New Position: Updating from Proposed to Approved Overview:

Understanding the Process to Update a Proposed Position to Approved Status

This guide outlines basic steps for updating a new position that has been approved for "Proposed" status to "Approved" status using the electronic Personnel Action Form Plus (ePAF+).

NOTE: New positions for faculty and staff are created in "Proposed" status for approval using the ePAF+. The position profile information must be created or updated in a separate transaction for staff positions after the proposed position has been approved. For more information detailing the procedure for creating a proposed position, see the "New Position: Creating a Proposed Position" tutorial.

The required funding information to create a new position is for workflow routing purposes only. You are not specifying the future incumbent's actual funding.

Procedure

Scenario:

In this topic, you will learn the steps to update a "Proposed" position to "Approved" status after the initial approval process has been completed.

Key Information:

Position Number Position Details Position Profile Data

PS-U			15	١	Welcome to FSU!	
OMNI Human Resources	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu				-		(? <u>Hel</u>
				Pers	onalize <u>Content Lavout</u>	U <u>Heli</u>
<		111				

Step	Action
1.	Click in the Main Menu field.
	Main Menu

					V	Welcome to FSU!	
	rey						
	OMNI Human Resources	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites M	ain Menu						
S	Search Menu:				Pers	onalize <u>Content</u> <u>Lavout</u>	2 Help
	>>>						
	÷						
	🗀 Self Service 🔸						
	🗀 FACET 🔹						
	🚞 Manager Self Service 🔹 🕨						
	🗀 ePAF+ 🔸						
	🚞 eORR Online Role Request 🔹 🕨						
	🚞 Recruiting 🔹 🕨						
	🗎 Workforce Administration 🔹 🕨						
	Compensation						
	🚞 Time and Labor 🔹 🔸						
	🗎 Workforce Development 🔹 🕨						
	Organizational Development						
	Enterprise Learning						
	Carl Set Up HRMS						
	Enterprise Components						
	🗀 Worklist 🔹 🕨						
	E Reporting Tools						
	PeopleTools						
	OMNI Portal Home						
	Careers						
	My Personalizations						
	My System Profile						
<			111				>

Step	Action
2.	Click the ePAF + menu.
	ePAF+

1921				١	Welcome to FSU!	
OMNI Human Resources	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
lain Menu						-
earch Menu:	÷			Pers	onalize <u>Content Lavout</u>	(⊘ <u>Help</u>
	•					
- FACET	•					
	•					
ePAF+ eORR Online Role Reques Enter ePAF+ Enter ePAF+	Transactions					
Recruiting Approve ePA						
Workforce Administration						
	rior to May '07					
	• I					
Enterprise Learning	•					
Set Up HRMS	*					
🗀 Enterprise Components	F					
🗀 Worklist	•					
Reporting Tools	•					
🚞 PeopleTools	•					
OMNI Portal Home						
Careers						
My Personalizations						
My System Profile						

Step	Action
3.	Click the Enter ePAF+ Transactions menu.
	Enter ePAF+ Transactions

THE FLORIDA STATE UNIVE OMNI · HUMAN RESOURCES	RSITY			SEARCH FLORIDA STAT	Search	GO
1551	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Vogites Man Menu ePAF+ Enter ePAF+ Transactions Enter ePAF+ Transaction Select an HR Transaction search type. Enter any information you have	ve and click t	ne Search buttor	ı.		문 New Window	? Help
HR Transaction Search Type O Appointment/Filled Position O Update Vacant Position O Add New Position						
Empl ID: Q Last Name: First Name: Position: Q Department: Q						
Refine Search Results						
Direct Reports Department Rep						
Search Clear						
				😜 Internet	√2 • €	100%

Step	Action
4.	Click the Update Vacant Position option to search for a vacant position.
	Opdate Vacant Position

THE FLORIDA STATE UNIVER OMNI · HUMAN RESOURCES	RSITY		F	SEARCH FLORIDA STAT	E Search	GO
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions						
Enter ePAF+ Transaction Select an HR Transaction search type. Enter any information you have	and click th	ne Search button.			원 New Window	? Help
HR Transaction Search Type						
O Appointment/Filled Position						
Update Vacant Position						
O Add New Position						
Empl ID:						
Last Name:						
First Name:						
Position:						
Department:						
Refine Search Results						
Direct Reports Department Rep						
Search Clear						
Done				Internet	<i>s</i> ₂ • €	100% •

Step	Action
5.	Enter the position number into the Position field. For the purpose of this example, enter "00080895".

THE FLORIDA STATE UN OMNI • HUMAN RESOURCES	IVERSITY			SEARCH FLORIDA STAT	Search	
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign
yrtes Main Menu > ePĄF+ > Enter ePAF+ Transactic Enter ePAF+ Transaction	ons				a New Window	?⊦
Select an HR Transaction search type. Enter any information	you have and click t	he Search buttor				
HR Transaction Search Type			1			
O Appointment/Filled Position						
Opdate Vacant Position						
Add New Position						
Last Name: First Name: Position: Department:	ssistant					
Refine Search Results						
Direct Reports Department Rep						
Search Clear						

Step	Action
6.	Click the Search button.

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES				SEARCH FLORIDA STATE			GO	
	Home	Worklist	Process Monit	or	Report Manager	Add to Favorites	Sign a	out
tes Main Menu > ePAF+ > Enter ePAF+ Transactions						_		
						New Window	? He	эlр
nter ePAF+ Transaction								
lect an HR Transaction search type. Enter any information you h	ave and click th	e Search button.						
IR Transaction Search Type								
O Appointment/Filled Position								
Update Vacant Position								
O Add New Position								
Empl ID:								
Last Name:								
First Name:								
00080885								
Admin Support Assista	int							
Department:								
Refine Search Results								
Direct Reports Department Rep								
Search Clear								
osition Nbr Position Title Position Status	Job Code	Job Title	De	ptID	Department Name	Originator Na	me	
Admin Support Assistant Propose	d 0189	Admin Support	Assistant 06	5000	Office of Financial Aid			
Name								

Step	Action
7.	Select the desired Position Nbr link.
	00080895

THE FLORIDA STATE UNIVER OMNI + HUMAN RESOURCES	RSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions						
Transaction Effective Date						
Enter transaction Effective Date. Current Information section will reflect prior to submission and while working in Draft mode, though changes The Effective Date cannot be changed if the ePAF+ is pushed back.						
*Requested Transaction Date: 05/11/2012						
Submit						
Done				😜 Internet		🔍 100% 🔹

Step	Action
8.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Please enter your desired transaction effective date or the first day of the next available payroll cycle. For the purpose of this example, 5/11/12, has been used. Click the Submit button.

	FLORIDA STATE UNIV * Human Resources	ERSITY			SEARCH FLORIDA STAT Web	E Search	GO
1851	HUMAN RESOURCES	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
orites Main Menu	> ePAF+ > Enter ePAF+ Transactions						
Enter ePAF+	Transaction						
			Po	sition Number: 000	80895		
			We	rking Title: Adr	nin Support Assistant		
			He	adcount Status: Op	en		
	on Date: 05/11/2012						
Requested Transacti	on Date: 05/11/2012						
Position Data							
	Current Information			Proposed Changes			
tatus							
Effective Status	Active		Active				
Position Status	Proposed		~				
lob Code							
Job Code	0189 Admin Support Assistant		Q				
Salary Admin Pln	023 Univ Support Personnel S	ystem					
Pay Grade	003 USPS Band 3						
FLSA Status	Nonexempt						
Union Code	31E AFSCME-Admin and Cleri	cal Unit					
Academic Rank	099 No Rank Assigned						
Working Title	Admin Support Assistant						
Position Specific - Jol	b 🕐						
Max Head Count	1						
FTE	1.00000						
	a.hr.omni.fsu.edu/cs/sgnahr/ckeditor/contents.css				😜 Internet		۹ 100% م

Step	Action
9.	Click the Position Status drop-down menu.

	ORIDA STATE UNIVERSIT	Y		SEARCH FLORIDA STAT	Search	GO
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > eF	PAF+ > Enter ePAF+ Transactions					_
Enter ePAF+ Tra	insaction					^
		F	Position Number: 0	0080895		
		1	Norking Title: A	dmin Support Assistant		
			reaucount status.	lpen		-
*Requested Transaction Da	ate: 05/11/2012 🛐					
Position Data						
	Current Information		Proposed Change	s		
Status						
Effective Status Act	tive	Active				
Position Status Pro	oposed	Approved	~			
Job Code						
Job Code 018	89 Admin Support Assistant	Q				
Salary Admin Pln 023	3 Univ Support Personnel System					
Pay Grade 003	3 USPS Band 3					
FLSA Status No	nexempt					
Union Code 318	E AFSCME-Admin and Clerical Unit					
Academic Rank 099	9 No Rank Assigned					
Working Title Adr	min Support Assistant					
Position Specific - Job (?)						
Max Head Count 1						
						_
FTE 1.0	000000			😜 Internet		×

Step	Action
10.	Select Approved status from the Position Status drop-down menu.
	NOTE: A position cannot be advertised or filled until it is in "Approved" status.

	FLORIDA STATE UNIVER • Human Resources	SITY			SEARCH FLORIDA STA	Y Search	GO
1851		Home	Worklist	Process Monito	r Report Manager	Add to Favorites	Sign out
Favorites Main Menu	> ePAF+ > Enter ePAF+ Transactions						
Enter ePAF+	Transaction						
			Po	sition Number:	00080895		
			We	orking Title:	Admin Support Assistant		
			He	adcount Status:	Open		
							=
*Requested Transacti	on Date: 05/11/2012 3						
Requested Transaction Position Data	on Date:						
- Toshion butu							
	Current Information			Proposed Chang	les		
Status							
Effective Status	Active		Active				
Position Status	Proposed		Approved 🗸]			
Job Code							
Job Code	0189 Admin Support Assistant		٩				
Salary Admin Pln	023 Univ Support Personnel System	n					
Pay Grade	003 USPS Band 3						
FLSA Status	Nonexempt						
Union Code	31E AFSCME-Admin and Clerical U	nit					
Academic Rank	099 No Rank Assigned						
Working Title	Admin Support Assistant						
Position Specific - Jol	0 ()						
Max Head Count	1						
FTE	1.000000						~
Done	1.00000				😜 Internet		€ 100% -

Step	Action
11.	NOTE: Review the Job Code and Job Data information before entering the position profile information.

	FLORIDA STATE UNIVERSIT	Y		SEARCH FLORIDA STAT	Search	GO
1851	Home	Worklist Process	Monitor	Report Manager	Add to Favorites	Sign out
avorites Main Menu	> ePAF+ > Enter ePAF+ Transactions					
FTE	1.000000					
Standard Hours	40.00					
Shift	Day/Standard		*]		
Full/Part Time	Full-Time					
Organizational Relatio	nships					
Department	065000 Office of Financial Aid	٩				
Location Code	0223A4400 UNIVERSITY CENTER - BLDGA4400	Q				
County	Leon					
Reports To	00051090 Assistant Director	Q				
	View Reporting Relationships					
Specific Information						
	Time Limited Funding	Time Limited Funding				
	Confidential Position	Confidential Position				
	Financial Disclosure	Financial Disclosure				
Position Description	0					
Profile ID 13	3565 Position Profile Data					
Originator's Informatio	on					
Name Jenna Allen		Telephone 850/644-4286				
		relepitone occident 4200				
Email ID ps_invalid_e	mail@admin.fsu.edu					
Additional Approver (C	Optional)					
	ument.win0,'FSU_TRANS_WRK_PROFILE_ID', 0, 0, 'Position Pro	(h Bahal Glas hum)		😜 Internet		💐 100% 🔹

Step	Action
12.	Click the Position Profile Data link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

	E FLORIDA II * Human Res	A STATE UN OURCES	IVERSITY		P	SEARCH FLORIDA STATE	Search	GO	
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out	
Favorites Main Menu	u > ePĄF+ > Ei	nter ePAF+ Transactio	ons						
Non-person	Profile						📝 Cust	omize Page	<
Profile: 1	133565		Status:	Active					
Profile Type: F	ROLE	Position Profile	Status Date:	05/07/2012					
Description: A	Admin Support Assis	tant							
Profile Usage: _{El}	nd / Final / Job								
									111
Summary Res	ponsibilities	Competence	cies Qualific	ations					
Position Focus S	Statement -								
There are current	lly no Position Focus	Statement for this pro	ofile. Please add one i	f required.					
+ Add New Positi	ion Focus Statement	t .							
Pay Additive Elig	ibility -								
There are current	tly no Pay Additive Eli	igibility for this profile.	Please add one if req	uired.					
+ Add New Pay A	dditive Eligibility								
Summary <u>Res</u>	ponsibilities	Competence	cies Qualific	ations					
Profile Identities		Customize Fir	nd View All 💻 🛗 🗉	First 🚺 1 of 1	Last				
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status					
Position Data	05/07/2012	00080895	Admin Support Assistant	Approved	-				~
javascript:hAction_win0(c	document.win0,'DERIVE	ED_JPM_JP_JPM_JP_ADD	CAT_ITM\$0', 0, 0, 'Add	New Position F	ocus Sta	😔 Internet	<i>4</i> ⊆ •	4 100% 🔹	

Step	Action
13.	Click the Add New Position Focus Statement link.
	Add New Position Focus Statement

THE FLORIDA STATE UNIVER	SEARCH FLORIDA STATE					
OMNI * HUMAN RESOURCES				Web	Search	GO
1551	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions					Curd	omize Page
Non-Person Profile					i Cusi	ornize r age
Add New Position Focus Statement						
Profile ID: 133565 Admin Support Assistant						
Profile Type: ROLE Position Profile Add item details. Click OK to apply changes and return. Click Cancel to with adding additional items.	return. Click	Apply and Add	continue			
Details	Find View	All First 🚺 1 c	f 1 🖸 Last			
*Statement:						
Effective Date: 05/11/2012						
Description:			1 1 1			
OK Cancel						
Done				😜 Internet	6 •	💐 100% 🔹

Step	Action
14.	Click the Statement Look Up button.

THE FLORIDA STAT OMNI · HUMAN RESOURCES	E UNIVERSITY			SEARCH FLORIDA STAT	E Search	GC
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
avorites Main Menu > ePAF+ > Enter ePAF+	Transactions	_	_		Cust	omize Page
Non-Person Profile						ornizo r ag
Add New Position Focus Stater	nent					
Profile ID: 133565 Admin Support As	ssistant					
Profile Type: ROLE Position Pr	ok Up			×		
Add item details. Click OK to apply changes a with adding additional items.						
Details Lo	ok Up Statement					
*Statement:						
Effective Date: 05/11/2012 Cont	ent Type: FS	SU_SUMPOS				
	ent Item ID: begins with 💌					
Desc	cription: begins with 💌					
OK Cancel	ok Up Clear Cancel	Basic Lookup				
	rch Results					
View		Last				
	ent Item ID Description					
POS	Position Focus Stat	tement				
_				.::		
vascript:ptCommonObj.updatePrompt(document.win0,'#ICF	Row0');			😜 Internet		4 100%

Step	Action
15.	Click the Position Focus Statement link.

		RIDA STATE U AN Resources	JNIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main	Menu > ePAF	+ > Enter ePAF+ Trans	actions					
							📝 Cust	omize Page
Non-Person								
Add New	Position I	Focus Statemen	it					
Profile ID:	133565	Admin Support Assista	int					
Profile Type: Add item details with adding add		Position Profile ply changes and return. C	lick Cancel to return. Click	Apply and Add (continue			
Details	nional terna.		Find View	All First 🚺 1 of	Last			
*Statement:		POS Q	Position Focus Stateme					
Effective Date:		05/11/2012						
Description:					*			
ок	Cancel							# 1000 -

Step	Action
16.	Enter the desired information into the Description field. For the purpose of this example, enter " Responsible for providing administrative support to the department. "
	NOTE: This field is limited to 1325 characters.

	RIDA STATE I	UNIVERSITY		P	SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAI	F+ > Enter ePAF+ Tran	sactions				-4 -	
						Cust	omize Page
Non-Person Profile							
Add New Position	Focus Statemer	nt					
Profile ID: 133565	Admin Support Assist	ant					
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile pply changes and return. C	Click Cancel to return. Click	k Apply and Add	continue			
Details		Find View	/All First 🚺 1 of	1 🖸 Last			
*Statement:	POS Q	Position Focus Statem	ent				
Effective Date:	05/11/2012						
Description:	Responsible for providin	g administrative support to	o the departmen	t. 🃽			
OK Cancel					💽 Internet	4 ₁₀ -	₩100% •

Step	Action
17.	Click the OK button.
	OK

	HE FLORID. MNI * HUMAN RE		NIVERSITY			SEARCH FLORIDA STAT	E Search	G
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
vorites Main M	lenu > ePAF+ > ∣	Enter ePAF+ Transad	tions				-	
lon-perso	on Profile						Custo	mize Page
rofile:	133565		Status:	Active				
rofile Type:	ROLE	Position Profile	Status Date:	05/07/2012				
escription:	Admin Support Ass	istant						
ofile Usage:	End / Final / Job							
Summary	Responsibilities	Compet	encies Quali	ifications				
Position Focu	us Statement -		Find Vi	iew All 🚨 🟪 I	First 🚺 1 of 1 🖸 Las			
Statement	Effective Date	Description						
	05/11/2012	Responsible for	providing administrati	ve support to the	department.			
Statement	05/11/2012		providing administrati	ve support to the	department.			
Add New Po	osition Focus Stateme		providing administrati	ve support to the	department.			
Statemen Add New Po Pay Additive	osition Focus Stateme	nt	providing administration		department.			
 Add New Po ✓ Pay Additive There are current 	osition Focus Stateme	nt			department.			
Pay Additive There are curr	osition Focus Stateme Eligibility - rently no Pay Additive E	nt	e. Please add one if re		department.			
Add New Po Add New Po Pay Additive There are curi Add New P: Add New P: Summary	sition Focus Stateme Eligibility - rently no Pay Additive E av Additive Eligibility Responsibilities	nt Ilgibility for this profil	e. Please add one if re encies Quali	equired.		1		
Add New Po Pay Additive There are curi Add New Pa Add New Pa Add New Pa Summary Profile Identit	sition Focus Stateme Eligibility - rently no Pay Additive E av Additive Eligibility Responsibilities	nt Ilgibility for this profil	e. Please add one if re	equired. ifications First C 1 of 1 C		4		
Add New Po Pay Additive There are curr Add New Pa	sition Focus Stateme Eligibility - rently no Pay Additive E av Additive Eligibility Responsibilities	nt Ilgibility for this profil	e. Please add one if re encies Quali	equired.		4		

Step	Action
18.	Click the Responsibilities link.
	NOTE: The Responsibility section requires at least three Essential Functions with Time Allocation totaling 100% in order to save your responsibilities. The maximum number of Responsibilities a position may have is seven.

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES					F	SEARCH FLORIDA STAT	Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main	Menu > ePAF+ > I	Enter ePAF+ Transacti	ons					
Non-pers	on Profile						📝 Cust	omize Page
Profile:	133565		Status:	Active				
Profile Type:	ROLE	Position Profile	Status Date:	05/07/2012				
Description:	Admin Support Assi	stant						
Profile Usage:	End / Final / Job							
Summary	Responsibilities	Competend	<u>cies Qualit</u>	ications				
🔻 Responsibili	ities -							
There are cu	rrently no Responsibiliti	es for this profile. Plea	ise add one if requir	ed.				
+ Add New F	Responsibilities							
Summary	Responsibilities	Competence	<u>cies Qualit</u>	ications				
🗢 Profile Ident	iities -	<u>Customize Fi</u>	nd View All 🗗 🟪	First 🚺 1 of 1	Last			
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status				
Position Data	05/07/2012	00080895	Admin Support Assistant	Approved	—			
Save	Save Return to ePAF+							
avascript:hAction_v	vin0(document.win0,'DERI	/ED_JPM_JP_JPM_JP_ADD		dd New Responsit	ilities', f	😜 Internet	4G •	🔩 100% 🔹

Step	Action
19.	Click the Add New Responsibilities link.
	Add New Responsibilities

	RIDA STATE UNIVE	RSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transactions						
						Cust	omize Page
Non-Person Profile							
Add New Respons	ibilities						
Profile ID: 133565	Admin Support Assistant						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile pply changes and return. Click Cancel to						
Details		Find View	All First 🚺 1 c	f 1 🖸 Last			
*Responsibility:	٩						
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*% Time Allocation:							
	Essential Function						
Description:				æ			
OK Cancel							
javascript:pAction_win0(document.w	in0,'JPM_CAT_ITEM_ID\$prompt\$0');				😜 Internet	4G •	ء 100%

Step	Action
20.	Click the Look Up Responsibility button.

OMNI + HUM#	I HILBOOKCES		Home	Worklist	Process Monito	r Report N	lanager	Add to Favorites	Sign ou
vorites Main Menu > ePAF-	+ > Enter ePAF+	Transactions	nome	WORKIGE	Process monito	Керотти	lanager	Add to ravontes	aight oc
								📝 Cust	tomize Pag
Non-Person Profile									
Add New Responsi	bilities								
Profile ID: 133565	Admin Support A	ssistant							
Profile Type: ROLE	Position Pr Lo	ok Up					×		
Add item details. Click OK to app with adding additional items.							<u>^</u>		
Details	Lo	ok Up Resp	onsibili	ty					
Responsibility:									
Effective Date:	05/11/2012 Con	tent Type:	RI	ESP					
Effective Status:	Active Con	tent Item ID: begi	ns with 🔽						
% Time Allocation:	Des	cription: begi	ns with 💌						
	Essential I	ook Up Clear	Cancel	Basic Lookup					
Description:				Juasic Courag					
		rch Results		_					
OK Cancel		/ 100 First 💽 tent Item ID Descri	1.7 of 7 💽 l	_ast					
Cancer	REC	11 Positi	on Responsit	ility					
	REC	13 Positi	on Responsiti on Responsiti	ility					
	REC	14 Positi 15 Positi	on Responsik on Responsik	ility					
	REC	6 Positi	on Responsit	ility					
	RE	<u>Positi</u>	on Responsit	unty					
							X		
							_		

Step	Action
21.	Select the appropriate Position Responsibility link. For the purpose of this example, select RE01 .

	ORIDA STATE UNIV	ERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transactions						
						📝 Cust	omize Page
Non-Person Profile							
Add New Response	sibilities						
Profile ID: 133565	Admin Support Assistant						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile apply changes and return. Click Canc	cel to return. Click	Apply and Add	continue			
Details		Find View	All First 🚺 1 of	1 🖸 Last			
*Responsibility:	RE01 Q Positio	n Responsibility					
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*% Time Allocation:							
	Essential Function						
Description:				w.			
OK Cancel							
					😜 Internet	<i>6</i> •	🔍 100% 🔹 🐰

Step	Action
22.	Enter the desired information into the % Time Allocation field. For the purpose of this example, enter " 35 ".

	ORIDA STATE UNIVI JMAN RESOURCES	ERSITY			SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > e	PAF+ > Enter ePAF+ Transactions					-1	
						Cust	tomize Page
Non-Person Profile							
Add New Respor	nsibilities						
Profile ID: 133565	Admin Support Assistant						
Profile Type: ROLE Add item details. Click OK to with adding additional items	Position Profile o apply changes and return. Click Cancel s.	to return. Click	Apply and Add	I continue			
Details		Find View /	All First 🚺 1 o	of 1 🖸 Last			
*Responsibility:	RE01 Q Position	Responsibility					
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*% Time Allocation:	35						
	Essential Function						
Description:				۲			
OK Cance						6.	€ 100% -

Step	Action
23.	Enter the desired information into the Description field. For the purpose of this example, enter "Assists department with standard administrative functions. Serves as first point of contact for students, faculty, staff, and visitors."

THE FLC	DRIDA STATE UNI	VERSITY			SEARCH FLORIDA STAT	Search	G
OMNI * Hu	MAN RESOURCES					Search	6
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
on-Person Profile	AF+ > Enter ePAF+ Transactions					📝 Cust	omize Pag
dd New Respon	sibilities						
rofile ID: 133565	Admin Support Assistant						
ith adding additional items.	Position Profile apply changes and return. Click Can						
)etails			All First 🗹 1 o	f 1 🖬 Last			
Responsibility:	RE01 Q Positi	on Responsibility					
ffective Date:	05/11/2012						
ffective Status:	Active						
6 Time Allocation:	35						
Description:	Essential Function Assists department with standard as first point of contact for studen			, e			
OK Cancel							

Step	Action
24.	Click the OK button.

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES							P	SEARCH FLORIDA	STATE Search			GO)
1851				Home	Worklist	Proc	ess Monitor	Report Mana	ger Add to	Favorites	Sign	out	
Favorites Main Menu	> ePAF+ > Er	nter ePAF+ Transacti	ons										
Non-person	Profile									🖌 Cus	tomize P	age	^
Profile: 1	33565		Status:		Active								
Profile Type:	OLE	Position Profile	Status E	Date:	05/07/2	2012							
Description: A	dmin Support Assis	stant											
	nd / Final / Job												
Summary Res	sponsibilities	Competer	<u>icies</u>	Qualific	cations								
Responsibilities -								Find View	AL 🔯 Firs	t 🕅 1 of 1 🛙	Last		Ξ
Responsibility	Effective Date	Effective Status	% Time Allocation	Essential F	unction	Descript	ion						
Position Responsib	iiity 05/11/2012	Active	35					ith standard admini r students, faculty, s		Serves as	-		
+ Add New Respo	insibilities												
Summary Res	sponsibilities	Competer	ncies	Qualific	ations								
Profile Identities		Customize Fi	ind View.All	. 💷 i 🐘	First 🚺 1 of 1	Last							
Profile Identity Option	Effective Date	Key 1	Descriptio		Workflow Status								
Position Data	05/07/2012	00080895	Admin Suj Assistant	pport	Approved	-							
Save			Re	turn to ePA	F+							•	~
Done								😜 Inte	rnet		a 100%	. •	ļ

Step	Action
25.	Continue to enter Position Responsibilities to equal 100%. For the purpose of this
	example we will move on to Competencies.

	IE FLORIE INI * Human R		NIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
avorites Main Me	enu > ePAF+ >	Enter ePAF+ Transac	tions				-4	
Non-perso	n Profile						Cust	omize Page 🖉
Profile:	133565		Status:	Active				
Profile Type:	ROLE	Position Profile	Status Date:	05/07/2012				
Description:	Admin Support As:	sistant						
Profile Usage:	End / Final / Job				_			
Summary	Responsibilities	Compet	encies Quali	fications				
Position Focus	s Statement -							
There are curre	ently no Position Foo	us Statement for this p	profile. Please add on	e if required.				-
+ Add New Pos	sition Focus Statem	ent						
🔻 Pay Additive E	ligibility -							
There are curre	ently no Pay Additive	Eligibility for this profil	e. Please add one if re	equired.				
Add New Pay	Additive Eligibility							
Summary	<u>Responsibilities</u>	Compet	encies Quali	fications				
			_					
Profile Identiti	es -	Customize	Eind View All 🔤 🐫		Last			
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status				
Position Data	05/07/2012	00080895	Admin Support Assistant	Approved	-			
Save			Return to ePAF	<u></u>				~
one						😂 Internet		🔍 100% 🔹 🗌

Step	Action
26.	Click the Competencies link. Competencies

		Н	ome	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
Menu > ePAF+ >	Enter ePAF+ Tran							-
on Profile							📝 Custom	ze Pag
Son Prome								
133565		Status:		Active				
ROLE	Position Profile	Status Date	e -	05/07/2012				
Admin Support Ass	istant							
End / Final / Job								
Responsibilities	Comp	etencies	Qualifie	cations				
ties -						Find View	All 🔽 I 🔠 First 🖾 1-5 of 8	D Las
Competency	Effective Date	Effective Status	Proficie	ency Lvl	Description			
Effective Communication	05/07/2012	Active	1-Basic	•	Ability to comm	unicate effectively verbally	/ and in writing.	-
Working Relationships	05/07/2012	Active	1-Basio	2	Ability to establi	sh and maintain effective	working relationships.	
Basic Math	05/07/2012	Active	1-Basio	5	Ability to perform	n basic mathematical cal	culations.	Ξ
Laws. Rules & Regulations	05/07/2012	Active	1-Basio	c				and 😑
	05/07/2012	Active	1-Basio	5	Knowledge of a policies and pro	nd ability to interpret and	apply related University	-
	MNI + HUMAN RE Menu > eP@F+ > con Profile 133565 ROLE Admin Support Ass End / Final / Job Responsibilities ides- Competency Effective Enduration Working Relationships Basic Math Laws, Rules &	MINI • HUMAN RESOURCES Menu > eP&F+ > Enter ePAF+ Tran Table Position Profile 133565 ROLE Position Profile 133565 ROLE Position Profile Admin Support Assistant End / Final / Job Responsibilities Comp ass- Competency Effective Date Effective Competency O5/07/2012 Basic Math 05/07/2012 Laws. Rules & operation	MINI • HUMAN RESOURCES Menu > eP&F+ > Enter ePAF+ Transactions Son Profile 133565 Status: 133565 Status: ROLE Position Profile Status Date Admin Support Assistant End / Final / Job Competencies Responsibilities Competencies Genmeuncation 05/07/2012 Active Basic Math 05/07/2012 Active Laws, Rules & option/2012 Active	Home Menu > ePAF+ > Enter ePAF+ Transactions Son Profile Status: 133565 Status: ROLE Position Profile Admin Support Assistant Status Date: End / Final / Job Status Date: Responsibilities Competencies Qualification Idea Effective Date Effective Status End: Sto7/2012 Active 1-Basic Basic Math 05/07/2012 Active 1-Basic Basic Math 05/07/2012 Active 1-Basic	MNI • HUMAN RESOURCES Home Worklist Menu > ePAF+ > Enter ePAF+ Transactions • • Worklist scon Profile • • • • 133565 Status: • • • ROLE Position Profile Status Date: • • ROLE Position Profile Status Date: • • End / Final / Job * • • • Responsibilities Competencies Qualifications Gompetency Effective Date Effective Status • End / Gompetencies OSi07/2012 Active • • Working Relationships 05i07/2012 Active • • Basic Math 05i07/2012 Active • • Basic Math 05i07/2012 Active • • Laws, Rules & • • • •	MINI • HUMAN RESOURCES Home Worklist Process Monitor Menu > ePAF+ > Enter ePAF+ Transactions Worklist Process Monitor scon Profile 133565 Status: Aclive 133565 Position Profile Status Date: 05/07/2012 Admin Support Assistant End / Final / Job End / Final / Job Mome Responsibilities Competencies Competencies Qualifications Effective Date Effective Status Proficiency Lvi Description Effective Date Effective Status Workling Relationships 05/07/2012 Active 1-Basic Ability to estability to estability to estability to perform Basic Math 05/07/2012 Active 1-Basic Ability to estability to perform	MINI • HUMAN RESOURCES Ive Home Worklist Process Monitor Report Manager Menu > eP&F+ > Enter ePAF+ Transactions Home Worklist Process Monitor Report Manager Ston Profile 133565 Status: Adive 0507/2012 Adive 133565 Status Date: 0507/2012 Adive 1500/2012 Admin Support Assistant End / Final / Job Fred Ivex Fred Ivex Responsibilities Competencies Qualifications End / Vex Competency Effective Date Effective Status Proficiency Lvi Description Effective Date Effective Status Proficiency Lvi Description Effective) verbain Working Relationships 05/07/2012 Active 1-Basic Ability to establish and maintain effective) Basic Math 05/07/2012 Active 1-Basic Ability to perform basic mathematical cal Laws, Rules & psrg72014 Athin # basic Knowledge of and ability to interpret and	MINI • HUMAN RESOURCES None Worklist Process Monitor Report Manager Add to Favorites Menu ⇒ eP&F+ ⇒ Enter ePAF+ Transactions Home Worklist Process Monitor Report Manager Add to Favorites Son Profile 133565 Status: Active 05/07/2012 Active 05/07/2012 133565 Status: Active 05/07/2012 Active 15/07/2012 Admin Support Assistant End / Final / Job Find Vers At Mark Find Vers At Mark Find Vers At Mark Resonabilities Competency Effective Date Effective Status Proficiency Lvl Description End / Final / Job Status: Active 1-Basic Ability to communicate effectively verbally and in writing. End / Final / Gold 05/07/2012 Active 1-Basic Ability to establish and maintain effective working relationships. End / Kinah 05/07/2012 Active 1-Basic Ability to perform basic mathematical calculations. Kaws. Rules & 05/07/2012 Active 1-Basic Ability to interpret and apply related federal, state,

Step	Action
27.	NOTE: Recommended Competencies from the job class specification will automatically load to the position profile. Based on the responsibilities of the position, you may wish to inactivate some of these recommended competencies from the profile. Click the View All link to view all competencies.

	FHE FLORID OMNI * Human Re		ONIVERS			Web	Search	G
1851				iome Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
orites Ma ummary	in Menu > ePAF+ > Er Kesponsipilitues		petencies	Qualifications				30
^o Competer	ncies -					Find View	5 🔤 🔠 🛛 First 🚺 1-8 of :	1
)	Competency	Effective Date	Effective Status	Proficiency Lvl	Description			
004	Effective Communication	04/06/2011	Active	1-Basic	Ability to commu	nicate effectively verbally	and in writing.	Ξ
:019	Working Relationships	04/06/2011	Active	1-Basic	Ability to establis	h and maintain effective v	working relationships.	-
:039	Basic Math	04/06/2011	Active	1-Basic	Ability to perform	basic mathematical calc	ulations.	Ξ
:074	Laws, Rules & Regulations	04/06/2011	Active	1-Basic		nd ability to interpret and a ances, rules and regulati	apply related federal, state, ons.	and 😑
:075	University Policy	04/06/2011	Active	1-Basic	Knowledge of ar policies and pro	nd ability to interpret and a cedures.	apply related University	=
:076	Computer Application Knowledge	04/06/2011	Active	1-Basic	Knowledge of ap functions.	oplicable computer applic	ations and basic compute	r 🖃
:082	Filing/Recordkeeping	04/06/2011	Active	1-Basic		Basic filing practices to i	etrieve files from active or nclude numeric and	-
:179	Office Practices	04/06/2011	Active	1-Basic	Knowledge of of	fice practices, procedures	s, and etiquette.	-
F Add Nev	v Competencies Responsibilities	Com	petencies	Qualifications				
Profile Ide	entities -	Custon	hize Find View All	🔁 🛗 First 🗹 1 of 1	Last			
rofile Ident	Effective Date	Kev 1	Description	Workflow				

Step	Action
28.	To add a new competency, click the Add New Competencies link.
	Add New Competencies

Step	Action
29.	Click the Look Up Competency button to view all available competencies or to search for a specific competency by ID or Description.

THE FLOR OMNI · HUMA			VERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+	> Enter ePAF	+ Transactions	_	_			Curet	omize Page
Non-Person Profile							le ousi	onnzer age
Add New Competen	ncies							
Profile ID: 132300	Admin Supp	ort Accistant						
Profile Type: ROLE	Position Pr					×		
Add item details. Click OK to app	oly changes a	LOOK OP						
with adding additional items. Details		Look Up C	ompetency	1		=		
*Competency:								
		Content Type:		OMPETENCY				
Lifective Status.		Content Item ID:						
*Proficiency LvI:	1-Basic	Description:	begins with 💌					
Description:		Look Up	Clear Cancel	Basic Lookup				
		Search Resu						
OK Cancel		View 100) of 190 🕟 Las				
		Content Item ID C001	Jescription Ethical Practices ar	d Behavior				
		C002	Strategic Managem Customer Service					
		C006	Training Preparatio					
			Equipment Design/ Fechnology Comm					
		C012	Crisis Managemen					
			Critical Thinking Marketing Developr	nent		~		
						😜 Internet		4 100% •

Step	Action
30.	Select the desired competency from the catalog. For the purpose of this example, click the C003 , Customer Service link.

	ORIDA STATE UN MAN RESOURCES	NIVERSITY			SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transaction	15					
						📝 Cust	omize Page
Non-Person Profile							
Add New Compete	encies						
Profile ID: 132300	Admin Support Assistant						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile apply changes and return. Click	Cancel to return. Click	Apply and Add	continue			
Details		Find View	All First 🚺 1 of	1 🖸 Last			
*Competency:	C003 Q (ustomer Service					
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	1-Basic]					
Description:	1-Basic	customer service sk	ills.	1 and a second s			
	2-Proficient 3-Advanced						
OK Cancel		-					
					Internet		100% ×

Step	Action
31.	To change the proficiency level, click the Proficiency Lvl list. For the purpose of this example, select 2-Proficient .

	RIDA STATE UNI	VERSITY			SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transactions					=4 -	
						🖉 Cus	tomize Pa
Non-Person Profile							
Add New Compete	encies						
Profile ID: 132300	Admin Support Assistant						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile apply changes and return. Click Ca	ncel to return. Clic	k Apply and Add	continue			
Details		Find View	/ All 🛛 First 🚺 🕇 c	f 1 🖸 Last			
*Competency:	C003 Cust	tomer Service					
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	2-Proficient						
Description:	Ability to demonstrate effective c	ustomer service sk	dlls.	Č			
OK Cancel					Internet		€ 100% ·

Step	Action
32.	Click the OK button.

1851	in Manual and Frank	these aDAEse Trans		lome Worklist	Process Monitor	Report Manager	Add to Favorites	Sign o
vorites Ma Summary	in Menu > ePAF+ > Er Responsibilities		petencies	Qualifications				
Compete	ncies -					Find View	5 🗖 🛗 🛛 First 🗹 1-9 c	f 9 🗈 La
ID	Competency	Effective Date	Effective Status	Proficiency Lvl	Description			
C004	Effective Communication	04/06/2011	Active	1-Basic	Ability to commun	icate effectively verbally a	and in writing.	E
C019	Working Relationships	04/06/2011	Active	1-Basic	Ability to establish	and maintain effective v	vorking relationships.	
C039	Basic Math	04/06/2011	Active	1-Basic	Ability to perform	basic mathematical calc	ulations.	E
C074	Laws, Rules & Regulations	04/06/2011	Active	1-Basic		d ability to interpret and a inces, rules and regulation		e, and
C075	University Policy	04/06/2011	Active	1-Basic	Knowledge of and proc	d ability to interpret and a edures.	apply related University	
C076	Computer Application Knowledge	04/06/2011	Active	1-Basic	Knowledge of app functions.	plicable computer applic	ations and basic compu	ter
C082	Filing/Recordkeeping	04/06/2011	Active	1-Basic		accurate records and re Basic filing practices to in ns.		
C179	Office Practices	04/06/2011	Active	1-Basic	Knowledge of offi	ce practices, procedures	s, and etiquette.	B
C003	Customer Service	05/11/2012	Active	2-Proficient	Ability to demonst	trate effective customer s	service skills.	E
+ Add Ne	w Competencies							
Summarv	Responsibilities		petencies	Qualifications				

Step	Action
33.	To inactivate a competency that is currently on the profile, select the competency you would like to inactivate. For the purpose of this example, click the Working Relationships link.

Nome Vorklist Process Monitor Report Manager Add to Favorites Sign out		ORIDA STATE UN JMAN RESOURCES	NIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO
Non-Person Profile Update Competencies Profile ID: 132300 Admin Support Assistant Profile ID: 132300 Admin Support Assistant Profile ID: ROLE Position Profile Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details Details End Verv AL Freet S 1 of 1 S Effective Date: 04/06/2011 Effective Date: Proficiency Lvt: 1-Basic Description: Description: Ability to establish and maintain effective working relationships.	1851			Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Non-Person Profile Update Competencies Profile ID: 132300 Admin Support Assistant Profile Type: ROLE Position Profile Update Item details then click OK to apply changes and return. Click Cancel to return without any changes. Details Details End Vew AI Fersil 1 of 1 D Competency: C019 Working Relationships Effective Status: Collie Profileincy: C019 Working Relationships Image: Colspan="2">Image: Colspan="2">Competency: Effective Status: Active Profileincy Lvi: 1-Basic Description: Ability to establish and maintain effective working relationships.	Favorites Main Menu > eF	AF+ > Enter ePAF+ Transaction	15				Cust	mine Dees
Update Competencies Profile ID: 132300 Admin Support Assistant Profile Type: ROLE Position Profile Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details Details End Vew All Freet I of 1 D Leer Competency: C019 Working Relationships Effective Date: 04/06/2011 Image: Competency Lvi: Effective Status: Active Proficiency Lvi: 1-Basic Description: Ability to establish and maintain effective working relationships.	Non Porcon Profile						Cusi	imize mage
Profile ID: 132300 Admin Support Assistant Profile Type: ROLE Position Profile Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details Competency: C019 Working Relationships Find Uver All Fred Clinit D Lar Competency: Advise Proficiency Lvi: 1-Basic Description: Ability to establish and maintain effective working relationships.		ncies						
Profile Type: ROLE Position Profile Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details End View All: Freet € 1 of 1 € Lest Competency: C019 Working Relationships Effective Data: Active Proficiency Lvt: 1-Basic Description: Ability to establish and maintain effective working relationships.								
Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details End (Vouv Aur Free 1 of 1								
Competency: C019 Working Relationships Effective Date: 04/06/2011 Effective Status: Active Proficiency Lvt: 1-Basic Description: Ability to establish and maintain effective working relationships.			n. Click Cancel to retur	n without any ch	nanges.			
Competency: C019 Working Relationships Effective Date: 04/06/2011 Effective Status: Active Proficiency Lvt: 1-Basic Description: Ability to establish and maintain effective working relationships.								
Competency: Curry Working Relationships Filective Data Filective Data Filective Status: Adive Proficiency Lvi: 1-Basic Description: Ability to establish and maintain effective working relationships.				All First — 1 OI				
Proficiency Lvt: 1-Basic Description: Ability to establish and maintain effective working relationships.			/orking Relationships					
Description: Ability to establish and maintain effective working relationships.	Effective Status:	Active						
	Proficiency LvI:	1-Basic						
OK Cancel	Description:	Ability to establish and maint	ain effective working re	elationships.				
	OK Cance							

Step	Action
34.	Click the Add a New Row (plus sign) button.

	PRIDA STATE U MAN RESOURCES	NIVERSITY			SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transacti	ons				51 out	
						Cust	omize Page
Non-Person Profile							
Update Competen	icies						
Profile ID: 132300	Admin Support Assistan	t					
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and ret	urn. Click Cancel to return	n without any (changes.			
Details		Find View .	All First 🚺 2 (of 2 🖸 Last			
Competency:	C019	Working Relationships					
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	Active	~					
Description:		ntain effective working re	lationships.	w.			
OK Cancel							
					😜 Internet		🔍 100% 🔹

Step	Action
35.	Click the Effective Status drop-down menu.

		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign
vorites Main Men	u > ePAF+ > Enter ePAF-		Workingt	r roccoo monitor	Report munuger	Add to Favorites	orgin
•	·					📝 Cust	omize Pa
Non-Person Pro	ofile						
Update Com	petencies						
Profile ID: 13	2300 Admin Suppo	t Assistant					
Profile Type: RC	LE Position Profi	e					
Update item details	then click OK to apply chang	es and return. Click Cancel to retur	n without any char	iges.			
Details		Find I View	All First 🚺 2 of 2	Last			
Competency:	C019	Working Relationships					
Effective Date:	05/11/2012						
Effective Status:	Active 🗸						
Proficiency LvI:	Active	~					
Descriptions		h and maintain effective working re	lationships	٤			
Description:		in and maintain elective working re-	lauonampa.				
Description:		and maintain enective working re	auonampa.				
Description:		n and maintain circcive working re	laionanipa.				
OK	Cancel		auonanipa.				
·		n and mannan enecate working re	autonompo.				
·			autonompo.				
·							
·							
·			indonompo.				
·			iauoranya.				
·			in and the second se				
·							
·							

Step	Action
36.	Select Inactive from the options listed.

	RIDA STATE UN	NIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF	+ > Enter ePAF+ Transaction	IS				-4	_
						🗹 Cust	omize Pa
Non-Person Profile							
Update Competen	cies						
Profile ID: 132300	Admin Support Assistant						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and returr	n. Click Cancel to retur	rn without any o	changes.			
Details		Find View	All First 1 2 c	of 2 🖸 Last			
Competency:	C019 W	orking Relationships					
Effective Date:	05/11/2012						
*Effective Status:	Inactive 💌						
*Proficiency LvI:	1-Basic 💌						
Description:	Ability to establish and mainta	ain effective working re	elationships.	1 and			
OK Cancel							
					😜 Internet	0-	• 100% •

Step	Action
37.	Click the OK button.

1851				lome Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
orites Ma Summary	hin Menu > ePAF+ > Er Kesponsibilitues		petencies	Quantications				
Compete	ncies -					Find V	ïew. 5 💯 🛗 🛛 First 🖾 1-9	of 9 🕨
D	Competency	Effective Date	Effective Status	Proficiency Lvl	Description			
0004	Effective Communication	04/06/2011	Active	1-Basic	Ability to commun	icate effectively verbally a	ind in writing.	
019	Working Relationships	05/11/2012	Inactive	1-Basic	Ability to establish and maintain effective working relationships.			R
039	Basic Math	04/06/2011	Active	1-Basic	Ability to perform basic mathematical calculations.			
074	Laws, Rules & Regulations	04/06/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related federal, sta local laws, ordinances, rules and regulations.			ind
075	University Policy	04/06/2011	Active	1-Basic	Knowledge of and ability to interpret and apply related University policies and procedures.			
076	Computer Application Knowledge	04/06/2011	Active	1-Basic	Knowledge of applicable computer applications and basic con functions.		ations and basic computer	
082	Filing/Recordkeeping	04/06/2011	Active	1-Basic	Ability to maintain accurate records and retrieve files from acti archive sources. Basic filing practices to include numeric and alphabetic systems.			
179	Office Practices	04/06/2011	Active	1-Basic	Knowledge of offic	ce practices, procedures	, and etiquette.	
003	Customer Service	05/11/2012	Active	2-Proficient	Ability to demonst	rate effective customer s	ervice skills.	
 Add Net 	w Competencies							

Step	Action
38.	To update the proficiency level of a competency that is currently on the profile, select the competency you would like to udpate. For the purpose of this example, click the Effective Communication link.

		RIDA STATE	UNIVERSITY			SEARCH FLORIDA STA	T E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Non-Person	Profile	+ > Enter ePAF+ Trai	isactions				📝 Cust	omize Page
Update C	ompeten	cies						
Profile ID:	132300	Admin Support Ass	istant					
rofile Type:	ROLE	Position Profile						
Jpdate item de	tails then click	OK to apply changes ar	d return. Click Cancel to retur	n without any c	hanges.			
)etails			Find View	All First 🚺 1 c	f 1 🖸 Last			
competency:		C004 04/06/2011	Effective Communicatio	n	*			
ffective Statu	s:	Active						
roficiency Lv	:	1-Basic						
escription:		Ability to communicat	e effectively verbally and in wr	ting.				
ок	Cancel							
ascript:submitAcl	ion_win0(docume	ent.win0,'\$ICField11\$new\$	0\$\$0');			😔 Internet		۹ 100%

Step	Action
39.	Click the Add a New Row (plus sign) button.

	RIDA STATE UN MAN RESOURCES	SEARCH FLORIDA STATE					
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transaction	ns				-4	
						Cust	omize Page
Non-Person Profile							
Update Competen	icles						
Profile ID: 132300	Admin Support Assistant						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and retur	n. Click Cancel to retu	rn without any o	hanges.			
Details		Find View	All First 🕻 2 o	of 2 🖸 Last			
Competency:	C004 E	ffective Communication	n				
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	1-Basic 💌	<u>ــــــــــــــــــــــــــــــــــــ</u>					
Description:	1-Basic	ely verbally and in wri	ting.	е́к			
	2-Proficient 3-Advanced						
OK Cancel		-					
OK Cancel							
					Internet	0-	+ 100% ·

Step	Action
40.	To change the proficiency level, click the Proficiency Lvl list. For the purpose of this example, select 2-Proficient .
	2-Proficient

	PRIDA STATE UNIV MAN RESOURCES	ERSITY			SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAI	F+ > Enter ePAF+ Transactions					-4-	
						🖉 Cus	tomize Pa
Non-Person Profile							
Update Competen	icies						
Profile ID: 132300	Admin Support Assistant						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and return. Click	Cancel to return	n without any c	hanges.			
Details		Find View A	All First 🚺 2 o	f 2 Last			
Competency:	C004 Effective	Communication	1				
Effective Date:	05/11/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	2-Proficient						
Description:	Ability to communicate effectively ver	rbally and in writi	ng.	1 and			
OK Cancel							* 100% •

Step	Action
41.	Click the OK button.

	THE FLORID		UNIVERS	ITY			SEARCH FLORIDA STA	Y Search		G
	OMNI * HUMAN RE	SOURCES								
1851	n Menu > ePAF+ >	Enter ePAF+ Tra		ome	Worklist	Process Monitor	Report Manager	Add to Favorites	Sig	n oı
rorites Mai C045	Prioritize and Multi-task		Active	2-Profi	cient	simultaneousl	co, organizo ana perioriti	manipie work apprinter		Ē
							·			
C049	Data Reconciliation	11/16/2011	Active	2-Profi	cient		ile, review, and reconcile f , and compliance.	inancial data for accuracy		R
C074	Laws, Rules & Regulations	09/02/2011	Active				Knowledge of and ability to interpret and apply related federal, state ocal laws, ordinances, rules and regulations.			
C075	University Policy	09/02/2011	Active				and ability to interpret and dures, principles, and pra			
C076	Computer Application Knowledge	09/02/2011	Active			Knowledge of functions.	Knowledge of applicable computer applications and basic compute functions.			
C096	Fiscal/Accounting Technology	11/16/2011	Active	2-Profi	cient		owledge of electronic data processing as it applies to fiscal an counting activities.		d	
C102	Accounting Principles	11/16/2011	Active	2-Profi	cient	Ability to apply (GAAPP).	Generally Accepted Accou	nting Principles and Prac	tices	
C136	Management Practices	11/16/2011	Active	1-Basi	c	Knowledge of	the concept, principles an	d practices of manageme	ent.	
C140	Data Collection	09/02/2011	Active	1-Basi	ic		the concepts, principles, a report preparation.	and practices of financial	data	
C136 C140						Knowledge of	the concepts, principles, a	· · ·		1
ummary	Responsibilities	Com	petencies	Qualifi	ications					
✓ Profile Ide	entities -	Custor	nize Find View All	R. 1	First 1 of 1	Last				
Profile Ident	ity Effective Date	Key 1	Description		Workflow					
(Annon)					3101118					

Step	Action
42.	NOTE: Although there are no limitations on the number of competencies a position can have, it is recommended that no more than 25 competencies are assigned.
	For assistance in assigning appropriate competencies to a position, contact the HR Compensation/Classification department.

	OMNI * HUMAN RI	ESOURCES						Search	
1851				Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
orites Ma	ain Menu > ePAF+ > E	nter ePAF+ Trar	isactions						_
C074	Laws, Rules & Regulations	04/06/2011	Active	1-Basi	ic		ind ability to interpret and a nances, rules and regulati		e, an
075	University Policy	04/06/2011	Active	1-Basi	ic	Knowledge of a policies and pr	ind ability to interpret and a ocedures.	apply related University	
076	Computer Application Knowledge	04/06/2011	Active	1-Basi	ic	Knowledge of a functions.	pplicable computer applic	cations and basic comput	ter
082	Filing/Recordkeeping	04/06/2011	Active	1-Basi	ic		in accurate records and re s. Basic filing practices to i ems.		
0179	Office Practices	04/06/2011	Active	1-Basi	ic	Knowledge of	ffice practices, procedure:	s, and etiquette.	
				0.0					
C003	Customer Service	05/11/2012	Active	2-Profi	Icient	Ability to demo	istrate effective customer :	service skills.	
Add Nev	Customer Service w Competencies Responsibilities		Active		ications	Ability to demo	strate effective customer :	service skills.	
E Add Nev	w Competencies Responsibilities	Con	npetencies		ications		istrate effective customer s	service skills.	
Add Nev Manual Angle Profile Ident Profile Ident	w Competencies Responsibilities entities -	Con	npetencies mize <u>Find</u> V	Qualif	ications		istrate effective customer :	service skills.	
Add Nev iummary Profile Ident Option	w Competencies Responsibilities entities - tity Effective Date	Con	mize Find V Des Adn	Qualif iew All 🗔 🔠	ications First 1 of 1 Workflow		istrate effective customer :	service skills.	
	w Competencies Responsibilities entities - tity Effective Date	Con <u>Custo</u> Key 1	mize Find V Des Adn	Qualif evv All I II III cription nin Support	Ications First Cl 1 of 1 Workflow Status Approved	D (as)	istrate effective customer :	sewice skills.	

Step	Action
43.	Click the Save button.

		LORIDA Human Reso	STATE UN	IVERS	SITY			P	SEARCH FLORIDA S	Search	GO)
1851					lome	Worklist	Process	Monitor	Report Manager	Add to Favorites	Sign out	1
Favorites Main	Menu >	ePAF+ > En	ter ePAF+ Transaction	ns								
Profile:	1333	95		Status:		Active					[^
Profile Type:	ROLE		Position Profile	Status Dat	te:	09/02/2011						
Description:	Admin Si	ipport Assistant										
Profile Usage:		inal / Job	0ttt		0							
Summary	Respons	abilities	<u>Competenci</u>	les	Qualif	ications						
Education/i	Experience	9								Find View All 🖉 📜	First 🚺 1 of 1	
Education/Exp	erience	Effective Date	Education Level		ars of perience	Experience Substitutable	No	te				=
Education/Exp	<u>perience</u>	11/16/2011	High School or Equivalency		2	2 💌					1	
+ Add Nev	iontent Iter	IDerience										
Degrees -												
There are c	urrently no	Degrees for this	profile. Please add o	one if requir	ed.							
+ Add New	Degrees											
Licenses 8	Certificat	ions -										
There are c	urrently no	Licenses & Cer	tifications for this profi	le. Please	add one	if required.						
+ Add New	Licenses (Certifications										
🔻 Tests/Exan	ninations -											
There are c	urrently no	Tests/Examinat	ions for this profile. P	lease add o	one if req	juired.						
+ Add New	Tests/Exar	ninations										
🗢 Membersh	ips -											
There are c	urrently no	Memberships fo	or this profile. Please	add one if r	equired.							
												~
<			PROFILE_ITM\$0', 0, 0, '						😜 Interne		> • 100% •	-

Step	Action
44.	NOTE: Education/experience, licenses/certifications, tests/examinations (i.e. background checks), and memberships can all be found under the Qualifications section.
	The minimum education/experience listed on the job class specification will automatically load to the profile. Education/experince should match the job code designated minimum education/experience. Please contact your Classification Analyst if you need to require education/experience above the minimum of the job code.

	HE FLORII MNI * Human B		UNIVERSITY	ζ	F	SEARCH FLORIDA STA	Search	GC
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
avorites Main I	lenu > Workforce	Development > Prof	ile Management > Pr	ofiles > Non-per	son Profiles		Cust	lomize Page
Non-pers	on Profile							
Profile:	132300		Status:	Active				
Profile Type:	ROLE	Position Profile	Status Date:	04/06/2011				
Description:	Admin Support As	sistant						
Profile Usage:	End / Final / Job							
☆ <u>7 item(s) saved</u>								
	Responsibilities	Compe	tencies Qua	lifications				
Position Foc								
There are cur	rently no Position Fo	cus Statement for this	profile. Please add o	ne if required.				
+ Add New P	osition Focus Statem	ient						
Pay Additive	Eligibility -							
There are cur	rently no Pay Additive	Eligibility for this prof	ile. Please add one if	required.				
+ Add New P	ay Additive Eligibility							
Summary	Responsibilities	Compe	tencies Qua	lifications				
		Customize	Eind View All	First 🚺 1 of 1	Last			
Profile Identi	ues -							
 Profile Identity Profile Identity Option 	Effective Date	Key 1	Description	Workflow Status				
Profile Identity			Description Admin Support Assistant	Status	-			

Step	Action
45.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view or make changes to your updates, click the item(s) saved link. 7 ttem(s) saved

orites Mi	ain Menu → \	Workforce Development > F		Home Wor ht > Profiles > 1		Process Monitor Profiles	Re	port Manager	Add to Favorites	Sign out
Japoanuon		Stateriferit	Encourt pare	Description						31
Add	POS	Position Focus Statement	05/11/2012	Responsible for	providing a	dministrative supp	port to the	e department. 💖	Î	N.S.
Changed	l Responsibili	ties -							Fin	d View All
Disposition	ID	Responsibility	*Effective Date	Effective Status	% Time Allocation	Essential Function	on í	Description		
Add	RE01	Position Responsibility	05/11/2012 🕅	Active	35				nt with standard admin ntact for students, facul	
Add	RE02	Position Responsibility	05/11/2012	Active	35	V		Maintains databa	ses and records.	
Add	RE03	Position Responsibility	05/11/2012	Active	30		Respon		onsible for sorting and distributing mail.	
Changed	Competencie	es -							Find I View	AII 🗖 I
Disposition	ID	Competency	"Effective Date	Effective Status	Proficience	y Lvi	Descrip	tion		
Add	C003	Customer Service	05/11/2012 🕅	Active	2-Profici	ent 💌	Ability to	o demonstrate effe	ective customer service	skills.
Add	C004	Effective Communication	05/11/2012	Active	2-Profici	ent 💌	Ability to	Ability to communicate effectively verbally and in writing.		
	C019	Working Relationships	05/11/2012	Inactive 🗸	1-Basic	~	Ability to	o establish and m	aintain effective workin	g relationsh

Step	Action
46.	For the purpose of this example you have 7 saved items. Click the OK button once you have finished reviewing/revising your saved items.

i i	HE FLORID MNI * Human Re	A STATE U	NIVERSITY			SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
avorites Main	Menu > ePAF+ >	Enter ePAF+ Transac	ctions				-4 -	
Non-pers	on Profile						Cust	omize Page
Profile:	133565		Status:	Active				
Profile Type:	ROLE	Position Profile	Status Date:	05/07/2012				
Description:	Admin Support Ass	istant						
Profile Usage:	End / Final / Job							
☆ <u>5 item(s) saved</u> Summary	Responsibilities	Compet	iencies Qual	ifications				
🔻 Responsibili	ities -							
	ities - rrently no Responsibili	ties for this profile. Pl	lease add one if requii	red.				
There are cur		ties for this profile. Pl	lease add one if requii	red.				
There are cur	rrently no Responsibili	ties for this profile. Pl <u>Compet</u>		red. ifications				
There are cur Add New R Summary	rrently no Responsibili Responsibilities Responsibilities	Compet	encies Qual	ifications				
There are cur	rrently no Responsibili Responsibilities Responsibilities	Compet		ifications	l Last			
There are cur Add New R Summary Profile Identity Profile Identity	rrently no Responsibili Responsibilities Responsibilities	<u>Compet</u>	encies Qual	First 1 of 1 D Workflow Status	- [ast			
There are cur Add New R Summary Profile Identity Option	rrently no Responsibili Responsibilities Responsibilities Itites - 7 Effective Date	Compet Customize	Encles Qual End View All (2) (1) Description Admin Support Assistant	First II of 1 II Workflow Status Approved				
There are cur Add New R Summary Profile Identity Option Position Data	rrently no Responsibili Responsibilities Responsibilities Itites - 7 Effective Date	Compet Customize	encles Qual	First II of 1 II Workflow Status Approved				

Step	Action
47.	If you have made any additional changes, click Save. After you have saved the changes, click the Return to ePAF+ link. <u>Return to ePAF+</u>

THE FLORIDA STATE UNIV OMNI · HUMAN RESOURCES	ERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1951	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions						
Position Description (?)						^
Profile ID 133565 Position Profile Data						
Originator's Information						
Name Jenna Allen	Те	lephone 850/64	44-4286	Q		
Email ID ps_invalid_email@admin.fsu.edu						
Additional Approver (Required)						
*VP Approver	Q					
Pre-Manager Approver (Optional)						
Pre-Manager Approver	٩					
*Originator				.		
Comments						
Submit Save as Draft Cancel Draft Ret	urn to Transacti	on Search / Acti	on Page			=
Approval Signatures						
						~
Done				😜 Internet		🔍 100% 🔹 🍦

Step	Action	
48.	Enter the appropriate VP Approver into the VP Approver field. this example, enter " TFULCHER ".	For the purpose of

THE FLORIDA STATE UNIV OMNI · HUMAN RESOURCES	ERSITY		SEARCH FLORIDA STAT	E Search	GO
	Home Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions Position Description (?)					~
Position Description (7)					
Profile ID 133565 Position Profile Data					
Originator's Information					
Name Jenna Allen	Telephone 850/	644-4286	Q		
Email ID ps_invalid_email@admin.fsu.edu					
Additional Approver (Required)					
*VP Approver TFULCHER	C Terry Fulcher				
	,.				
Pre-Manager Approver (Optional)	-				
Pre-Manager Approver	Q				
*Originator			-		
Comments					
Submit Save as Draft Cancel Draft Retu	rn to Transaction Search / A	ction Page			=
Approval Signatures					
					~
Done			😜 Internet	4 <u>6</u> •	🔍 100% 🔹 💡

Step	Action
49.	Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ transaction into the Comments field. For the purpose of this example, enter, " Establishing new position. Updating position from proposed to approved status. "

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES		SEARCH FLORIDA STATE	learch GO
OMINI * HUMAN RESOURCES			
Favorites Main Menu > ePAF+ > Enter ePAF+ Trar	Home Worklist Process Monitor	Report Manager A	dd to Favorites Sign out
· · · · ·	ISACCIONS		^
Position Description (?)			
Profile ID 133565 Position Profile	Data		
Originator's Information			-
Name Jenna Allen	Telephone 850/644-4286	Q	
Email ID ps_invalid_email@admin.fsu.edu			
Additional Approver (Required)			
*VP Approver TFULCHER	C Terry Fulcher		
Pre-Manager Approver (Optional)			
Pre-Manager Approver	٩		
*Originator		<u> </u>	
Comments Establishing new position. Update	ng position from proposed to approved status.		
Submit Save as Draft Cancel Dra	Return to Transaction Search / Action Page		=
Submit this ePAF+ Approval Signatures			
			~
Done		😌 Internet	🐴 • 🔍 100% •

Step	Action
50.	If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the Submit button.

	FLORIDA STA	TE UNIVERSITY		F	SEARCH FLORIDA STAT		
	HUMAN RESOURCES			U	Web	Search	
		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign
s Main Menu > Manager Approv		F+ Transactions					
manager Approv							
+ Transaction A							
J ePAF+ App							
Јегагтарр	orovai						_
		OSITION NEE-000000		DT 00-0040.05	44 555850-4.0	Comments	
VEWPLID-	, EMPL_RCD-0, PC	OSITION_NBR=000808	95, AC 110N	D1_55-2012-05-	-11, EFF 3EQ-1.P	Start New Path	
FSU ePAF+ App	roval						
Pending		Not Routed	N	ot Routed	Not Routed		
Multiple A	pprovers -+-	MARSHALL, DARRYL	-(+)	FULCHER, TERRY	-+		1
ePAF+ Con	np/Class Staff Admin	ePAF+ Department Manag	er 🛄 🗖	ePAF+ VP Approver	ePAF+ Com	p/Class Staff Admin	1
Comments							
JMA04E a	it 5/8/2012 - 11:15 AM						
JMA04E a	it 5/8/2012 - 11:15 AM						
		g position from proposed to ap	proved status.				
		g position from proposed to ap	proved status.				
		g position from proposed to app	proved status.				
	ing new position. Updating						
	ing new position. Updating						
Establishi	ing new position. Updating	Pushback]
	ing new position. Updating	Pushback		Return to Transact	ion Search / Action Page	2	
Establishi	ing new position. Updating	Pushback		Return to Transac	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	lion Search / Adion Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	lion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transac	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transact	lion Search / Action Pao	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transac	ion Search / Action Page	2	
Establishi	ng new position. Updating Approve Save as Draft	Pushback		Return to Transac	ion Search / Action Page	2	

Step	Action
51.	Review Approval Routing here. To insert an approver, select the "+" at the desired
	step. The inserted approver must have appropriate approval authority.

THE FLORIDA STATE UNIVER OMNI · HUMAN RESOURCES	SITY			SEARCH FLORIDA STAT	Search	GO
1851	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions						
Pre-Manager Approver						^
ePAF+ Transaction Approvals						
FSU ePAF+ Approval						
▽ EMPLID=, EMPL_RCD=0, POSITION_NBR=0	0080895	, ACTION	LDT_\$\$=2012-0	5-11, EFFSEQ=1:P	ending	
FSU ePAF+ Approval						
Pending Not Routed			Not Routed	Not Routed		
Multiple Approvers MARSHALL, C M		-	PAF+ VP Approver			
ePAF+ Comp/Class Staff Admin ePAF+ Department	ient Manager		ePAF+ VP Approver	- ePAF+ Com	np/Class Staff Admin	
⊂ Comments				·		
JMA04E at 5/8/2012 - 11:15 AM						
3mA04E dt 3/0/2012 - 11.13 Am						
Establishing new position. Updating position from propos	ed to approv	ved status.				
Approve Pushback	1	Den	1V			
	,					
Save as Draft			Return to Transa	ction Search / Action Page	e	
Annual Circuture						
Approval Signatures						
						=
<]						>
javascript:hAction_win0(document.win0,/FSU_TRANS_WRK_RETURN_TO_BTN', 0, 0	, 'Return to T	ransaction Sei	arch / Acti	😜 Internet		100% •

Step	Action
52.	Click the Return to Transaction Search / Action Page link.
	Return to Transaction Search / Action Page

THE FLORIDA STATE UNIVER OMNI + HUMAN RESOURCES	RSITY			3E	ARCH FLORIDA STATI	E Search		GO
1851	Home	Worklist	Process Monito	r	Report Manager	Add to Favorite	s Sig	n out
avgrites Man_Menu eP&F+ > Enter ePAF+ Transactions Enter ePAF+ Transaction Select an HR Transaction search type. Enter any information you have HR Transaction Search Type Appointment/Filled Position Ø Update Vacant Position Ø Apdate Vacant Position 	and click the	e Search button.				🔊 New Wi	ndow ?	Help 🗹
Empl ID:								
Refine Search Results Direct Reports Department Rep								
Search Clear								
Position Position			-					
Position NDr Position Title Status	Job Code	Job Title		<u>otID</u>	Department Name		ator Name	
00080895 Admin Support Assistant Proposed	0189	Admin Support	Assistant 06	5000	Office of Financial Aid	l Jenna	Allen	_
								>
one					😜 Internet	4	• 🔍 100	

Step	Action
53.	Click the Home link. Home

			25	١	Velcome to FSU!	
OMNI Human Resources	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
orites Main Menu						
				Pers	onalize <u>Content Layout</u>	®⊦

Step	Action
54.	Congratulations! You have completed this topic. End of Procedure.