

QUERY DATE

The query date entered on the **New EPAF Person Selection** page must be equal to the Sunday of the week in which the employee begins work.

- The query date does not affect the results of the search for an employee on the **New EPAF Person Selection**.
- The query date affects the initial search results on the **New EPAF Job Selection**. The **Existing Jobs** shown are the current active jobs that the employee holds on the query date.

New EPAF Job Selection

i Step 1: Enter the position number.
If unknown, search by clicking on the magnifying glass.
If the position number does not exist, follow the appropriate procedures to request a new position number.
Step 2: Enter the suffix, usually 00.
Step 3: Click CREATE.

ID: Barney O Fife, 900330123
Query Date: May 01, 2008
Approval Category: Adjunct Faculty New Hire, ADJ-NH

Barney Fife has an active job between 04/01/2008 and 05/17/2008. The query date was 05/01/2008 so the job shows under Existing Jobs.

New Job

Position:

Suffix:

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
000650-00 Security Officer	2360, Security Department	Apr 01, 2008	May 17, 2008		Active

New EPAF Job Selection

i Step 1: Enter the position number.
If unknown, search by clicking on the magnifying glass.
If the position number does not exist, follow the appropriate procedures to request a new position number.
Step 2: Enter the suffix, usually 00.
Step 3: Click CREATE.

ID: Barney O Fife, 900330123
Query Date: May 01, 2009
Approval Category: Adjunct Faculty New Hire, ADJ-NH

Barney Fife has no active jobs that fall on 05/01/2009.

New Job

Position:

Suffix:

⚠ There are no active jobs based on the Query Date.

However, clicking on the **All Jobs** button shows all jobs that the employee has ever had even if the query date stays the same.

New EPAF Job Selection

i Step 1: Enter the position number.
 If unknown, search by clicking on the magnifying glass.
 If the position number does not exist, follow the appropriate procedures to request a new position number.
 Step 2: Enter the suffix, usually 00.
 Step 3: Click CREATE.

ID: Barney O Fife, 900330123
Query Date: May 01, 2009
Approval Category: Adjunct Faculty New Hire, ADJ-NH

New Job

Position:

Suffix:

Existing Jobs

Number and Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
000650-00 Security Officer	2360, Security Department	Apr 01, 2008	May 17, 2008		Terminated

Clicking the **Active Jobs** button will return the original results.

The jobs that are shown are not org secure so a user can see all jobs that an employee has held.

If a user clicks on a job in an org to which he/she does not have access, the user will **not** be able to see the current values for the job on the main EPAF screen.

Electronic Personnel Action Form

! A duplicate transaction, 740, for this person exists for this approval category at Waiting status.

i Enter the information for the EPAF.
 When finished click SAVE.
 Option 1: Once the EPAF is saved, it remains in a waiting status. This allows the originator to exit and return later.
 Option 2: Once the EPAF is saved and is ready for approval, click SUBMIT at the bottom of the form. (Note: The SUBMIT button will not appear until the EPAF has been saved.)

! User does not have access to view current values.

Name and ID:
Transaction:
Transaction Status:
Approval Category: * Adjunct Faculty New Hire, ADJ-NH
Job and Suffix: 000650-00, Security Officer
Query Date: May 01, 2009
Last Paid Date: