EPAF PROMOTION AND TENURE V2 FORM **(**

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

NCCentral

Personal Information Employee						
Search Go						
New EPAF Person Selection						
The select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category, Select Go.						
* - Indicates à required field.						
ID: * 820804115 Melanie Griffin						
Query Date: MM/DD/YYYY* 07/01/2020						
Approval Category: * Tenure and Promotion, TENPRO V						
Go						
Employee Job Assignments						
Primary 102047 00 B usiness System Analyst \$1000 Human Resources Sen 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	Search Go									
New EPAF Job Selection										
Enter or search for a new position number and enter the suffix or select the link under Title										
10.										
Ouerv	Date:	lun 25	2020	20804115						
Appro	val Cate	aorv: Tenure	and Prom	otion, TENPRO						
	Approval category. Tendre and Fromodon, FENERKO									
Jobs U	pdate, J	OBUPD								
Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Dat	e Status	Select
Q,	New Job									۲
	Primary	102047	00	Business System Analyst	81000, Human Resources	Sep 25, 2017		May 31, 2020	Active	
All Job	s									
Go										

EPAF PROMOTION AND TENURE V2 FORM **(**)

Office of Human Resources - HRIS Department

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

NCCentral

Personal Information Employee									
Search Go									
New EPAF	Job Selec	tion							
Enter or search	n for a new posit	tion number	r and enter the suffix, or sel	ect the link under Title.					
ID:	Melanie	Griffin, 82	0804115						
Query Date:	Jun 25,	2020							
Approval Cate	gory: Tenure a	and Promo	tion, TENPRO						
Jobs Update, J	OBUPD	Cuffin 1			Chart Data	E. J. Data		Ct-1	
New Jo	102047	00 E	usiness Systems Analyst	81000, Human Resources	Start Date		Last Palu Date	Status	select
Primary	107047	00	usiness System Analyst	81000 Human Resources	Sep 25, 2017	1	May 31 2020	Active	
, in the second s	102047	00 1	Susiness System Analyse	orooo, numun resources	SCP 23, 2017		May 51, 2020	Active	0
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									
Iransaction Status: Approval Category: Tenure and Promotion, TENPRO									
Save									
Approval Types Routing Queue Commente Transaction History									
Approver types Freeding Quede F commence Finansaction history									
New EPAF EPAF Originator Summary									
<u>Re</u> turn 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)	1	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)		



EPAF PROMOTION AND TENURE V2 FORM ⁽¹⁾

Office of Human Resources - HRIS Department

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 of the enter	or Submit				
Name and ID: Melanie Griffin, 820804115					
Transaction: 48376	Query Date: Jun 25, 202	20			
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 Sys	tem Analyst, Last	Paid Date: May 31, 2020			
Item	Current Value	New Value			
Job Start/Stop Date: MM/DD/YYYY*(Not Enterable	e) 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				

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