Reclassifying a Vacant Position

Overview:

Understanding the Process for Reclassifying a Vacant Position

This guide outlines the basic steps for reclassifying a vacant position using the electronic Personnel Action Form Plus (ePAF+).

A pMAP/PD should be used when:

• Reclassifying a position from Faculty to A&P/USPS or vice versa

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date. When reclassifying a filled position, an originator will not be able to originate a transaction on themselves. For this, please have another employee in the department with access to ePAF+ submit the transaction. You cannot enter another ePAF+ if one has been pushed back or saved as a draft. The pushed back or saved as a draft ePAF+ must be processed or denied.

Only indicate what needs to be changed in the Proposed Changes Column.

Procedure

Scenario:

In this topic, you will learn the steps to reclassify a vacant position and make updates and additions to position profile data.

Key Information:

Position Number Reclassification Details Position Profile Data



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

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Step	Action
2.	Click in the ePAF + field.
	ePAF+

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

THE FLORIDA STATE UNIVER OMNI · HUMAN RESOURCES	P	SEARCH FLORIDA STAT	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 HR Transaction Search Type Appointment/Filed Position Update Vacant Position Add New Position Empt ID: Last Name: First Name:					원 New Window	-
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Step	Action
4.	Click the Update Vacant Position option to search for a vacant position.
	Opdate Vacant Position

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES			P	SEARCH FLORIDA STAT	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	e and click th	e Search button.			년 New Window	? Help
HR Transaction Search Type						
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Position:						
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Step	Action
5.	Enter the position number into the Position field. For the purpose of this example, enter "00080802".

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Position: 00080802 Q Business Manager						
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Step	Action
6.	Click the Search button.

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Position Nbr Position Title Position Status 00080802 Business Manager Approved	Job Code 9459	Job Title Business Man	ager 107	055105 (ent Name OF DISTANCE NG	Originator Nar	ne	
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Step	Action
7.	Select the desired Position Nbr link.
	00080802

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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 into the Requested Transaction Date field. For the purpose of this example, enter "05252012".

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equested Transaction Date: 05/25/2012						
Submit						
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Step	Action
9.	Click the Submit button.

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	Job Code	9459 Business Manager		Q			
	Salary Admin Pln	021 Administrative & Professional					
	Pay Grade	005 A&P 5					
	FLSA Status	No FLSA					
	Union Code	29N Fac/A&P No Established CBU					
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	Working Title	- Business Manager					
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Step	Action
10.	Either type in the job code or click the Look Up button to search for the job code. For the purpose of this example, click the Look Up Job Code button.

	FLORIDA * Human Rese		J NIVERSITY			SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monit	tor Report Manager	Add to Favorites	Sign out
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Job Code	9459	Bu Job Code De	escription lerical Assistant					
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Step	Action
11.	You may search for the job code using any of these fields. For the purpose of this example, click the 0114 , Office Administrator link.

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1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
avorites Main Menu	→ ePAF+ →	Enter ePAF+ Transactions						
				Wor	king Title: Bu	usiness Manager		
				Hea	dcount Status: O	pen		
Requested Transaction	on Date: 05/2	25/2012						
Position Data								
		Current Information			Proposed Changes	3		
Status								
Effective Status	Active			Active				
Position Status	Approved			~				
Job Code								
Job Code	9459	Business Manager		0114 🔍	Office Administrate)r		
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* Union Code	29N	Fac/A&P No Established CBU	J	31E 🔍	AFSCME-Admin a	nd Clerical Unit		
Academic Rank	099	No Rank Assigned						
* Working Title	Business M	anager		Office Administ	rator			
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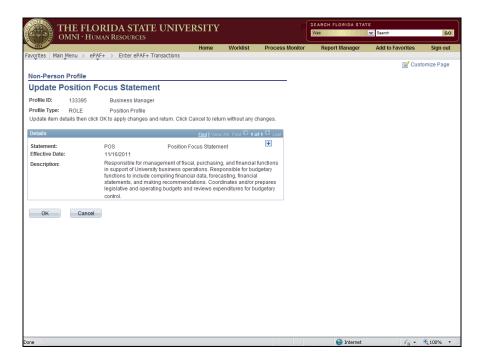
Step	Action
12.	NOTE: The information attached to the selected job code will automatically
	populate the Job Code section.

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1851	Home	e Worklist Process Monito	r Report Manager A	dd to Favorites	Sign out
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Department	107000 ODL_Distrib & Dist Learning				
Location Code	0225C3500 UNIVERSITY CENTER - BLDGC3500	Q			
County	Leon				
Reports To	00054118 Director	٩			
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Specific Information					=
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	Confidential Position	Confidential Position			
	Financial Disclosure	Financial Disclosure			
Position Description (3)				
Profile ID 133	3395 Position Profile Data				
Originator's Informatio					
Originator s informatio					
Name Jenna Allen		Telephone 850/644-4286	Q		
Email ID ps_invalid_e	mail@admin.fsu.edu				
Additional Approver (R	equired)				
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Step	Action
13.	Click the Position Profile Data link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

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Profile Type:	ROLE	Position Profile	Status Date:	09/02/2011				
Description:	Business Manage	r						
Profile Usage:	End / Final / Job							
Summary	Responsibilities	Compet		fications				
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Statement	Effective Dat					_		
Position Focus Statement	11/16/2011	functions in sup budgetary functi financial statem and/or prepares	r management of fisca port of University busin ons to include compili ents, and making reco a legislative and operat r budgetary control.	ness operations. F ng financial data, i mmendations. C	Responsible for forecasting, pordinates	1		
+ Add New Po	sition Focus Stateme	ent						
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Position Data	09/02/2011	00080802	Business Manager	Approved	-			~
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Step	Action
14.	To make changes to the focus statement, click the Position Focus Statement link.
	NOTE: Only click the Add a New Position Focus Statement if the position does not already have a focus statement in the profile.



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

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Non-Person								
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Profile ID:	133395	Business Manager						
Profile Type:	ROLE	Position Profile						
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Step	Action
16.	Enter the desired information into the Description field. For the purpose of this example, enter " Responsible for serving as Office Manager for the department. "
	NOTE: This field is limited to 1325 characters.

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Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
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Effective Date:	05/25/2012						
Description:	Responsible for serving a	as Office Manager for the d	lepartment.	E			
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Step	Action
17.	Click the OK button.

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Profile Type:	ROLE	Position Profile	Status Date:	09/02/2011				
Description:	Business Manager							
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Position Focus	Statement -		Find	View Al 🛺	First 🕅 1 of 1 🗅	Last		
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Position Focus Statement	05/25/2012	Responsible for s	erving as Office Manag	er for the depart	ment. 📑	-		
+ Add New Pos	ition Focus Statemer	<u>it</u>						
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Position Data	09/02/2011	00080802	Business Manager	Approved	-			
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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.
	In this example we are making changes to a position that currently has six responsibilities. With this reclassification, the position will now only have four responsibilities. In this example, we will be making changes and adjusting the percentage of time for four of the responsibilities and then inactivating the other two.

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cription: Busin	ness Manager									
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ummary Respons	bilities	Competer	cies	Qualifica	tions					
Responsibilities -							Find I View All	🖩 First 🗹 1-5 of 6 D	Last	
esponsibility	Effective Date	Effective Status	% Time	Essential Fur	nction	Description				
			Allocation			This position maintair	ns general and/or subsidi	any account ledgers and		
osition Responsibility	11/16/2011	Active	20			handles a wide variety	operations on accounting	ents. Maintains, controls		
osition Responsibility	11/16/2011	Active	5	M		development and deli and Certificate Distan	maintains and dissemin very status of online cours ce Learning programs. A , and performs other dutie	ses in supported degree Iso manages special	-	
osition Responsibility	11/16/2011	Active	10			policies related to OD	s research and makes re L operations to ensure co , the standards of the Uni e of Florida.	mpliance with ODL	-	
osition Responsibility	11/16/2011	Active	10	V		This position directly s accountants and 1 op	supervises the accounting s.) area to include 2		
						salaries, OPS and Fa	& updates related inform culty appointments for the data relating to financial	E&G rate and support.		

Step	Action
19.	This screen is only showing five of the six responsibilities currently on this position. Click the View All link to see all six responsibilities.

	LORIDA Human Res	STATE UN	NIVER	SITY			SEARCH FLORIDA STA	Search	(GO
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rofile: 1333	95		Status:		Active					
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escription: Busi	ness Manager									
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Responsibilities -							Find I View 51	First 🖸 1-6 of 6 D	Last	
Responsibility	Effective Date	Effective Status	% Time Allocation	Essential f	Function	Description				
Position Responsibility	11/16/2011	Active	20			handles a wide variet	ns general and/or subsid of funds for the departm operations on accountin	iary account ledgers and ents. Maintains, controls g activities for the	=	
Position Responsibility	11/16/2011	Active	5	V		development and deli and Certificate Distan	maintains and dissemin very status of online cour ce Learning programs. A , and performs other duti	ses in supported degree Iso manages special	-	
Position Responsibility	11/16/2011	Active	10			policies related to OD	s research and makes re L operations to ensure c , the standards of the Un e of Florida.	ompliance with ODL		
Position Responsibility	11/16/2011	Active	10	\checkmark		This position directly accountants and 1 op	supervises the accountin s.	g area to include 2	-	
		Active	40			salaries, OPS and Fa	s & updates related inforr culty appointments for the data relating to financial	e E&G rate and support.	-	
Position Responsibility	11/16/2011	Active	40			personnel and payroll	in preparation of various	financial reports,		

Step	Action
20.	To make changes to a position responsibility, click the responsibility you would like to change. For the purpose of this example, click the first Position Responsibility link. Position Responsibility

	LORIDA STATE U Human Resources	UNIVERSITY			SEARCH FLORIDA STAT	E Search	G
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
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rofile ID: 133395							
rofile Type: ROLE pdate item details then	Position Profile click OK to apply changes and re	turn. Click Cancel to retur	n without any c	hanges.			
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esponsibility: ffective Date:	RE01 11/16/2011	Position Responsibility		+			
ffective Status:	Active						
Time Allocation:	20						
escription:	Essential Function This position maintains g handles a wide variety of f performs balancing opera	unds for the departments	Maintains, co	ontrols &			
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Step	Action
21.	Click the Add a New Row (plus sign) button.
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Non-Person Profile							
Update Responsit	oilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and r	eturn. Click Cancel to return	n without any ch	langes.			
Details		Find View .	All First 🚺 2 of	2 Last			
Responsibility:	RE01	Position Responsibility					
Effective Date:	05/25/2012						
*Effective Status:	Active 💌						
*% Time Allocation:	20						
	Essential Function						
Description:				1 alian a			
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Step	Action
22.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example we are only changing the description. Enter " Responsible for overseeing and serving as Budget Manager. "

	DRIDA STATE MAN RESOURCES	UNIVERSITY		P	SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > eP/	AF+ > Enter ePAF+ Trai	nsactions					
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Non-Person Profile							
Update Responsil	bilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and	return. Click Cancel to retur	n without any	changes.			
Details		Find View	All First 🛙 2	of 2 🖸 Last			
Responsibility:	RE01	Position Responsibility					
Effective Date:	05/25/2012						
*Effective Status:	Active 🖌						
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	Essential Function						
Description:	Responsible for overse	eing and serving as Budget	Manager.	1 and			
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OK Cancel							
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Step	Action
23.	Click the OK button.

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ofile: 1333	95		Status:		Active					
ofile Type: ROL	E	Position Profile	Status	Date:	09/02/20)11				
scription: Busi	ness Manager									
ofile Usage: End /										
onie usage: End /	Final / Job									
	- 11-11-14	Competen	-1	Qualificati		_				
Summary Respon	sidilities	<u>Competen</u>	cies	Qualificat	ions			_		_
Responsibilities -			% Time				Find View 5	🕰 📜 First 🖾 1-6 of	6 🕑	Last
Responsibility	Effective Date	Effective Status	Allocation	Essential Fun	ction [Description				
Position Responsibility	05/25/2012	Active	20		F	Responsible for overs	eeing and serving as Bud	lget Manager.	P	
Position Responsibility	11/16/2011	Active	5				maintains and dissemina			
o and in recoportationing					8	and Certificate Distan	very status of online cours ce Learning programs. Al , and performs other dutie			
Position Responsibility	11/16/2011	Active	10		ג ק ק ז ז	and Certificate Distan projects, as assigned This position conduct policies related to OD	ce Learning programs. Al , and performs other dutie s research and makes rec L operations to ensure co , the standards of the Univ	so manages special is as needed. commendations on mpliance with ODL		
		Active		V	2 7 7 7 7 7	and Certificate Distan projects, as assigned This position conduct policies related to OD mission and priorities Trustees, and the stat	ce Learning programs. Al , and performs other dutte s research and makes red L operations to ensure co , the standards of the Univ e of Florida. supervises the accounting	so manages special as as needed. commendations on mpliance with ODL versity, the Board of		
Position Responsibility	11/16/2011				2 7 7 8 8 8 8 8	and Certificate Distan orojects, as assigned This position conducts oclicies related to OD mission and priorities Trustees, and the stat This position directly s accountants and 1 op This position monitor salaries, OPS and F a Develops and gathers personnel and payroll	ce Learning programs. Al , and performs other dutte s research and makes red L operations to ensure co , the standards of the Univ e of Florida. supervises the accounting	so manages special is as needed. commendations on mpliance with ODL versity, the Board of area to include 2 halion in reference to E&G rate and support. planning and budgets, inancial reports,		

Step	Action
24.	Click the second Position Responsibility link.
	Position Responsibility

		RIDA STATE	UNIVERSITY		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+ Tran	sactions					
							Cust	omize Page
Non-Persor	Profile							
Update R	esponsib	ilities						
Profile ID:	133395	Business Manager						
Profile Type:	ROLE	Position Profile						
Update item d	etails then click ()K to apply changes and i	eturn. Click Cancel to retu	rn without any (changes.			
Details			Find I View	All First 🚺 1	of 1 D Last			
					E			
Responsibility Effective Date		RE02 11/16/2011	Position Responsibility		iberent?			
Effective Stat		Active						
% Time Alloca		5						
Description:		development and deliver	aintains and disseminate ry status of online courses rning programs. Also mar other duties as needed.	in supported of	legree and			
ОК	Cancel							
Done						😜 Internet	4G •	4,100% 🔹 🖉

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

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1851			Hom	e \	Vorklist F	rocess Mo	nitor	Repo	rt Manager	Add to Favorit	es Sign out
Favorites Main	1enu > ePAF	+ > Enter ePAF+ Tra	nsactions								
											Customize Page
Non-Person	Profile										
Update Re	esponsib	ilities									
Profile ID:	133395	Business Manager									
Profile Type:	ROLE	Position Profile									
Update item det	ails then click	OK to apply changes and	return. Click Cancel to	o return w	ithout any chang	ges.					
Details			Find	View All	First I 2 of 2	Last					
Responsibility:		RE02	Position Respons								
Effective Date:		05/25/2012									
*Effective Status	3:	Active 💌									
*% Time Allocati	on:	5									
		Essential Function									
Description:					Ś						
ОК	Cancel)									
1											
									😝 Internet	4	• 🔍 100% •

Step	Action
26.	Update Responsibilities, including Description and % Time Allocation , as needed. For the purpose of this example, enter " Responsible for developing office policies and procedures."

THE FLO OMNI · HI	DRIDA STATE UI IMAN RESOURCES	NIVERSITY			SEARCH FLORIDA STAT	E Search	GC
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
avorites Main Menu > eF Non-Person Profile	AF+ > Enter ePAF+ Transac	tions				📝 Cust	omize Pa
Update Responsi	ibilities						
Profile ID: 133395	Business Manager						
rofile Type: ROLE	Position Profile						
Ipdate item details then clic	ck OK to apply changes and retu	rn. Click Cancel to return	n without any o	changes.			
)etails		Find View	All First 🚺 2 o	of 2 🗖 Last			
tesponsibility:	RE02	Position Responsibility					
ffective Date:	05/25/2012						
ffective Status:	Active 🖌						
6 Time Allocation:	5						
, moralooda on	Essential Function						
Description:	Responsible for developing	office policies and proc	edures.	۲			
OK Cancel							
	_						
							0
					😔 Internet		4,100%

Step	Action
27.	Click the OK button.

	E FLORIDA NI * HUMAN RES	A STATE UI	NIVER	SITY			SEARCH FLORIDA STA	Search		C	GO
1851	II IIOMAIIRE	JOURCES		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	S	iign ol	ut
orites Main Men	iu > ePAF+ > E	Enter ePAF+ Transac	tions								
on-person	Profile							📝 Cus	lomize	e Pag	le
ofile:	133395		Status		Active						
ofile Type:	ROLE	Position Profile	Status	Date:	09/02/2	011					
scription:	Business Manager										
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nile usage.	End / Final / Job										
ummarv Re	sponsibilities	Compete	noice	Qualific	ationa						
		compete	licies	Quainic	auons	_				_	
Responsibilities	3 -		% Time				Find View 5	🔁 📜 First 🖬 1-6 o	16	Last	l
esponsibility	Effective Date	Effective Status	Allocation	Essential F	unction	Description					
osition Respons	ibility 05/25/2012	Active	20			Responsible for overs	eeing and serving as Bu	dget Manager.	ħ	-	
osition Respons	ibility 05/25/2012	Active	5	~		Responsible for devel	oping office policies and	procedures.	R		
osition Respons	ibility 11/16/2011	Active	10			policies related to ODI	e research and makes re- operations to ensure co the standards of the Uni e of Florida.	mpliance with ODL		-	
osition Respons	ibility 11/16/2011	Active	10	V		This position directly s accountants and 1 op:	upervises the accounting 3.	area to include 2		-	
osition Respons	ibility 11/16/2011	Active	40			salaries, OPS and Fac Develops and gathers personnel and payroll	& updates related inform ulty appointments for the data relating to financial in preparation of various aration and year end reco	E&G rate and support. planning and budgets, financial reports,		-	

Step	Action
28.	Click the third Position Responsibility link.
	Position Responsibility

	RIDA STATE V MAN RESOURCES	UNIVERSITY		P	SEARCH FLORIDA STAT	Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePA	F+ > Enter ePAF+ Transa	ctions					
						Cust	omize Page
Non-Person Profile							
Update Responsit	oilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and r	eturn. Click Cancel to retur	n without any (changes.			
Details		Find View	All First 【 1	of 1 🖸 Last			
Responsibility:	RE03	Position Responsibility		+			
Effective Date:	11/16/2011	roomonreopensising					
Effective Status:	Active						
% Time Allocation:	10						
Description:	related to ODL operation	esearch and makes recom is to ensure compliance wi of the University, the Board	th ODL missio	on and			
OK Cancel	ang und Virfaldi Semutriki	80%				6.	€,100% -

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

Welcome to vorites Main Menu >	FSU! COCHRANE, AMBER M Workforce Development >	lay 18, 2012 Home Profile Management > F	Worklist Proces Profiles > Non-person Pro	s Monitor Report Ma ofiles	nager Add to Favorites	s Sign ou
÷ · · · ·	÷	÷	•		1	Customize Pag
Ion-Person Profile						
Jpdate Respon	sibilities			_		
Profile ID: 133395	Business Manager					
Profile Type: ROLE	Position Profile					
Jpdate item details then	click OK to apply changes and	return. Click Cancel to retu	n without any changes.			
Details		Find View	All First X 3 of 3 D Las			
Responsibility:	RE03	Position Responsibility	+ -			
Effective Date:	05/25/2012					
Effective Status:	Active 💌					
% Time Allocation:						
	Essential Function					
Description:	on policies related to OE	esearch and makes recom DL operations to ensure co riorities, the standards of t	mpliance 🧾			
OK Can	cel					
on our						

Step	Action
30.	Update Responsibilities, including Description and % Time Allocation , as needed.
	For the purpose of this example, enter "25" into the % Time Allocation field.

THE FLORIDA STA OMNI • HUMAN RESOURCES		Y		SEARCH FLORIDA STA	Search	GO
Favorites Main Menu > Workforce Developme	Home	Worklist Proces Profiles > Non-person Pr	s Monitor ofiles	Report Manager	Add to Favorites	Sign out
Non-Person Profile	•	·			📝 Cust	omize Page
Update Responsibilities			_			
Profile ID: 133395 Business Mana Profile Type: ROLE Position Profile Update item details then click OK to apply change Profile Route Profile Route	3	eturn without any changes.				
Details	Find Vi	ew All First 🕅 2 of 2 🖸 Las				
Responsibility: RE03 "Effective Date: 05/25/2012_0 "Effective Status: Active w % Time Allocation: 25 W Essential Func Description: OK Cancel	Position Responsibi	ity R I				
Done				🗸 Trusted sit	tes 🧠 🔹	💐 100% 🔹 💡

Step	Action
31.	Then enter " Responsible for supervising OPS and Federal Work Study students." into the Description field.

	RIDA STATE MAN RESOURCES	UNIVERSIT	Y		P	SEARCH FLORIDA STA	Search	GO
Favorites Main Menu > W	orkforce Development >	Home Profile Management	Worklist > Profiles > 1	Process Mo Non-person Profile		Report Manager	Add to Favorites	Sign out
• · •	Ť	*	Ť				📝 Cu	istomize Pa
Non-Person Profile								
Update Responsit	oilities							
Profile ID: 133395	Business Manager							
Profile Type: ROLE	Position Profile							
Update item details then click	OK to apply changes and	return. Click Cancel to r	eturn without ar	ny changes.				
Details		<u>Find</u> ⊻	iew All First	2 of 2 🖸 Last				
Responsibility:	RE03	Position Responsib	ility	+ -				
*Effective Date:	05/25/2012							
*Effective Status:	Active 🐱							
% Time Allocation:	25							
A TIME ANOCADON.	Essential Function							
Description:	Responsible for superv	ising OPS and Federal \	Nork Study stud	lents. 🌾				
OK Cancel								
Cancer								
						🗸 Trusted si	tes 🔄 🐴 🔹	🔍 100% 🔹 💡

Step	Action
32.	Click the OK button.

	LORIDA Human Res	STATE UN	NIVER	SITY			SEARCH FLORIDA STAT	Search		G	60
1851				Home	Worklist	Process Monitor	Report Manager	Add to Favorites	S	ign ou	ut
vorites Main Menu >	ePAF+ > Ente	er ePAF+ Transaction	ns					📝 Cust	tomiz	e Pao	ie
lon-person Pr	ofile										
ofile: 1333	195		Status:		Active						
ofile Type: ROL	E	Position Profile	Status	Date:	09/02/20	11					
escription: Busi	ness Manager										
ofile Usage: End /	Final / Job										
Summary Respon	sibilities	Competer	ncies	Qualifica	ations						
Responsibilities -							Eind View 5	🛃 🔠 🛛 First 🚺 1-6 of	6 🕨	Last	
Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Fu	nction E	Description					
Position Responsibility	05/25/2012	Active	20		F	Responsible for overs	seeing and serving as Buc	lget Manager.	ľ		
Position Responsibility	05/25/2012	Active	5	V	F	Responsible for deve	loping policies and proce	dures.	ħ		
Position Responsibility	05/25/2012	Active	25		F	Responsible for supe	rvising OPS and Federal \	Work Study students.	ħ	-	
Position Responsibility	11/16/2011	Active	10			This position directly s accountants and 1 op	supervises the accounting s.	area to include 2		-	
Position Responsibility	11/16/2011	Active	40		s D R	salaries, OPS and Fa Develops and gathers personnel and payrol	s & updates related inform culty appointments for the s data relating to financial in preparation of various : aration and year end reco	E&G rate and support. planning and budgets, financial reports,		-	
							nsible for management of				
							sunnort of university husin				

Step	Action
33.	Click the fourth Position Responsibility link.
	Position Responsibility

	DRIDA STATE V MAN RESOURCES	UNIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > eP/	AF+ > Enter ePAF+ Transa	ctions					
						📝 Cust	omize Page
Non-Person Profile							
Update Responsi	bilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then clic	k OK to apply changes and r	eturn. Click Cancel to retur	n without any c	hanges.			
Details		Find I View	All First 🔣 1 o	f 1 🖸 Last			
Responsibility:	RE04	Position Responsibility		+			
Effective Date:	11/16/2011	Position Responsibility					
Effective Status:	Active						
% Time Allocation:	10						
	Essential Function						
Description:		ervises the accounting are	a to include 2				
	accountants and 1 ops.						
OK Cancel							
javascript:submitAction_win0(docu	ment.win0,'\$ICField11\$new\$0\$\$:0');			😜 Internet		🔍 100% 🔹 🖉

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

	RIDA STATE IAN RESOURCES	UNIVERSITY	7	P	SEARCH FLORIDA STA	Search	GO
Favorites Main Menu > We	orkforce Development >	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Pavorices Main Meriu > VV	orktorce Development >	Profile Management >	Profiles > No	in-person Promes		📝 Cust	omize Page
Non-Person Profile							
Update Responsib	oilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and	return. Click Cancel to re	turn without any	changes.			
Details		Find Vie	w All First 🚺 2	of 2 🖸 Last			
Responsibility:	RE04	Position Responsibil	itv	+ -			
*Effective Date:	05/25/2012						
*Effective Status:	Active 🔽						
% Time Allocation:							
	Essential Function						
Description:	This position directly su accountants and 1 ops.	pervises the accounting a	area to include 2	e 🕊			
OK Cancel							
					🗸 Trusted s	ites 🐴 🔹	🔍 100% 🔹

Step	Action
35.	Update Responsibilities, including Description and % Time Allocation , as needed.
	For the purpose of this example, enter "50" into the % Time Allocation field.

	DRIDA STATE V JMAN RESOURCES	UNIVERSITY			SEARCH FLORIDA STAT Web	E Search	
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign a
vorites Main Menu > eP	AF+ > Enter ePAF+ Transa ↓	ctions				📝 Cust	omize Paj
Jpdate Respons	ibilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile ck OK to apply changes and r	eturn. Click Cancel to return) without any c	hanges.			
)etails		Find View /	All First 🚺 2 c	of 2 🖸 Last			
Responsibility:	RE04	Position Responsibility					
ffective Date:	05/25/2012						
Effective Status:	Active 💌						
% Time Allocation:	50						
	 Essential Function 						
Description:				۴.			
OK Cancel							
					😜 Internet	4 ·	100%

Step	Action
36.	Then enter " Responsible for performing administrative duties. " into the Description field.

	LORIDA STATE Human Resources	UNIVERSITY			SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
vorites Main Menu >	ePAF+ > Enter ePAF+ Trans	actions					
						📝 Cust	omize Pa
Non-Person Profile							
Update Respoi	nsibilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details ther	click OK to apply changes and	return. Click Cancel to retur	n without any (changes.			
Details		Find View	All First 🚺 2 (of 2 🖸 Last			
Responsibility:	RE04	Position Responsibility					
Effective Date:	05/25/2012						
Effective Status:	Active 💌						
% Time Allocation:	50						
	Essential Function						
Description:	Responsible for perform	ning administrative duties.		Ś			
OK Car	ncel						
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Step	Action
37.	Click the OK button.

onieusage: End/	ePAF+ > En Final/Job	ter ePAF+ Transact							
ummary Respons	sibilities	Competer	<u>icies</u>	Qualifications					
Responsibilities -						Find View 5	🔎 📜 🛛 First 🕅 1-6 of	6 🕨	Last
esponsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description				
osition Responsibility	05/25/2012	Active	20		Responsible for overs	eeing and serving as Budg	et Manager.	h	-
osition Responsibility	05/25/2012	Active	5	V	Responsible for devel	oping office policies and pr	ocedures.	•	-
osition Responsibility	05/25/2012	Active	25		Responsible for super	vising OPS and Federal W	ork Study students.	P	-
osition Responsibility	05/25/2012	Active	50		Responsible for perfor	ming complex administrat	ive functions.	æ	
osition Responsibility	11/16/2011	Active	40		salaries, OPS and Fac Develops and gathers personnel and payroll	& updates related informa ulty appointments for the E data relating to financial pl in preparation of various fir aration and year end recon	&G rate and support. anning and budgets, nancial reports,		-
osition Responsibility	11/16/2011	Active	15	V	financial functions in s wide variety of funds a programs. Coordinate	nsible for management of f upport of university busine ilso, to include new Market es and/or prepares legislat include FTE, E&G rate, op its.	ss operations for a Rate online ive and operating		-
Add New Responsi	bilities								
ummary Respons	sibilities	Competer	ncies	Qualifications					

Step	Action
38.	To inactivate the fifth responsibility, click the fifth Position Responsibility link.
	Position Responsibility

		DRIDA STATE	UNIVERSITY			SEARCH FLORIDA STAT	Search	G	
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign o	
vorites Main	Menu > eP	AF+ > Enter ePAF+ Trar	isactions				📝 Cust	omize Pag	
lon-Person	Profile								
Jpdate R	esponsi	bilities							
rofile ID:	133395	Business Manager							
rofile Type:	ROLE	Position Profile							
Jpdate item de	tails then clic	k OK to apply changes and	return. Click Cancel to retur	n without any c	hanges.				
Details			<u>Find</u> View	All First 🚺 1 c	f 1 🖸 Last				
Responsibility: Effective Date:		RE05 11/16/2011	Position Responsibility		+				
Effective Statu	s:	Active							
% Time Allocat	ion:	40							
Description:		salaries, OPS and Facu Develops and gathers d	k updates related informati Ity appointments for the E& ata relating to financial pla preparation of various fina	G rate and sup nning and budg	port. jets,				
		budget preparation and	year end reconciling.		_				
ОК	Cancel								

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

	RIDA STATE U		SEARCH FLORIDA STATE				
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAI	F+ > Enter ePAF+ Transac	tions				-1	
						Cust	omize Page
Non-Person Profile							
Update Responsib	ilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and retu	Irn. Click Cancel to retur	m without any	changes.			
Details		Find View	All First 🛙 2	of 2 🖸 Last			
Responsibility:	RE05	Position Responsibility					
Effective Date:	05/25/2012						
*Effective Status:	Active 🗸						
*% Time Allocation:	40						
	Essential Function						
Description:	This position monitors & up reference to salaries, OPS E&G rate and support. Dev	and Faculty appointmen	ts for the	< m >			
OK Cancel					Totemet		\$ 100%. •

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

	THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES						GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu >	ePAF+ > Enter ePAF+ Transac	tions					
						Cust	omize Page
Non-Person Profile							
Update Respon	sibilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then	click OK to apply changes and retu	rn. Click Cancel to retu	rn without any	changes.			
Details		Find View	All First 🚺 2	of 2 🖸 Last			
Responsibility:	RE05	osition Responsibility					
Effective Date:	05/25/2012						
*Effective Status:	Active 💌						
*% Time Allocation:	Active						
	Inactive ction						
Description:	This position monitors & up reference to salaries, OPS a						
	E&G rate and support. Deve			~			
OK Cano	el						
					😜 Internet		🔍 100% 🔹 💡

Step	Action						
41.	Select Inactive from the options listed.						
	Inactive						

		DRIDA STATE	UNIVERSITY			SEARCH FLORIDA STA	Search	G
1851		MAN RESOURCES	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou
vorites Main	Menu > eP	AF+ > Enter ePAF+ Trar	isactions				🖌 Cus	omize Page
lon-Persor	n Profile							
Jpdate R	Responsi	bilities						
Profile ID:	133395	Business Manager						
Profile Type:	ROLE	Position Profile						
Jpdate item d	etails then clic	k OK to apply changes and	return. Click Cancel to retu	rn without any o	hanges.			
Details			Find View	All First 🕻 2 d	of 2 🖸 Last			
Responsibility	y:	RE05	Position Responsibility					
Effective Date	e:	05/25/2012						
Effective Stat	us:	Inactive 🗸						
% Time Alloca	ation:	40						
		Essential Function						
Description:			updates related informations of the second s		^ ♥			
			evelops and gathers data		~			
OK	Cancel							
						-		-
						😔 Internet	- <u>-</u>	💐 100%

Step	Action
42.	Click the OK button.

rites Main Menu > nie usage: End /	ePAF+ > En Final / Job	ter ePAF+ Transact	ions				gn ol
ummary Respon	sibilities	Competer	icies	Qualifications			
Responsibilities -					Eind View 5 🔤 🗮 Frst 🗳 1-6 of 6		Last
esponsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description		
sition Responsibility	05/25/2012	Active	20		Responsible for overseeing and serving as Budget Manager.	Ph	-
sition Responsibility	05/25/2012	Active	5	V	Responsible for developing office policies and procedures.	P1	-
sition Responsibility	05/25/2012	Active	25		Responsible for supervising OPS and Federal Work Study students.	P•	-
sition Responsibility	05/25/2012	Active	50	V	Responsible for performing complex administrative functions.	ħ	-
osition Responsibility	05/25/2012	Inactive	40		This position monitors & updates related information in reference to salaries, OPS and Faculty appointments for the EAG rate and support. Develops and gathers data relating to financial planning and budgets, personnel and payroli in preparation of various financial reports, including budget preparation and year end reconciling.	ħ	
osition Responsibility	11/16/2011	Active	15		This position is responsible for management of fiscal purchasing and financial functions in support of university business operations for a wide variety of funds also, to include new Market Rate online programs. Coordinates and/or prepares legislative and operating budgets at year end to include FTE, E&G rate, ops, expenses and revenue for departments.		
Add New Response	bilities						
ummary Respon	sibilities	Competer	icies	Qualifications			

Step	Action
43.	To inactivate the sixth responsibility, click the sixth Position Responsibility link.
	Position Responsibility

	RIDA STATE	UNIVERSITY		F	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+ Tran	nsactions				-4 -	
						Cus	tomize Page
Non-Person Profile							
Update Responsib	oilities						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile						
Update item details then click	OK to apply changes and	return. Click Cancel to retur	m without any c	hanges.			
Details		Find View	All First 🚺 1 c	f 1 🖸 Last			
Responsibility:	RE06	Position Responsibility					
Effective Date:	11/16/2011	1 contorrecoportoroning					
Effective Status:	Active						
% Time Allocation:	15						
Description:	financial functions in su variety of funds also, to Coordinates and/or prep	sible for management of fis pport of university business include new Market Rate or pares legislative and opera e, ops, expenses and reven	s operations for nline programs ting budgets at	r a wide year end			
OK Cancel		40%			O interval		@ 1000 -
javascript:submitAction_win0(docum	ent.win0,'\$ICField11\$new\$0\$	\$0');			😜 Internet		4 100% 🔹

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

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1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign o
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Profile ID:	133395	Business Manager						
Profile Type:	ROLE	Position Profile						
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Responsibility	r:	RE06	Position Responsibility					
Effective Date	e	05/25/2012						
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Step	Action
45.	Click the Effective Status drop-down menu.

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1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
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Profile ID: 133395 Profile Type: ROLE Update item details then click	Business Manager Position Profile	n. Click Cancel to retu	m without any	changes.			
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Responsibility: Effective Date: "Effective Status: "% Time Allocation: Description: OK Cancel	RE06 P 05/25/2012 Active Ction Active Ction This position is responsible t purchasing and financial fun business operations for a wir	tions in support of un	cal				
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Step	Action
46.	Select Inactive from the options listed.
	Inactive

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Profile ID:	133395	Business Manager										
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Responsibility:		RE06	Position Respo									
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Step	Action
47.	Click the OK button.

mie usage: End /	Final / Job								
	nsibilities	Compete	encies	Qualifications					
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tesponsibility	Effective Date	Effective Status	Allocation	Essential Function	Description				
osition Responsibility	05/25/2012	Active	20		Responsible for overse	eing and serving as Bud	get Manager.	P	-
osition Responsibility	05/25/2012	Active	5	V	Responsible for develop	bing office policies and p	procedures.	Pà	-
osition Responsibility	05/25/2012	Active	25		Responsible for supervi	ising OPS and Federal V	Vork Study students.	På	-
osition Responsibility	05/25/2012	Active	50	V	Responsible for perform	ning complex administra	tive functions.	P	-
osition Responsibility	05/25/2012	Inactive	40		Develops and gathers d	Ity appointments for the lata relating to financial p preparation of various f	E&G rate and support. blanning and budgets, inancial reports,	P	-
osition Responsibility	05/25/2012	Inactive	15		financial functions in su wide variety of funds als programs. Coordinates	sible for management of pport of university busin so, to include new Marke and/or prepares legisla nclude FTE, E&G rate, op s.	ess operations for a t Rate online tive and operating	æ	
 Add New Responsi 	ibilities								
ummary Respo	nsibilities	Compete	encies	Qualifications					

Step	Action
48.	Click the Competencies link. Competencies

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)	Competency	Effective Date	Effective Status	Proficiency Lvl	Description		
004	Effective Communication	09/02/2011	Active	1-Basic	Ability to comm	nunicate effectively verbally and in writing.	
015	Policy Development	11/16/2011	Active	2-Proficient	Ability to develop	op and implement policies, procedures, goals, and	
019	Working Relationships	09/02/2011	Active	1-Basic	Ability to estab	lish and maintain effective working relationships.	
021	Process Evaluation	11/16/2011	Active	1-Basic	Ability to evaluate alternatives.	ate process effectiveness and develop change or	
2038	Attention to Detail	11/16/2011	Active	2-Proficient	Ability to perfor	rm accurately in a detail oriented environment.	P
	Competencies	0			_		
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Step	Action
49.	Click the View All link.
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ummary	Responsibilities	Com	petencies	Qualifi	cations				
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D	Competency	Effective Date	Effective Status	Profici	ency Lvl	Description	<u>, , , , , , , , , , , , , , , , , , , </u>		
004	Effective Communication	09/02/2011	Active	1-Basi	с	Ability to commu	nicate effectively verbally	and in writing.	
015	Policy Development	11/16/2011	Active	2-Profi	cient	Ability to develop objectives.	and implement policies	procedures, goals, and	
019	Working Relationships	09/02/2011	Active	1-Basi	с	Ability to establis	h and maintain effective	working relationships.	
021	Process Evaluation	11/16/2011	Active	1-Basi	с	Ability to evaluate alternatives.	process effectiveness a	and develop change or	
038	Attention to Detail	11/16/2011	Active	2-Profi	cient	Ability to perform	accurately in a detail orio	ented environment.	đ
045	Prioritize and Multi-task	09/02/2011	Active	1-Basi	с	Ability to prioritize simultaneously.	e, organize and perform r	nultiple work assignment	3
049	Data Reconciliation	11/16/2011	Active	2-Profi	cient	Ability to compile completeness, a		nancial data for accuracy,	E
:074	Laws, Rules & Regulations	09/02/2011	Active	1-Basi	с		id ability to interpret and a ances, rules and regulat	apply related federal, state ions.	, and
:075	University Policy	09/02/2011	Active	1-Basi	с		d ability to interpret and a ures, principles, and prac		
076	Computer Application Knowledge	09/02/2011	Active	1-Basi	c	Knowledge of ap functions.	plicable computer applic	cations and basic compute	er

Step	Action
50.	To inactive a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the Process Evaluation link. Process Evaluation

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ofile ID: 133395 ofile Type: ROLE date item details then click	Business Manager Position Profile k OK to apply changes and i	return. Click Cancel to retu	rn without any c	hanges.				
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OK Cancel								

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

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Profile Type: ROLE	Position Profile						
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Description:	Ability to evaluate process alternatives.	effectiveness and develo	op change or	æ			
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Step	Action
52.	Click the Effective Status drop-down menu.

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Step	Action
53.	Click Inactive from the options listed.
	Inactive

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Step	Action
54.	Click the OK button.

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orites Ma	· · · ·	Enter ePAF+ Tra	nsactions						
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)	Competency	Effective Date	Effective Status	Proficienc	y Lvl	Description			
004	Effective Communication	09/02/2011	Active	1-Basic		Ability to commun	icate effectively verbally	and in writing.	
:015	Policy Development	11/16/2011	Active	2-Proficier	nt	Ability to develop objectives.	and implement policies,	procedures, goals, and	
019	Working Relationships	09/02/2011	Active	1-Basic		Ability to establish	and maintain effective	working relationships.	
:021	Process Evaluation	05/25/2012	Inactive	1-Basic		Ability to evaluate alternatives.	process effectiveness a	nd develop change or	Ę
:038	Attention to Detail	11/16/2011	Active	2-Proficier	nt	Ability to perform :	accurately in a detail orie	ented environment.	E
045	Prioritize and Multi-task	09/02/2011	Active	1-Basic		Ability to prioritize, simultaneously.	organize and perform n	nultiple work assignments	
:049	Data Reconciliation	11/16/2011	Active	2-Proficier	nt	Ability to compile, completeness, ar		nancial data for accuracy,	G
074	Laws, Rules & Regulations	09/02/2011	Active	1-Basic			d ability to interpret and a nces, rules and regulati	apply related federal, state, ar ons.	ıd
075	University Policy	09/02/2011	Active	1-Basic			d ability to interpret and a res, principles, and prac		
:076	Computer Application Knowledge	09/02/2011	Active	1-Basic		Knowledge of app functions.	licable computer applic	ations and basic computer	Τ

Step	Action
55.	To change the proficiency level of a competency that is currently on the profile, select the competency you would like to change. For the purpose of this example, click the Prioritize and Multi-task link. Prioritize and Multi-task

Home Vorkist Process Monitor Report Manager Add to Favorite Sign out avgress Man_Menu ≥ ePA+ > Enter ePAF+ Transactions Image: Customize Page Image: Customize Page Non-Person Profile Data Competencies Image: Customize Page Image: Customize Page Profile Trans ROLE Position Profile Image: Customize Page Image: Customize Page Profile Trans ROLE Position Profile Image: Customize Page Image: Customize Page Profile Trans ROLE Position Profile Image: Customize Page Image: Customize Page Profile Trans ROLE Position Profile Image: Customize Page Image: Customize Page Update Item details then click OK to apply changes and return. Click Cancel to return without any changes. Image: Customize Page Image: Customize Page Competency: Cut Cut Prioritize and Multi-task Image: Customize Page Image: Customize Page Proficiency Lvt: 1-Basic Image: Customize Page Image: Customize Page Image: Customize Page OK Cancel Image: Customize Page Image: Customize Page Image: Customize Page	THE FLOF OMNI * HUMA	RIDA STATE U AN Resources	UNIVERSITY			SEARCH FLORIDA STAT	E Search	GO
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Profile ID: 13395 Business Manager Profile Type: ROLE Position Profile Update item details then click OK to apply changes and return. Click Cancel to return without any changes. Details Free View AL Free Click 1 of 1 D Lest Competency: C045 Prioritize and Multi-task Effective Date: 090/22011 Effective Status: Active Proficiency Lvt: 1-Basic Description: Ability to prioritize and perform multiple work assignments simultaneously.								
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 Vev / it prof. Cl of 1 Of 1 Of Last Competency: C045 Prioritize and Multi-task Effective Data: Active Proficiency Lvt: 1-Basic Description: Ability to prioritize and perform multiple work assignments	Update Competenc	ies						
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Step	Action
56.	Click the Add a New Row (plus sign) button.

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Competency:		C045	Prioritize and Multi-task					
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Step	Action
57.	Click the Proficiency Lvl list.
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Profile ID: 133395	Business Manager						
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Competency:	C045	Prioritize and Multi-task					
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Step	Action
58.	Select the desired proficiency level for this competency. For the purpose of this example, select 2-Proficient .

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Description:		Ability to prioritize, organ assignments simultane		n multiple wo	ork	æ				
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Step	Action
59.	Click the OK button.

Process Monitor Report Manager Add to Favorities Sign until the second s		OMNI * HUMAN RE	SOURCES				(~			
simultaneously. Image: Simultaneously. ability to completeness, and compliance. Image: Simultaneously. knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations. Image: Simultaneously. knowledge of and ability to interpret and apply related federal, state, and policies, procedures, principles, and practices. Image: Simultaneously. knowledge of applicable computer applications and basic computer functions. Image: Simultaneously. knowledge of electronic data processing as it applies to fiscal and accounting activities. Image: Simultaneously. Ability to apply Generally Accepted Accounting Principles and Practices of management. Image: Simultaneously. knowledge of the concept, principles, and practices of management. Image: Simultaneously.	1851				ome	Worklist	Process Monitor	Report Manager	Add to Favorites	Sig	jn ol
Ability to compile, review, and reconcile financial data for accuracy, compileness, and compilance. Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules and regulations. Knowledge of and ability to interpret and apply related federal, state, and policies, procedures, principles, and practices. Knowledge of applicable computer applications and basic computer functions. Knowledge of electronic data processing as it applies to fiscal and accounting activities. Knowledge of the concept principles and practices of management. Knowledge of the concept, principles, and practices of management. 	*	· · · · ·	Enter ePAF+ Tr		0.0.0		Ability to priorital	o, organizo ana perioriti	maniple work apolymme		(=);
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policies, procedures, principles, and practices. knowledge of applicable computer applications and basic computer functions. knowledge of applicable computer applications and basic computer accounting activities. knowledge of electronic data processing as it applies to fiscal and accounting activities. Ability to apply Generally Accepted Accounting Principles and Practices (GAAPP). knowledge of the concept, principles and practices of management. knowledge of the concepts, principles, and practices of financial data	C074	Laws, Rules & Regulations	09/02/2011	Active	1-Basi	с				ate, and	ł
functions. Knowledge of electronic data processing as it applies to fiscal and accounting activities. Ability to apply Generally Accepted Accounting Principles and Practices (GAAPP). Knowledge of the concept, principles and practices of management. Knowledge of the concepts, principles, and practices of financial data	C075	University Policy	09/02/2011	Active	1-Basi	с					
accounting activities. Ability to apply Generally Accepted Accounting Principles and Practices (CAAPP). Knowledge of the concept. principles and practices of management. Knowledge of the concepts, principles, and practices of financial data	C076	Computer Application Knowledge	09/02/2011	Active	1-Basi	с		pplicable computer app	lications and basic comp	outer	
(GAAPP).	C096	Fiscal/Accounting Technology	11/16/2011	Active	2-Profi	cient			g as it applies to fiscal a	nd	
Knowledge of the concepts, principles, and practices of financial data	C102	Accounting Principles	11/16/2011	Active	2-Profi	cient		enerally Accepted Acco	unting Principles and Pra	actices	
	C136	Management Practices	11/16/2011	Active	1-Basi	c	Knowledge of th	ne concept, principles ar	nd practices of managem	ient.	
	C140	Data Collection	09/02/2011	Active	1-Basi	c			and practices of financial	l data	
	C102 C136 C140	Management Practices	11/16/2011	Active	1-Basi	c	(GAAPP). Knowledge of th	ne concept, principles ar ne concepts, principles,	nd practices of manage	em	ement.
	<u>Summary</u>	Responsibilities	Con	npetencies	Qualifi	cations					
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	Profile Ident	ity Effective Date	Key 1	Description		Workflow					

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

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1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
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Non-Person Profile							
Add New Compete	encies						
Profile ID: 133395	Business Manager						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile pply changes and return. Click Cancel t						
Details		Find View	All First K 1 o	f 1 🖸 Last			
*Competency:	Q						
Effective Date:	05/25/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	1-Basic						
Description:				æ			
OK Cancel							

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

THE FLORID OMNI · HUMAN RE	A STATE UNIVE	RSITY	P	SEARCH FLORIDA STAT	Search	GO
1851		Home Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ >	Enter ePAF+ Transactions				E Cuel	omize Page
Non-Person Profile					Cusi	ornize i age
Add New Competencies	5					
	siness Manager					
Profile Type: ROLE Pos Add item details. Click OK to apply cha	sition Pr Look Up			×		
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Details	Look Up Com	petency		=		
*Competency:				-		
Effective Date: 05/25/	/2012 Content Type:	COMPETENCY				
*Effective Status: Active		is with 🔽				
*Proficiency LvI: 1-Bas	begin Description: begin	is with 💌				
Description:	Look Up Clear	Cancel Basic Look	10			
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	Search Results					
OK Cancel		irst 🔳 1-184 of 184 🕟 L	ast			
	Content Item ID Descrip C001 Ethical	xtion Practices and Behavior				
		ic Management !!! ner Service				
	C006 Trainin	g Preparation				
		nent Design/Modification blogy Communication				
	C012 Crisis	Management Thinking				
		ing Development				
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Step	Action
62.	Select the desired Competency from the catalog. For the purpose of this example, click the C003 , Customer Service link.

THE FLOP	RIDA 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 > ePAF-	+ > Enter ePAF+ Transactions					Cust	omize Page
Non-Person Profile						Cusi	ornize r age
Add New Competer	ncies						
Profile ID: 133395	Business Manager						
Profile Type: ROLE	Position Profile ply changes and return. Click Cance						
	C003 Q Custom		/ All First 🔣 1 o	t 1 Last			
competency.	05/25/2012 Custom	er Service					
*Effective Status:	Active V						
*Proficiency LvI:	1-Basic 🗸						
Description:	Ability to demonstrate effective custo	mer service sk	dlls.	æ			
OK Cancel							
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Step	Action
63.	To change the proficiency level, click the Proficiency Lvl list.
	1-Basic

	RIDA STATE U	INIVERSITY		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+ Trans	actions				📝 Custo	omize Page
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Profile ID: 133395	Business Manager						
Profile Type: ROLE Add item details. Click OK to a with adding additional items.	Position Profile apply changes and return. Cli	ck Cancel to return. Click	Apply and Add	continue			
Details		<u>Find</u> View	All First 🚺 1 o	f 1 🖸 Last			
*Competency:	C003	Customer Service					
Effective Date:	05/25/2012						
*Effective Status:	Active 💌						
*Proficiency LvI:	1-Basic	~					
Description:	1-Basic 2-Proficient 3-Advanced	customer service ski	ills.	۴ ا			
OK Cancel	- Shavaneed						
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Step	Action
64.	Select the desired proficiency level for this competency. For the purpose of this example, select 2-Proficient.
	2-Proficient

	rocess Monitor	Report Manager		
		Report manager	Add to Favorites	Sign out
vorites Main Menu > ePAF+ > Enter ePAF+ Transactions			-1	
			Cust	omize Page
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Add New Competencies				
Profile ID: 133395 Business Manager				
Profile Type: ROLE Position Profile Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add cont with adding additional items.	inue			
Details Eind View All First K 1 of 1	Last			
Competency: C003 Customer Service				
Effective Date: 05/25/2012				
Effective Status:				
Proficiency LvI:				
Description: Ability to demonstrate effective customer service skills.				
OK Cancel		Internet		م 100% م

Step	Action
65.	Click the OK button.

	FHE FLORID OMNI * Human Re		UNIVERS	1 I Y			Web	Search		G
1851	OMINI HUMAN RE	SOURCES	н	lome	Worklist	Process Monitor	Report Manager	Add to Favorites	Sig	gn ou
vorites Ma	in Menu > ePAF+ >	Enter ePAF+ Tr	ansactions							
C045	Prioritize and Multi-task	05/25/2012	Active	2-Prof	icient	simultaneously		r malapic work aborgini	ionito	F
C049	Data Reconciliation	11/16/2011	Active	2-Prof	icient		e, review, and reconcile and compliance.	financial data for accura	icy,	P
C074	Laws, Rules & Regulations	09/02/2011	Active	1-Bas	ic		and ability to interpret and nances, rules and regul	d apply related federal, s ations.	tate, and	1
C075	University Policy	09/02/2011	Active	1-Bas	ic		ind ability to interpret an dures, principles, and pr	d apply related Universit actices.	у	
C076	Computer Application Knowledge	09/02/2011	Active	1-Bas	ic	Knowledge of a functions.	pplicable computer app	lications and basic com	puter	
C096	Fiscal/Accounting Technology	11/16/2011	Active			Knowledge of e accounting acti		ng as it applies to fiscal	and	
C102	Accounting Principles	11/16/2011	Active	2-Prof	icient	Ability to apply ((GAAPP).	Senerally Accepted Acco	unting Principles and Pr	actices	R
C136	Management Practices	11/16/2011	Active	1-Bas	ic	Knowledge of t	he concept, principles a	nd practices of manager	ment.	
C140	Data Collection	09/02/2011	Active	1-Bas	ic		he concepts, principles, eport preparation.	and practices of financia	al data	
+ Add Nev	v Competencies									
<u>Summary</u>	Responsibilities	Com	petencies	Qualif	fications					
Profile Ide	entities -	Custo	mize <u>Find</u> View All		First I of 1	Last				
Profile Iden	tity Effective Date	Key 1	Description		Workflow					
Ontion	LINGGING Date	noy i	ocacription		Status					[

Step	Action
66.	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.

	HE FLORIDA MNI * Human Rei		UNIVERS	11 Y			Web		Y Search		G
1851				ome	Worklist	Process Monitor	Report N	lanager	Add to Favorites	Sig	in or
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ofile:	133395		Status:		Active						
ofile Type:	ROLE	Position Profile	Status Date	9:	09/02/2011						
escription:	Business Manager										
ofile Usage:	End / Final / Job										
<u>Summary</u>	Responsibilities	Comp	etencies	Qualific	ations						
 Competenci 	ies -							Find Vie	ew 5 🗖 🛗 🛛 First 🕻	1-15 of 1	15 D
D	Competency	Effective Date	Effective Status	Proficie	ncy Lvl	Description					
	Effective Communication	09/02/2011	Active	1-Basic		Ability to commu	inicate effectiv	ely verbally	and in writing.		
C015 <u> </u>	Policy Development	11/16/2011	Active	2-Profic	ient	Ability to develop objectives.	and impleme	ent policies	, procedures, goals, a	and	
C019 <u>)</u>	Working Relationships	09/02/2011	Active	1-Basic		Ability to establi	sh and mainta	in effective	working relationship:	3.	
021	Process Evaluation	05/25/2012	Inactive	1-Basic		Ability to evaluat alternatives.	e process effe	ctiveness a	and develop change o	ır	R
C038 (Attention to Detail	11/16/2011	Active	2-Profic	ient	Ability to perform	n accurately in	a detail ori	ented environment.		R
045	Prioritize and Multi-task	05/25/2012	Active	2-Profic	ient	Ability to prioritiz simultaneously		d perform r	nultiple work assignr	nents	R
049 <u>I</u>	Data Reconciliation	11/16/2011	Active	2-Profic	ient	Ability to compil- completeness,			nancial data for accur	acy,	P
	Laws, Rules & Regulations	09/02/2011	Active	1-Basic		Knowledge of a local laws, ordir			apply related federal, ions.	state, and	1

Step	Action
67.	Click the Qualifications link to make changes related to education/experience, licenses/certifications, tests/examinations (i.e. background checks), and memberships.

	THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES						TE Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main	Menu > ePAF+ > E	inter ePAF+ Transactions						
Profile:	133395	Status	s:	Active				~
Profile Type:	ROLE	Position Profile Status	Date:	09/02/2011				
Description:	Business Manager							
Profile Usage:	End / Final / Job							
Summary	Responsibilities	Competencies	Qualif	ications				
Education/E	xperience -						Eind View All 🚈 🕌	First 1 of 1
Education/Exp		Education Level	Years of Experience	Experience Substitutable	Note			=
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+ Add Nev	ontent Item ID erience							
▼ Degrees -								
There are cu	rrently no Degrees for thi	is profile. Please add one if re	quired.					
+ Add New [Degrees							
▼ Licenses &	Certifications -							
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+ Add New L	icenses & Certifications							_
Tests/Exam	inations -							
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Step	Action
68.	Click the Education/Experience link.
	NOTE: Only click the Add New Education/Experience if the position does not already have education/experience in the profile.

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con-Person Profile podate Education/Experience ofile ID: 133395 Business Manager ofile Type: ROLE Position Profile odate Item details then click OK to apply changes and return. Click Cancel to return without any changes. etails statis fred[Verx/A] fred I to 12 Lest ducation/Experience: EDUEXP Education/Experience etaits fred[Verx/A] fred I to 12 Lest ducation/Experience: EUEXP Education/Experience etaits fred[Verx/A] fred I to 12 Lest ducation/Experience: Education/Experience Image: Education/Experience etaits fred[Verx/A] fred I to 12 Lest ducation/Experience: 2 Image: Education/Experience Experience: 2 Image: Education/Experience Experience: 2 Image: Education and experience equal to six gears or a combination of post high school education and experience equal to six	rorites Main Menu > eP	AF+ > Enter ePAF+ Transactions					Cuet	omize Page
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Step	Action
69.	Click the Add a New Row (plus sign) button.

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Profile Type:	ROLE	Position Profile						
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Years of Expe	rience:	A-9th Grade Education						
Note:		B-10th Grade Education C-High School Diploma o D-2 yr Degree/Associates E-4 yr Degree/Bachelors F-Masters Degree G-Doctorate, Professional H-Doctorate, Academic	school education and	1 experience	¥			
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Step	Action
70.	Click the Education Level Drop Down , select the appropriate education, and then update the Years of Experience required for the position. For the purpose of this example, click the C-High School Diploma or Equiv list item. C-High School Diploma or Equiv

		RIDA STATE U AN RESOURCES	JNIVER	SITY			SE A	RCH FLORIDA STAT	E Search	GO
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Profile Type:	ROLE	Position Profile								
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Effective Date:		05/25/2012								
Education Level	t:	C-High School Diploma	~							
Years of Experie	ence:	4								
		Experience Substituta	able							
		Specific Degree Requ	ired							
Note:						1				
OK	Cancel									
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Step	Action
71.	NOTE: Education/experience 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.

	ORIDA STATE U	J NIVERSITY		P	SEARCH FLORIDA STAT	E Search	GO	
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out	
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Update Educatio	n/Experience							
Profile ID: 133395	Business Manager							
Profile Type: ROLE	Position Profile							
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Effective Date:	05/25/2012							
Education Level:	C-High School Diploma							
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Step	Action
72.	Click the OK button.

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Profile:	13339	15	S	itatus:		Active								-
Profile Type:	ROLE	F	Position Profile S	itatus Date:		09/02/2011								
Description:	Busin	ess Manager												
Profile Usage:	End / F	inal / Job												
Summary	Respon	sibilities	Competencie	<u>25</u>	Quali	fications								
Education/Ex	kperience	-									Find Viev	V AT 🔯 🗎	First 🚺 1	of 1
Education/Expe	rience	Effective Date	Education Level	Year		Experience Substitutable		Note						Ŧ
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+ Add New E	ducation/l	Experience												
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There are cur	rently no l	Degrees for this	profile. Please add on	e if required	i.									
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+ Add New Li	icenses 8	Certifications												
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There are cur	There are currently no Tests/Examinations for this profile. Please add one if required.													
+ Add New T	ests/Exan	ninations												
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Step	Action
73.	Click the Add New Tests/Examinations link.
	Add New Tests/Examinations

	DRIDA 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 > eF	AF+ > Enter ePAF+ Transactions						
						Cust	omize Page
Non-Person Profile							
Add New Tests/E	xaminations						
Profile ID: 133395	Business Manager						
Profile Type: ROLE Add item details. Click OK to with adding additional items	Position Profile apply changes and return. Click Cance	I to return. Click	Apply and Add	l continue			
Details		Find View	All First 🚺 1 o	of 1 🖸 Last			
*Test/Examination:	Q.						
Effective Date:	05/25/2012						
*Effective Status:	Active 💌						
Description:							
OK Cancel							
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Step	Action
74.	Click the Look up Test/Examination button.

THE FLORIDA OMNI + HUMAN RESC	STATE UNIVERSITY	SEARCH FLORIDA STAT	E Search	GO
1851	Home Worklist Process Monit	or Report Manager	Add to Favorites	Sign out
avorites Main Menu > ePAF+ > En	er ePAF+ Transactions		Cuel	omize Page
Non-Person Profile			e ousi	onnize i age
Add New Tests/Examinat	ions			
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Add item details. Click OK to apply change	is a	<u> </u>		
with adding additional items. Details	Look Up Test/Examination			
*Test/Examination:				
Effective Date: 05/25/20	2 Content Type: TST			
*Effective Status: Active	Content Item ID: begins with v			
Description:	Description: begins with 🗸			
	Look Up Clear Cancel Basic Lookup			
OK Cancel	Search Results			
	View 100 First 📢 1-8 of 8 💽 Last			
	Content Item ID Description TE01 Physical Examination			
	TE02 Background Check, FDLE Level 1			
	TE03 Background Check, FDLE Level 2 TE04 Vaccination - Tetanus			
	TE05 Vaccination - Hepatitis A TE06 Tuberculosis Skin Test (PPD)			
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Step	Action
75.	Select the appropriate Background Level required for this position. For the purpose of this example, click the TE02, Background Check, FDLE Level 1 link. Background Level 1 = State background check
	Background Level 2 = National background check (Fingerprinting required)

THE FLORIDA STATE UNIVERSITY OMNI · HUMAN RESOURCES					SEARCH FLORIDA STAT	E Search	GO
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > eP	AF+ > Enter ePAF+ Transa	ctions					
						Cust	tomize Pa
Non-Person Profile							
Add New Tests/E	xaminations						
Profile ID: 133395	Business Manager						
Profile Type: ROLE Add item details. Click OK to with adding additional items.	Position Profile apply changes and return. Clie	ck Cancel to return. Clicl	k Apply and Ad	d continue			
Details		Find View	/ All First 🚺 1	of 1 🖸 Last			
*Test/Examination:	TE02	Background Check, FD	LE Level 1				
Effective Date:	05/25/2012						
*Effective Status:	Active 🔽						
Description:	As defined by Chapter 435 shall include, but not be lin statewide criminal corresp of Law Enforcement, and n local law enforcement age	nited to, employment his ondence checks throug nay include local crimin	story checks ar h the Florida D	nd Jepartment			
OK Cancel							
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Step	Action
76.	Click the OK button.

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There are curr	ently no Degrees for th	nis profile. Please add	l one if required.					
+ Add New De	agrees							200
Licenses & C	ertifications -							
There are curr	ently no Licenses & C	ertifications for this pr	ofile. Please add one					
+ Add New Lid	censes & Certification:	3						
Tests/Examin	nations -	F	ind View All 📮 🛗	First 1 of 1	Last			
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There are curr	ently no Memberships	for this profile. Pleas	e add one if required.					
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Profile Identity Option	Effective Date	Key 1	Description	Workflow Status				
Position Data	09/02/2011	00080802	Business Manager	Approved	-			
Save			Return to ePA	F+				
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Step	Action
77.	Click the Save button to save position profile changes.

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1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
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Profile:	133395		Status:	Active				
Profile Type:	ROLE	Position Profile	Status Date:	09/02/2011				
Description:	Business Manager							
Profile Usage:	End / Final / Job							
12 item(s) saves Summary ✓ Education/E	Responsibilities	Competen	<mark>cies</mark> Quali	ifications			Find View AL 🔎 🏪 - F	rest 🚺 1 of 1
<u>Summary</u>	Responsibilities	Competen Education Level	Years of	Experience	Note		Find View Al 🔍 🎬 - F	first 🚺 1 of 1
Summary	Responsibilities xperience - erience Effective Date		Years of Experience			ination of post high school		
Summary Education/Expe Education/Expe	Responsibilities xperience - erience Effective Date	Education Level	Years of Experience	Experience Substitutable	or a combin			
Summary Education/Expe Education/Expe	Responsibilities xperience - erience Effective Date it/16/2011	Education Level	Years of Experience	Experience Substitutable	or a combin			
Summary Education/Expe Education/Expe Education/Expe Add New E Degrees -	Responsibilities xperience - erience Effective Date it/16/2011	Education Level	Years of Experienc	Experience Substitutable	or a combin			
Summary Education/Expe Education/Expe Education/Expe Add New E Degrees -	Responsibilities xperience - vrience Effective Date erience 11/16/2011 ducation/Experience rrently no Degrees for this	Education Level	Years of Experienc	Experience Substitutable	or a combin			
Summary Celucation/Expe Education/Expe Education/Expe Celucation/Expe Celucat	Responsibilities xpertence Effective Date arience 11/16/2011 ducation/Experience rrently no Degrees for thill learees	Education Level	Years of Experienc	Experience Substitutable	or a combin			
Summary	Responsibilities xpertence Effective Date arience 11/16/2011 ducation/Experience rrently no Degrees for thill learees	Education Level E-4 yr Degree/Bac	Years of Experienc chelors	Experience e Substitutable 2 🔽	or a combin			
Summary	Responsibilities xperience Effective Date arience 11/16/2011 ducation/Experience rrently no Degrees for thi learess Certifications -	Education Level E-4 yr Degree/Bac	Years of Experienc chelors	Experience e Substitutable 2 🔽	or a combin			
Summary	Responsibilities xpprenece Effective Date atlence 11/16/2011 ducation/Experience Interfective Date renelly no Degrees for this Interfective Date tearees Certifications - renelly no Licenses & Certifications - Interfective Date	Education Level E-4 yr Degree/Bac	Years of Experienc chelors	Experience e Substitutable 2 🔽	or a combin			

Step	Action
78.	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. <u>12 item(s) saved</u>

THE FLORIDA STATE UNIV				SITY					SEARCH FLORI			
		UMAN RESOURCES							Web		Y Search	GO
1851				Home	Work	list	Process Mo	onitor	Report Mai	nager	Add to Favorites	Sign out
vorites Ma	in Menu > e	PAF+ > Enter ePAF+ Tra	insactions									
Add	RE05	Position Responsibility	05/25/2012	Inactive	~	40					ies, OPS and Faculty a port. Develops and ga	
Add	RE06	Position Responsibility	05/25/2012	Inactive	~	15	<		purchasi	ng and fi	sponsible for manage nancial functions in su ons for a wide variety of	pport of unive
Changed	Competencies	S -									Find View	/ All 🗗 🐂
Disposition	ID	Competency	*Effective Date	Effective S	tatus	Proficier	ncy Lvl		Description			
Add	C003	Customer Service	05/25/2012 🔢	Active	~	2-Profic	ient	~	Ability to demon	strate effe	ective customer service	skills.
Add	C021	Process Evaluation	05/25/2012	Inactive	~	1-Basic	:	~	Ability to evaluat alternatives.	e proces:	s effectiveness and dev	velop change
Add	C045	Prioritize and Multi-task	05/25/2012	Active	~	2-Profic	ient	~	Ability to prioritize, organize and perform multiple work assignments simultaneously.			
→ Changed	Education/Exp	erience -										Fi
Disposition	ID	Education/Experience	*Effective Date	Education	Level		Years of Experience	Exper Subst		Note		
Add	EDUEXP	Education/Experience	05/25/2012 🛐	C-High S	chool Di	iplom 🗸	4	✓				
Changed	Tests/Examin	ations -	Find View /	AN 🕰 🐩	First 4	1 of 1	Last					
Disposition	ID	Test/Examination	*Effective Date	Effective	Status							
Add	TE02	Background Check, FDLE Level 1	05/25/2012	Active	~] 1	1					
ОК	Return	to Previous Page										
												1

Step	Action
79.	For the purpose of this example you have 12 saved items. Click the OK button once you have finished reviewing/revising your saved items.

	E FLORID II * Human Re	A STATE UI	NIVERSITY			SEARCH FLORIDA STAT	E Search	GO
1851			Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu	u > ePĄF+ >	Enter ePAF+ Transact	ions					
There are current	ly no Degrees for ti	nis profile. Please add	l one if required.					^
+ Add New Degree	es							
Licenses & Cert	ifications -							
There are current	ly no Licenses & C	ertifications for this pr	ofile. Please add one i	if required.				
+ Add New Licen	ses & Certification:	<u>s</u>						
Tests/Examinati	ons -							
There are current	ly no Tests/Examin	ations for this profile.	Please add one if requ	uired.				
+ Add New Tests	/Examinations							
Memberships -								
There are current	ly no Memberships	for this profile. Pleas	e add one if required.					
+ Add New Memb	perships							
Language Skills	-							
There are current	ly no Language Sk	ills for this profile. Ple	ase add one if require	d.				
+ Add New Lang	uage Skills							
Summary Res	ponsibilities	Competer	cies Qualifi	cations				
								=
Profile Identities	-	Customize I F	ind View All 🖳 🛗	First 1 of 1	D Last			
Profile Identity Option	Effective Date	Key 1	Description	Workflow Status				
Position Data	09/02/2011	00080802	Business Manager	Approved	_			
Save			Return to ePAF	<u></u>				~
<								>
javascript:hAction_win0(c	document.win0,'FSU_	TRANS_WRK_PROFILE_I	D', O, O, 'Return to ePAF+	+', false, true);		😜 Internet	4 <u>6</u> •	🔍 100% 🔹

Step	Action
80.	If you have made any additional changes, click Save. After you have saved the changes, click the Return to ePAF+ link. Return to ePAF+

THE OMNI	/ERSITY	Y	P	SEARCH FLORIDA STAT	GO		
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu	> ePAF+ > Enter ePAF+ Transactions						
	Time Limited Funding		Time Limite	d Funding			^
	Confidential Position		Confidentia	Position			
	Financial Disclosure		E Financial Di	sclosure			
Position Description	0						
Profile ID 1	33395 Position Profile Data						
Originator's Informat	lion						
Name Jenna Allen	1	1	Felephone 850/64	4-4286	Q		
Email ID ps_invalid_	email@admin.fsu.edu						
Additional Approver ((Optional)						
VP Approver	TF	٩					
Pre-Manager Approv	er (Optional)						
Pre-Manager Appro	over	٩					
*Originator							
Comments							н
Submit	Save as Draft Cancel Draft Re	turn to Transa	ction Search / Actio	in Page			
	Approval Signatures						
							~
Done					😔 Internet	4 <u>6</u> •	🔍 100% 🔹

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

THE FLORIDA STATE UNIVERS OMNI • HUMAN RESOURCES	ITY		SEARCH FLORIDA STAT	E Search	GO
	ome Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions					_
Time Limited Funding	Time Lin	nited Funding			~
Confidential Position	Confider	tial Position			
Financial Disclosure	E Financia	Disclosure			
Position Description 🕐					
Profile ID 133395 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 Q	Terry Fulcher				
Pre-Manager Approver (Optional)					
Pre-Manager Approver					
*Originator					
Comments					
Submit Save as Draft Cancel Draft Return to Tr	ansaction Search / /	ction Page			
Approval Signatures					
					~
Done			😜 Internet		🔍 100% 🔹 💡

Step	Action
82.	Comments are required by the originator. The reason for the reclassification and any information an approver may need to know prior to approving the ePAF+ should be entered into the Comments field.
	For the purpose of this example, enter " Reclassifying vacant position to Office Administrator."

BIGGE STATE UNIVERSITY					SEARCH FLORIDA STAT	GO	
1851		Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu Specific information	> ePAF+ > Enter ePAF+ Transactions						
specific information	Time Limited Funding		Time Limite	d Funding			^
	Confidential Position		Confidential	-			
	Financial Disclosure		Financial Di				
Position Description				Jelosure			
	33395 Position Profile Data						
Originator's Informat	tion						
Name Jenna Allen	1	т	elephone 850/64	4-4286	Q		_
	email@admin.fsu.edu						
Additional Approver ((Required)						
*VP Approver	TFULCHER	Q Ter	ry Fulcher				
Pre-Manager Approv	rer (Optional)						
Pre-Manager Appro	over	٩					
*Originator							
Comments	Reclassifying vacant position to Office Adminis	trator.					11
Submit		rn to Transac	tion Search / Actio	n Page			
	Approval Signatures						
				1 I I I			v
Done					😜 Internet		💐 100% 🔹 👘

Step	Action
83.	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.

THE FLORIDA STATE UNIVER OMNI · HUMAN RESOURCES	RSITY			SEARCH FLORIDA STATI	Search	GO
1831	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
Favorites Main Menu > ePAF+ > Enter ePAF+ Transactions						6
Pre-Manager Approver (Optional)						-
Pre-Manager Approver						
ePAF+ Transaction Approvals						_
FSU ePAF+ Approval						
					View/Hide	
	00080802	ACTION	DT_SS=2012-0	5-25, EFFSEQ=0:Pe	nding Comments	
		-	_		€ Start New Path	
FSU ePAF+ Approval			- A Doute d	Net Deuted		
Pending Not Routed		_+ ∓ → /#	ot Routed FULCHER, TERRY	Not Routed	orovers	
ePAF+ Comp/Class Staff Admin PAF+ Departr	ment Manager	╶┄╌╸@	ePAF+ VP Approver	ePAF+ Comp	/Class Staff Admin	
✓ Comments						
JMA04E at 5/8/2012 - 2:36 PM						
Reclassifying vacant position to Office Administrator.						
Approve Pushback		Denv				
Approve		Deny				
Save as Draft						
Daves Dave as Diat			Return to Transa	ction Search / Action Page		=
Approval Signatures					AF+ search screen. If tran all data will be lost.	saction has not
				been saved,	ali daca wili be losc.	
¢						>
javascript:hAction_win0(document.win0,'FSU_TRAN5_WRK_RETURN_TO_BTN', 0, i	0, 'Return to T	ransaction Searc	h / Acti	😜 Internet	C	100% -

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

1	THE FLORIDA STATE UNIVERSITY			SEARCH FLORIDA STATE					
	OMNI * HUMAN I	RESOURCES				Web		✓ Search	GO
351			Home	Worklist	Process Monitor	Report M	lanager	Add to Favorites	Sign out
ites Mair	Menu > ePAF+ >	Enter ePAF+ Tra	insactions						
Manager	Approver (Optional)								l
e-Manage	er Approver								
	saction Approvals								
	F+ Approval								
	1 · Approval							10 801	1
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		<u> </u>	-			,		Path	
	PAF+ Approval			_					
	nding Multiple Approvers		Not Routed		lot Routed FULCHER, TERRY		t Routed Multiple App	orovers	
	ePAF+ Comp/Class Staff	Admin	ePAF+ Department Manag	per 🚬 🖉	ePAF+ VP Approver		ePAF+ Comp	/Class Staff Admin	
⊂ Cor	nments								
	JMA04E at 5/8/2012 -	2:36 PM							
	Reclassifving vacant p	osition to Office Ad	ministrator						
	reclassifying vacant p	osition to onice Au	initiou dioi.						1
	Ap	orove	Pushback	Deny	r				ſ
Saved		Save as Draft			Return to Transa	action Search / A	Action Page		
		Approval Signatu				_			
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Step	Action
85.	Click the Return to Transaction Search / Action Page link.
	Return to Transaction Search / Action Page

	ORIDA STATE U uman Resources	NIVER	SITY				ARCH FLORIDA STATE	Search	GO
1851			Home	Worklist	Process Monit	tor	Report Manager	Add to Favorites	Sign out
ivorites Main Menu > el	PAF+ > Enter ePAF+ Transac	ctions						_	- 1
								Rew Window	? Help
Enter ePAF+ Tr									
Select an HR Transaction :	search type. Enter any informati	ion you have a	nd click the	e Search button.					
HR Transaction Search	Tuno								
Appointment/Filled									
 Update Vacant Posi 									
O Add New Position									
Empl ID:									
Last Name:									
First Name:									
Position:	Q								
Department:	Q								
Refine Search Results									
Direct Reports	Department Rep								
Search Cl	ear								
Position Nbr		Position Status	Job Code	Job Title	De	eptID	Department Name	Originator Na	ime
00080802			9459	Business Mana		07000	OFFICE OF DISTANC	E Jenna Allen	
000002	Soundaa manayor	Approved 1	5455	Soonrooo nidila	90. IU		LEARNING	Sonna Allen	
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tps://qa.hr.omni.hsu.edu/psp/st	qnahr/EMPLOYEE/HRMS/h/?tab=DEF	AULI					🤝 Internet	4 <u>6</u> • 6	100% •

Step	Action
86.	Click the Home link. Home

			Welcome to FSU!				
OMNI Human Resources	Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign ou	
worites Main Menu							
				Pers	onalize <u>Content</u> <u>Layout</u>	() 1	

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