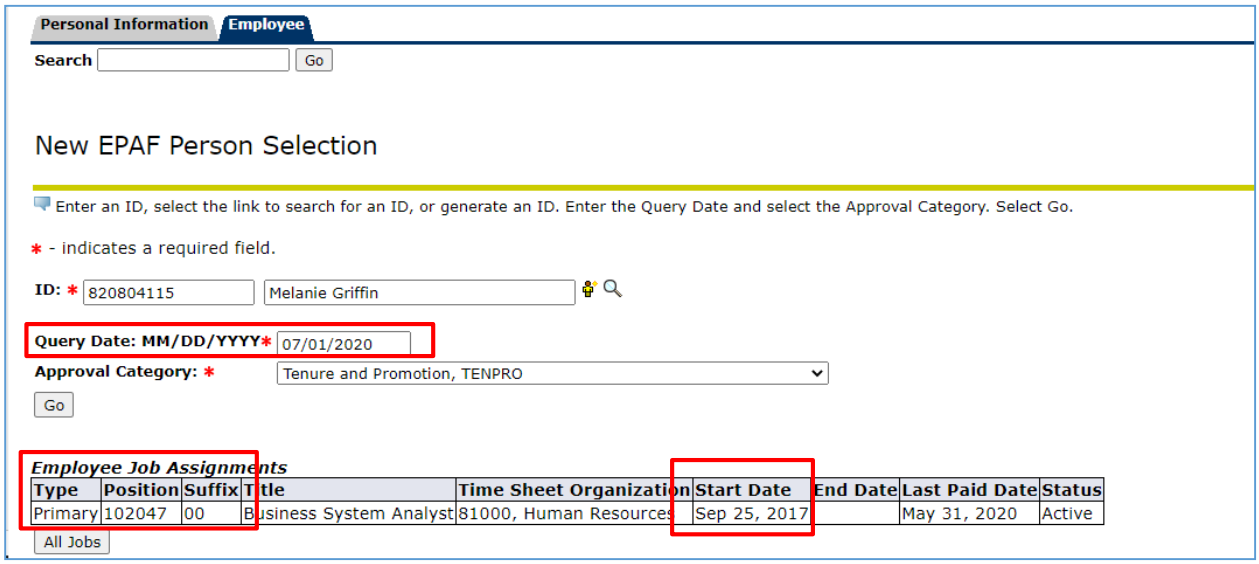
EPAF PROMOTION AND TENURE V2 FORM ⑩

Office of Human Resources – HRIS Department

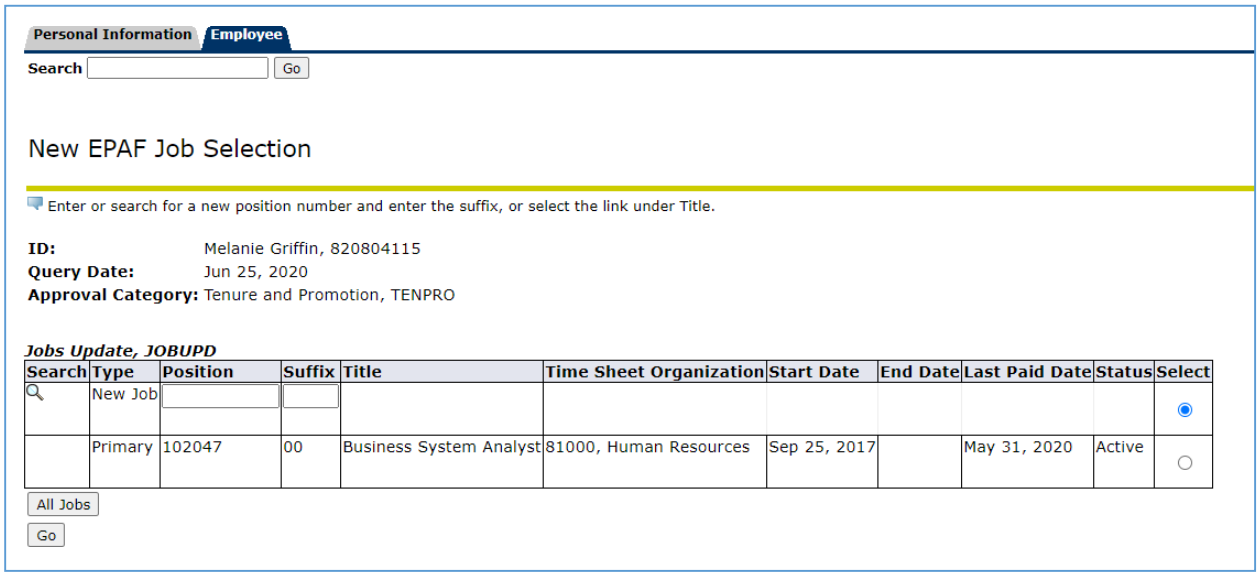
EPAF for Promotion and Tenure

Note: If just tenure with no salary change, don't do EPAF, just send info to ARMO.

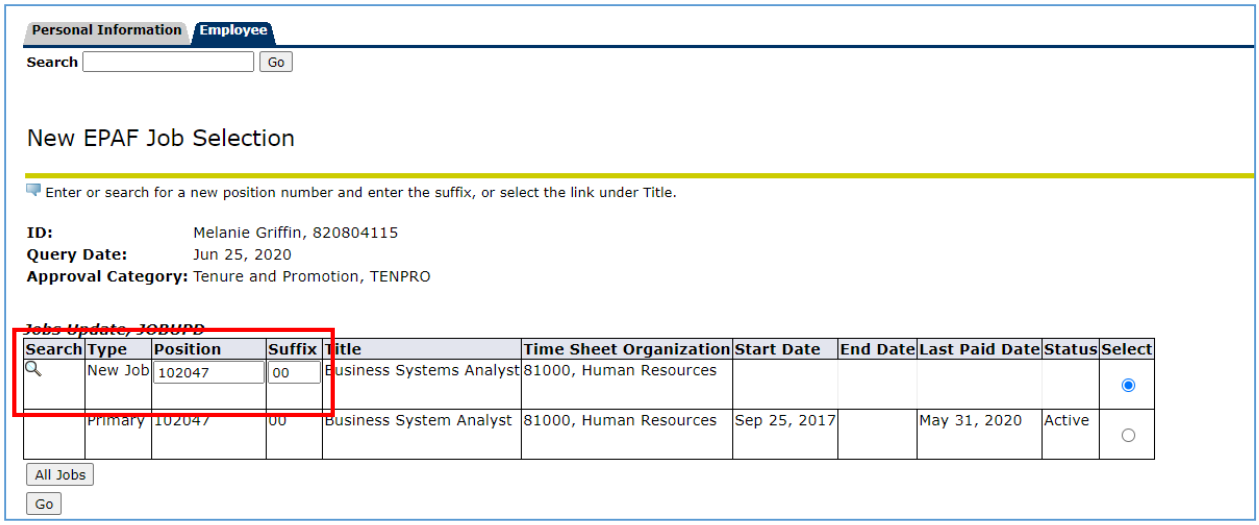
Enter the effective date of the change in the Query Date Field



Note the Primary Position Number, Suffix and Start Date – these will be needed for the EPAF, select Go



Reenter the Primary Position Number and Suffix in the New Job field and select Go



Personal Information | Employee

Search [ ] Go

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

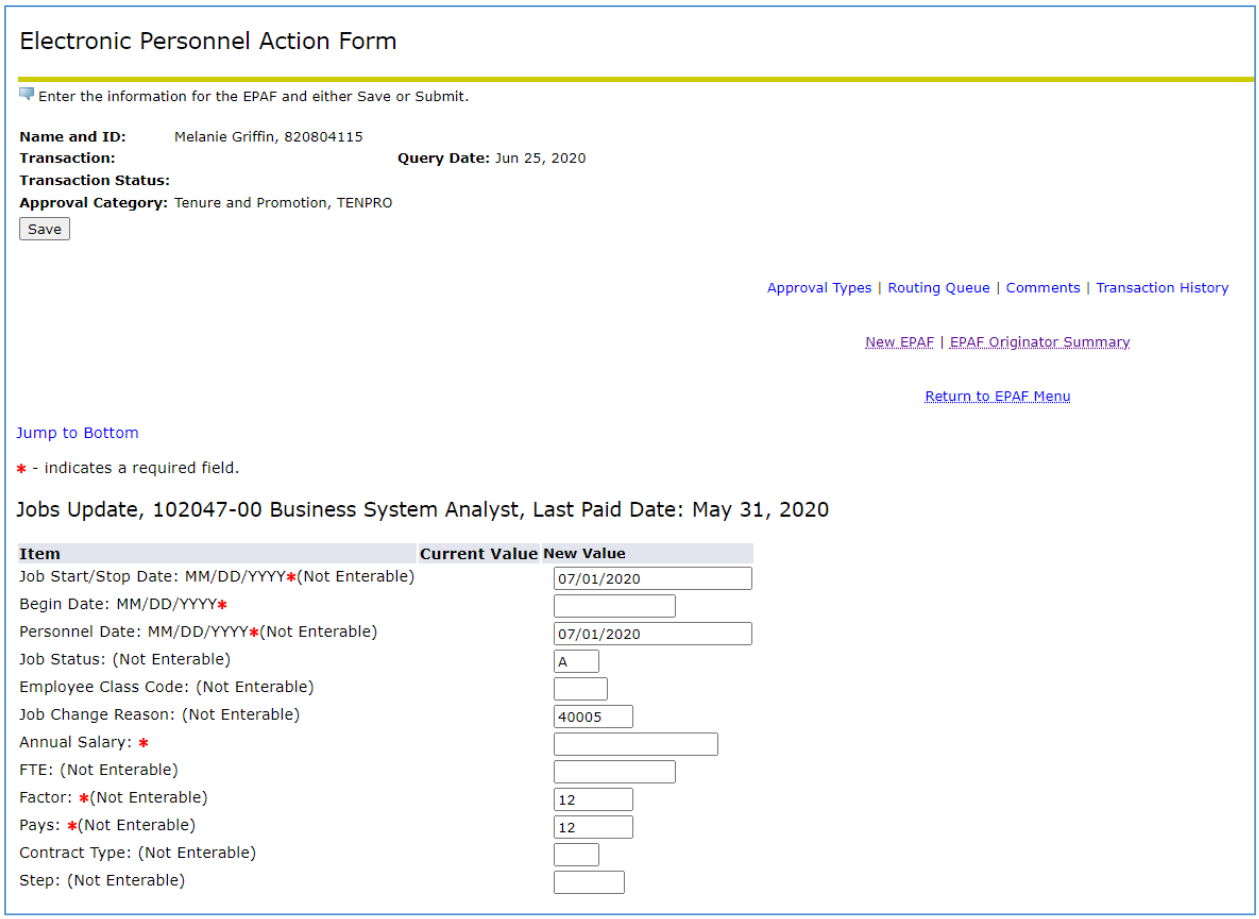
ID: Melanie Griffin, 820804115
Query Date: Jun 25, 2020
Approval Category: Tenure and Promotion, TENPRO

~~Jobs Update, JOBUPD~~

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	102047	00	Business Systems Analyst	81000, Human Resources					◉
	Primary	102047	00	Business System Analyst	81000, Human Resources	Sep 25, 2017		May 31, 2020	Active	○

All Jobs

Go



Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Melanie Griffin, 820804115
Transaction: **Query Date:** Jun 25, 2020
Transaction Status:
Approval Category: Tenure and Promotion, TENPRO

Save

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

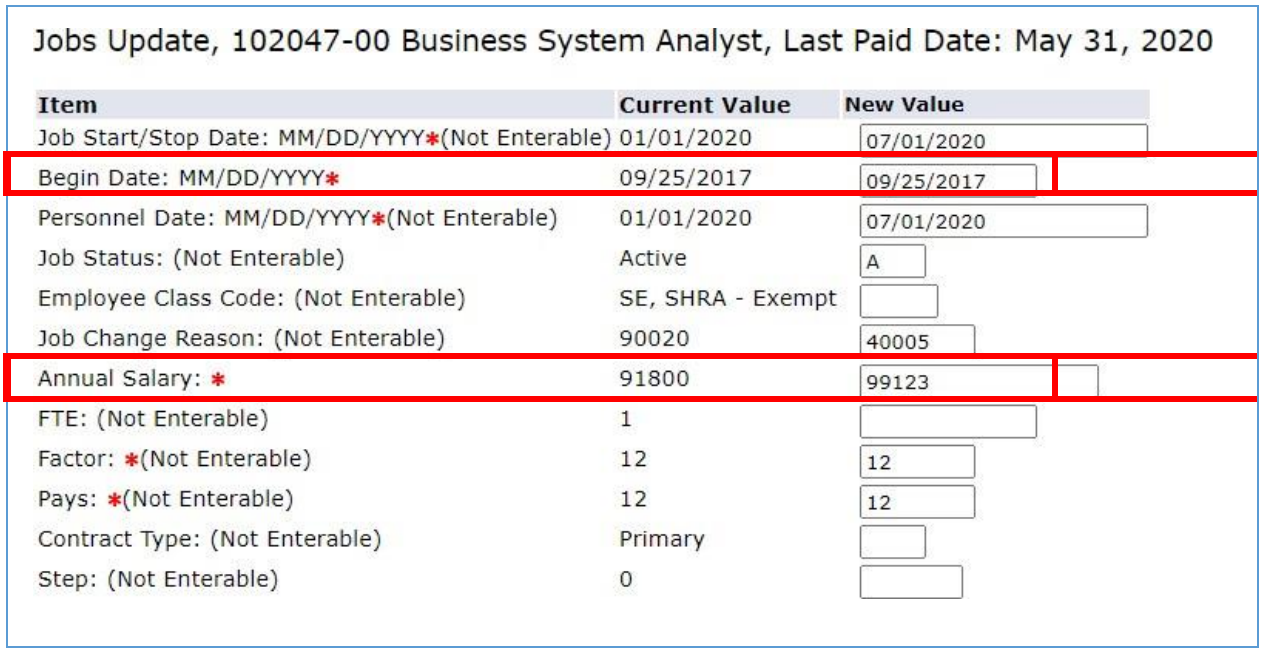
Jump to Bottom

* - indicates a required field.

Jobs Update, 102047-00 Business System Analyst, Last Paid Date: May 31, 2020

Item	Current Value	New Value
Job Start/Stop Date: MM/DD/YYYY*(Not Enterable)		07/01/2020
Begin Date: MM/DD/YYYY*		
Personnel Date: MM/DD/YYYY*(Not Enterable)		07/01/2020
Job Status: (Not Enterable)		A
Employee Class Code: (Not Enterable)		
Job Change Reason: (Not Enterable)		40005
Annual Salary: *		
FTE: (Not Enterable)		
Factor: *(Not Enterable)		12
Pays: *(Not Enterable)		12
Contract Type: (Not Enterable)		
Step: (Not Enterable)		

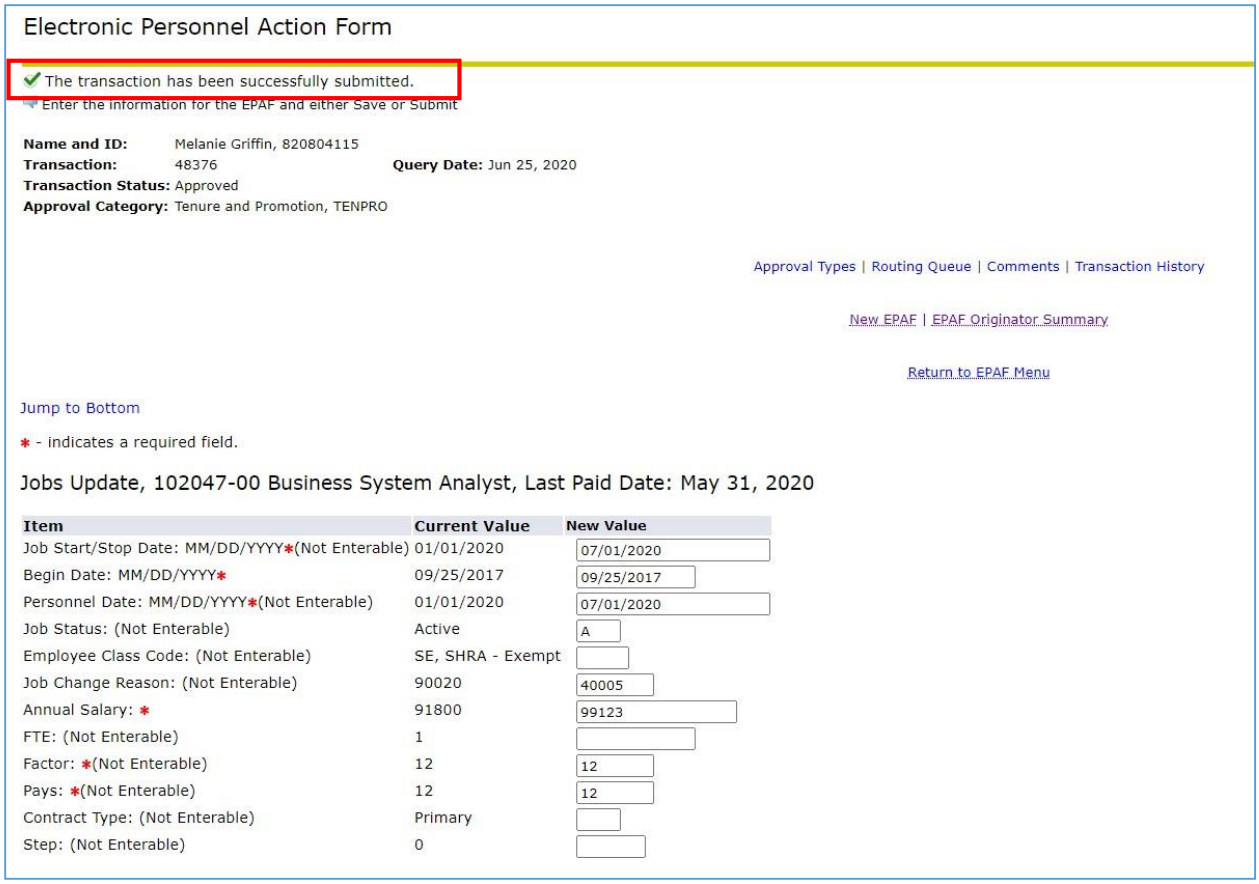
Enter the Start Date from the prior screen in the Begin Date field and the new salary in the Annual Salaryfield.



Jobs Update, 102047-00 Business System Analyst, Last Paid Date: May 31, 2020

Item	Current Value	New Value
Job Start/Stop Date: MM/DD/YYYY*(Not Enterable)	01/01/2020	07/01/2020
Begin Date: MM/DD/YYYY*	09/25/2017	09/25/2017
Personnel Date: MM/DD/YYYY*(Not Enterable)	01/01/2020	07/01/2020
Job Status: (Not Enterable)	Active	A
Employee Class Code: (Not Enterable)	SE, SHRA - Exempt	
Job Change Reason: (Not Enterable)	90020	40005
Annual Salary: *	91800	99123
FTE: (Not Enterable)	1	
Factor: *(Not Enterable)	12	12
Pays: *(Not Enterable)	12	12
Contract Type: (Not Enterable)	Primary	
Step: (Not Enterable)	0	

Enter Comments (new job title), Save and Submit



Electronic Personnel Action Form

The transaction has been successfully submitted.

Enter the information for the EPAF and either Save or Submit

Name and ID: Melanie Griffin, 820804115
Transaction: 48376 **Query Date:** Jun 25, 2020
Transaction Status: Approved
Approval Category: Tenure and Promotion, TENPRO

Approval Types | Routing Queue | Comments | Transaction History

New EPAF | EPAF Originator Summary

Return to EPAF Menu

Jump to Bottom

* - indicates a required field.

Jobs Update, 102047-00 Business System Analyst, Last Paid Date: May 31, 2020

Item	Current Value	New Value
Job Start/Stop Date: MM/DD/YYYY*(Not Enterable)	01/01/2020	07/01/2020
Begin Date: MM/DD/YYYY*	09/25/2017	09/25/2017
Personnel Date: MM/DD/YYYY*(Not Enterable)	01/01/2020	07/01/2020
Job Status: (Not Enterable)	Active	A
Employee Class Code: (Not Enterable)	SE, SHRA - Exempt	
Job Change Reason: (Not Enterable)	90020	40005
Annual Salary: *	91800	99123
FTE: (Not Enterable)	1	
Factor: *(Not Enterable)	12	12
Pays: *(Not Enterable)	12	12
Contract Type: (Not Enterable)	Primary	
Step: (Not Enterable)	0	