# Entering Changes to a Courtesy Appointment via ePAF+

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing a Courtesy Appointment's job information in **OMNI Human Resources**.

**NOTE**: Multiple transactions effective on the same date require only one ePAF (i.e., job code and location code change). Do not submit multiple ePAFs for the same effective date.

**Scenario**:
This topic will teach you the steps to change a Courtesy Appointment's job code and location code using the electronic Personnel Action Form Plus (ePAF+).

**Key Information**:
- Empl ID
- Name
- Effective Date
- Job Code
- Department
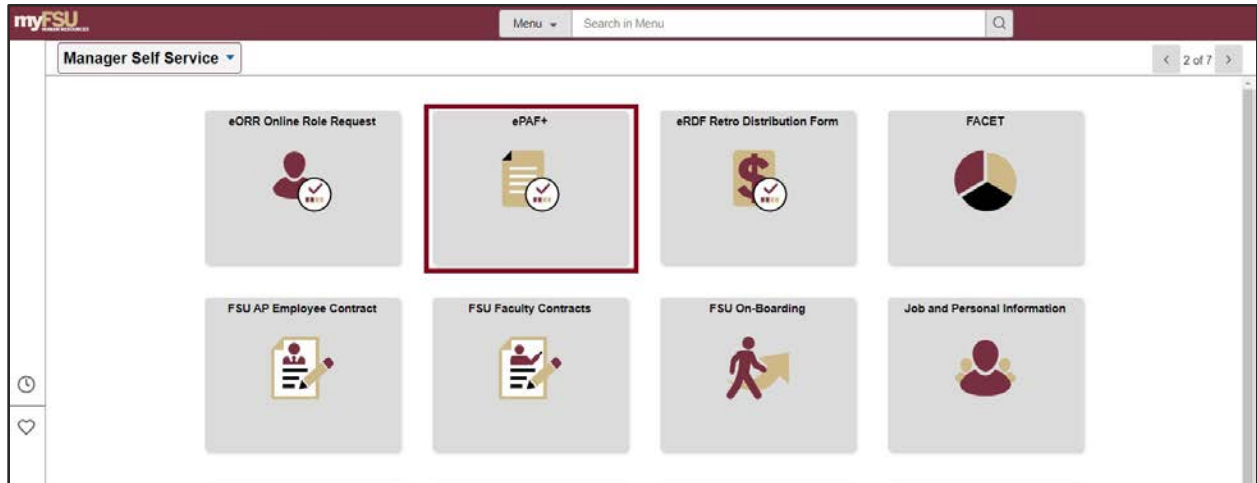- Location Code
- Supervisor
- Empl Class
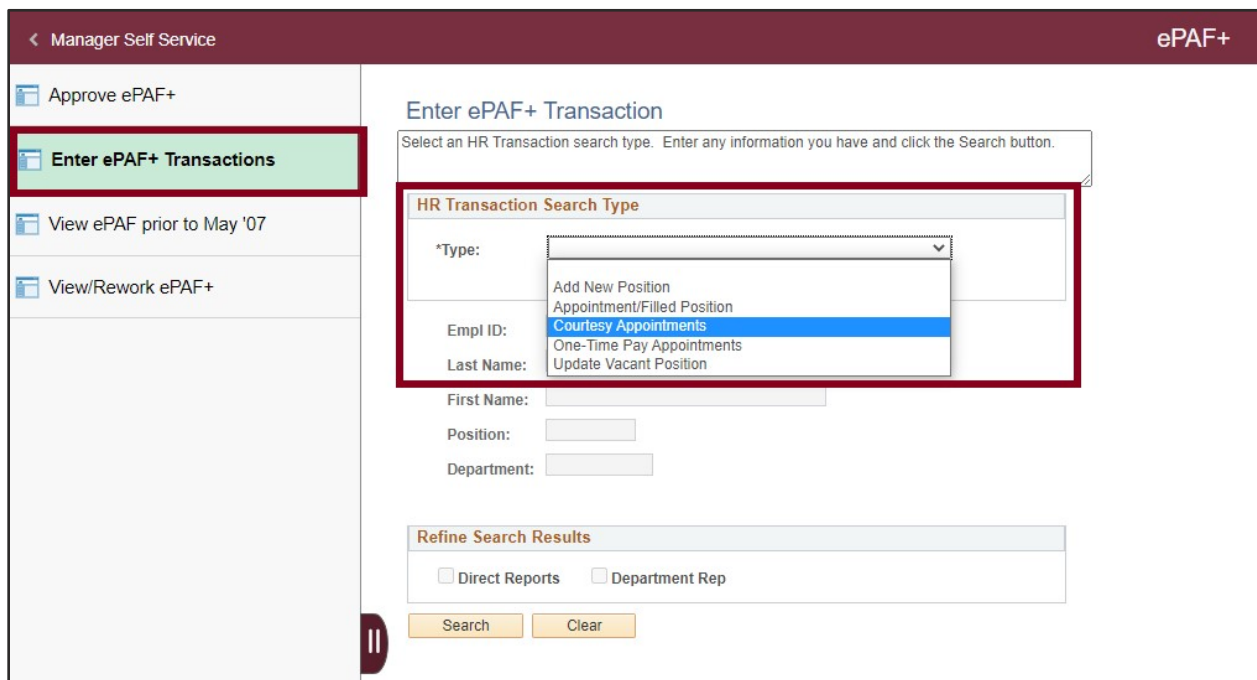- Mail Code

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# Creating an ePAF+

1. Go to MyFSU and select **Manager Self Service** from the drop-down menu.

2. Click on the **ePAF+** tile.



3. Click **Enter ePAF+ Transactions**. Select the **Courtesy Appointments** type from the drop-down menu.

4. Enter the desired information into the **Empl ID** field. You can also search by first and last name or by department ID.

**Enter ePAF+ Transaction**

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

*Type:            Courtesy Appointments          ▼

This is a Future-Dated Hire  NO          ▼

Empl ID:      000123456    🔍

Last Name:   [                    ]

First Name:  [                    ]

Position:    [          ]

Department:  [          ] 🔍

☐ Terminate Appointment

**Refine Search Results**

☐ Direct Reports    ☐ Department Rep

[ Search ]    [ Clear ]

---

**Look Up Empl ID**                                ✕

                                               Help

Search by:  Empl ID   ▼  begins with 000123456
            Empl ID
            First Name
[ Look Up ]  Last Name   dvanced Lookup

5. Click the **Search** button, then select the desired employee's name from the results.

## Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

### HR Transaction Search Type

| | |
|---|---|
| *Type: | Courtesy Appointments ⌄ |
| This is a Future-Dated Hire | NO ⌄ |

Empl ID:     000123456  🔍

Last Name:

First Name:

Position:

Department:     🔍

☐ Terminate Appointment

### Refine Search Results

☐ Direct Reports     ☐ Department Rep

[ Search ]     [ Clear ]

| Name | Empl ID | Empl Record | Job Code | Job Title | Dept | Department Name | Orig |
|---|---|---|---|---|---|---|---|
| Bowden, Bobby | 000123456 | 1 | H9001 | Professor | 069000 | Earth, Ocean & Atmospheric Sci | |

6. The Requested Transaction Date will default to the current date. Click **Calendar Requested Transaction Date** key to change the transaction date. 📅

## Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 05/19/2022 📅

Submit

### Calendar

May ⌄   2022 ⌄

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | **19** | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

◀ Current Date ▶

7. Click **Submit**.

## Transaction Effective Date

Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 07/01/2022 📅

Submit

8. Click in the **Job Code** field.

### Enter ePAF+ Transaction

**Incumbent:**

| Emplid | Rcd# | Name |
|--------|------|------|
| 000123456 | | Bobby Bowden |

*Requested Transaction Date: 07/01/2022 📅   📎

▽ Appointment Data

| | Current Information | | Proposed Changes |
|---|---|---|---|

**Job Code**

| Job Code | H9001 | Professor | [          🔍] |
| Salary Admin Pln | NPY | Courtesy/Non-Paid Appointments | |
| Pay Grade | 099 | Courtesy/Non-Paid Appointments | |
| FLSA Status | No FLSA | | |
| Union Code | 29N | Fac_A&P No Established CBU | |

9. To find a Job Code, Click the **Lookup** key.

**Enter ePAF+ Transaction**

Look Up                                                    ×

Job Code [begins with ▾] [                    ]
Description [begins with ▾] [                    ]

[ Look Up ]   [ Clear ]   [ Cancel ]   Basic Lookup

Search Results
View 100     First ◀  1-70 of 70  ▶ Last

| Job Code | Description |
| --- | --- |
| 0000 | Non-FSU Compensated Employee |
| COUX | Courtesy Express |
| E9001 | Emeritus Professor |
| H0000 | Generic Courtesy |
| H0108 | Sr. Secretary |
| H0705 | Office Assistant |
| H0710 | Admin Assistant |
| H0716 | Office Manager |
| H0928 | Stores_Receiving Mngr |
| H2050 | Computer Support Spec |
| H2052 | Sr Computer Support Spec |

10. Select the desired Courtesy Job Code link. For this example, Click the **Generic Courtesy** link.

*Requested Transaction Date: [07/01/2022] 📅

▾ Appointment Data

| | | Current Information | | Proposed Changes | |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | | | | | |
| Job Code | H9001 | Professor | [H0000] 🔍 | Generic Courtesy | |
| Salary Admin Pln | NPY | Courtesy/Non-Paid Appointments | | | |
| Pay Grade | 099 | Courtesy/Non-Paid Appointments | | | |
| FLSA Status | No FLSA | | | | |
| Union Code | 29N | Fac_A&P No Established CBU | NNN | OPS No CBU_Not Applicable | |

11. Click the **Location Code** field.

12. Enter the new Location Code. To find a location code, click the **Lookup** key.

13. Press **[Tab]** to exit this field.

| Union Code | 29N | Fac_A&P No Established CBU | NNN | OPS No CBU_Not Applicable |
|---|---|---|---|---|

**Job** (?)

| FTE | 0.000300 |
| Standard Hours | 0.01 |
| Comb. STD Hours | 0.00    / |
| Full/Part Time | Part-Time |

**Organizational Relationships**

| Department | 069000 | Earth, Ocean & Atmospheric Sci | 🔍 |
| Location Code | 4010M5011 | EOAS BUILDINGM5011 | 45460100 🔍 TUCKER (CIVIC) CENTER  0100 |
| County | Leon | | |

14. Click in the **\*Originator Comments: Required** field.

> **NOTE**: Comments are required. Enter the reason for the ePAF+ request into the field.

**Originator's Information**

Name                                                                 Telephone 850/644-6200            🔍

Email ID

**Additional Approver (Optional)**

VP Approver            [                    ] 🔍

**Pre-Manager Approver (Optional)**

Pre-Manager Approver            [                    ] 🔍

**ePAF+ Originator Comments**

\*Originator Comments [                                        ]

[ Submit ]                          Return to Transaction Search / Action Page

Approval Signatures

15. Click the **Submit** button.



## Questions?

For questions related to creating ePAF+ for Courtesy Appointments, please contact Amelia Colorado at acolorado@fsu.edu or Amy Walker at azwalker@fsu.edu.