

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

Personal Information Employee

Search

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

Employee Job Assignments

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

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

Personal Information Employee

Search

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
<input type="button" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>							<input checked="" type="radio"/>
	Primary	102047	00	Business System Analyst	81000, Human Resources	Sep 25, 2017		May 31, 2020	Active	<input type="radio"/>

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

Personal Information Employee

Search

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
Q	New Job	102047	00	Business Systems Analyst	81000, Human Resources					<input checked="" type="radio"/>
	Primary	102047	00	Business System Analyst	81000, Human Resources	Sep 25, 2017		May 31, 2020	Active	<input type="radio"/>

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

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* - 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)		<input type="text" value="07/01/2020"/>
Begin Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY*(Not Enterable)		<input type="text" value="07/01/2020"/>
Job Status: (Not Enterable)		<input type="text" value="A"/>
Employee Class Code: (Not Enterable)		<input type="text"/>
Job Change Reason: (Not Enterable)		<input type="text" value="40005"/>
Annual Salary: *		<input type="text"/>
FTE: (Not Enterable)		<input type="text"/>
Factor: *(Not Enterable)		<input type="text" value="12"/>
Pays: *(Not Enterable)		<input type="text" value="12"/>
Contract Type: (Not Enterable)		<input type="text"/>
Step: (Not Enterable)		<input type="text"/>

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

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

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* - 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	