**, Click **Search**. Click **Calende**r and Select **Effective Date** of rate change, MUST be 1st or 16th. Click down arrow to select **Approval Category**. Click **Go**.

First Name	Last Name		ID		SSN/SIN/TIN		
		Is an employee or		or		Search	
New EPAF Pers	on Selection						
ID *							
Generate new ID							
Query Date *							
10/16/2020							
Approval Category *							
Rate Change for Hou	Irly, PAYHR				~		
	G	o					

 List of active jobs will appear. Select button for position to change rate. If position does not show, Click **All Jobs** to view all jobs. Click **Go**.

New EPAF Job Selection

Rate chan	ige, PAY								
Select	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
	New Job	C							
~	Primary	HR3471	00	SECURITY OFFICER III	1SF00, POLICE	11/02/1999		03/15/2020	Active
	All Jobs		Go						

5. Click **Calende**r and Select **Effective Date** and **Personnel Date** of rate change. **Both dates must be the same.**

Enter new Hourly Rate.

Job Change Reason "PAYAD" will default.

Rate change, HR3471-00 SECURITY OFFICER III, Last Paid Date: 03/15/2020

Effective Date *				
10/16/2020	Re	emove	Ľ	Old Value: 02/01/2019
Personnel Date *				
10/16/2020	Re	emove	Ľ	Old Value: 02/01/2019
Hourly Rate *				
15.00	C	Old V	alue: 12	
Job Change Reason *				
PAYAD	C	Old V	alue: SU	IPRV

 Click down arrow to either enter or select username for approval level of Department (approver). Click down arrow to either enter or select username for approval level of Human Resources Review. Click down arrow to either enter or select username for approval level of Human Resources.
Must enter justification for rate change in the Comment field. Click Save.

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	CHOLLAND - HOLLAND, CATHERINE J.	Approve
85 - (HRRV) Human Resources Review	PHARRIS - HARRIS, PAMELA E.	Approve
90 - (HR) Human Resources	DTRANNG - TRAN-NGUYEN, DINH K.	Apply

Comments

Add Comment	
	_
Remaining Characters : 4000	
Save	

Select Submit to finish if change was saved successfully.
Note: There will be an error message in red with details if your change did not Save or Submit successfully. Ignore ALL warning messages.