#### Reappointing an OPS Employee Overview:

#### **Understanding the OPS Reappointment Process**

This guide includes the basic steps for reappointing OPS employees and adding funding using the electronic Personnel Action Form Plus (ePAF+) in **OMNI Human Resources**. The ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. standard hours change and salary change). Do not submit multiple ePAFs for the same effective date.

#### Procedure

#### Scenario:

In this topic, you will learn the steps to reappoint an OPS employee and add funding information using the electronic Personnel Action Form Plus (ePAF+).

#### **Key Information:**

- Empl ID
- Name
- Effective Date
- Appointment Funding

		✓ Manager Self Service		🏫 Q 🏲 🗄
eORR Online Role Request	ePAF+	eRDF Retro Distribution Form	FACET	FSU AP Employee Contract
		<b>\$</b>	4	
FSU Faculty Contracts	Job and Personal Information	Learning and Development	Performance Management	Recruiting
Reporting Tools	Time Management	FSU On-Boarding		

Step	Action
1.	Go to OMNI HR and select Manager Self Service from the dropdown menu.
2.	Click in the <b>ePAF</b> + tile.

< Manager Self Service	ePAF+
Approve ePAF+	Approve ePAF+
Enter ePAF+ Transactions	Select a Transaction
Tiew ePAF prior to May '07	There are no ePAF+ requests pending your approval at this time.
View/Rework ePAF+	Go To Manager Home Job and Personal Information Home
	11

Step	Action
3.	Click Enter ePAF+ Transactions. Select the type of transaction from the drop down
	menu.

< Manager Self Service		ePAF+
Approve ePAF+	Enter ePAF+ Transaction	
Enter ePAF+ Transactions	Select an HR Transaction search type. Enter any information you have and click the Search button.	
View ePAF prior to May '07	HR Transaction Search Type Type:	
View/Rework ePAF+	Add New Position Appointment/Filed Position Courtesy Appointments Last Name: Position: Department:	
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Step Action	1	

Step	Action
4.	Enter the desired information into the <b>Empl ID</b> field.

< Manager Self Service		ePAF+
Approve ePAF+	Enter ePAF+ Transaction	
Enter ePAF+ Transactions	Select an HR Transaction search type. Enter any information you have and click the Search button.	//
Tiew ePAF prior to May '07	HR Transaction Search Type Type: Appointment/Filled Position	
View/Rework ePAF+	Type: Appointment/Filled Position   Empl ID: 000123456 Last Name: First Name: Position: Position: Clear Department: Direct Reports Direct Reports Direct Reports Clear	

Step	Action
5.	Click the Search button.
	Search

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View ePAF prior to May '07	HR Transaction S	earch Type							
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	First Name:								
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	Renne Search Re	Suits							
	Direct Report	s 💷 Depart	ment Rep						
	Search	Clear							
	Name	Empl ID	Empl Position Record Number	Position Title	Job Code	Job Title	Dept	Department Name	Originator Name
	Westcott, William	000123456	0		T011	Business Off Clerical Etc		Dean College of Education	

Step	Action		
6.	Click the <b>desired name</b> link.		
	Name	Empl ID	
	Westcott, William	000123456	

< ePAF+ Trans	saction Effective 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. T Effective Date cannot be changed if the ePAF+ is pushed back. *Requested Transaction Date: 15/16/2019	he
Submit	

Step	Action
7.	Click the <b>Submit</b> button.
	Submit
8.	Note: The Requested Transaction Date will default to the current Date. Enter the desired information into the <b>*Requested Transaction Date: Required</b> field. For the purpose of this example, Enter "05/31/2019".

< ePAF+	Transaction Effective 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: 05/31/2019 Submit	

Step	Action
9.	Click the <b>Submit</b> button.
	Submit

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Step	Action
10.	Click in the <b>End Date</b> field.
11.	Enter the desired information into the <b>End Date</b> field. For the purpose of this example, Enter "12/20/2019".

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Step	Action
12.	Press <b>[Tab]</b> to exit the field.
13.	Click in the Account Code field.
14.	Enter the desired information into the field. For the purpose of this example, Enter "1230001100".

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Step	Action
15.	Press <b>[Tab]</b> to exit the field.
16.	Click in the <b>Distribution Percent</b> field.
17.	Enter the desired information into the field. For the purpose of this example, Enter " <b>50.00</b> ".

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Reappointing an OPS Employee

Step	Action
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Step	Action
21.	Click in the <b>Distribution Percent</b> field.
22.	Enter the desired information into the field. For the purpose of this example, Enter " <b>50.00</b> ".

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Step	Action
23.	Click in the *Originator Comments: Required field.
24.	NOTE: Comments are required. Enter the desired information into the <b>*Originator</b> <b>Comments:</b> <u>Required field</u> . For the purpose of this example, Enter " <b>Employee</b> <b>being reappointed with split funding</b> ."

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Step	Action
25.	Click the <b>Submit</b> button.
	Submit

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Email ID sseeinole@fu	enha					
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VP Approver						
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Step	Action
26.	Congratulations! You have completed the topic.
	End of Procedure.