



Changing Reports To and Location Code

This tutorial outlines the basic steps for changing the **Reports To** and **Location Code** for a filled position using the electronic Personnel Action Form Plus (ePAF+).

NOTE: Multiple transactions effective on the same date require only one ePAF+. Do not submit multiple ePAFs for the same effective date.

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 ePAF+ must be processed or denied.

The ePAF+ cannot be used for retroactive actions.

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

Key Information:

Employee ID/Name

Position Number

New Reports To (Position Number of New Supervisor)

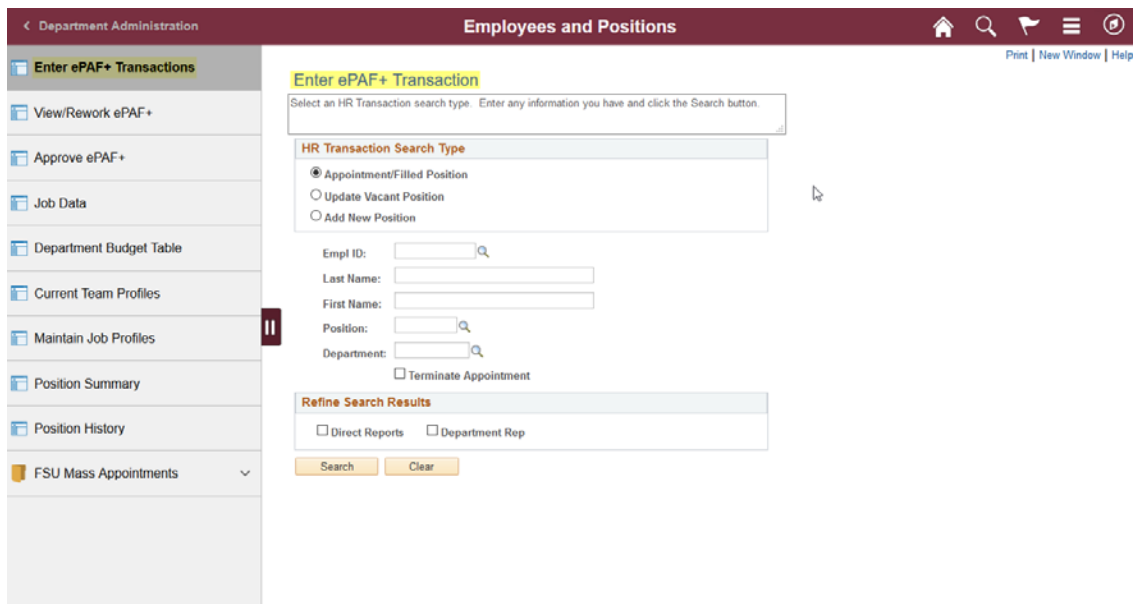
New Location Code



Step	Action
1.	Go to https://my.fsu.edu and sign into OMNI HR with your FSUID and password. Select Department Administration from the drop down menu, then click the Employees and Positions tile. (Alternate Navigation: NavBar > Main Menu > ePAF+ > Enter ePAF+ Transaction)



Step	Action
2.	Ensure you are on the Enter ePAF+ Transaction screen.





Step	Action
3.	Select the appropriate HR Transaction Search Type and enter the position number into the Position field.
4.	Click the Search button, then select desired employee's name from results.

Department Administration Employees and Positions

Enter ePAF+ Transaction

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

HR Transaction Search Type

Appointment/Filled Position
 Update Vacant Position
 Add New Position

Empl ID:
 Last Name:
 First Name:
 Position: Academic Advisor Level 1
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Name	Empl ID	Empl Record	Job Code	Job Title	Dept	Department Name	Originator Name	Current Approval Status
Seminole, Suzie	000012345	0	9451	Academic Advisor	098000	Dean Undergraduate Studies		

Step	Action
5.	Check the transaction effective date. The requested transaction effective date defaults to the current date. Enter your desired transaction effective date or the first day of the next available payroll cycle into the Requested Transaction Date field. Click Submit .

Transaction Effective Date

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

*Requested Transaction Date:



< Employees and Positions Home Flag Menu Refresh

Enter ePAF+ Transaction Print

Incumbents:			Position Number: 0009999
Emplid	Rcd#	Name	Working Title: Academic Advisor Level 1
000012345	0	Suzie Seminole	Headcount Status: Filled

*Requested Transaction Date: 04/25/2018

Position Data

	Current Information	Proposed Changes
Job Code		
Job Code	9451 Academic Advisor	<input type="text"/>
Salary Admin Pln	021 Administrative & Professional	
Pay Grade	004 A&P 4	
FLSA Status	Nonexempt	
Union Code	29N Fac_A&P No Established CBU	
Academic Rank		
Working Title	Academic Advisor Level 1	<input type="text"/>
Position Specific - Job		
Max Head Count	1	
FTE	1.000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000	
Shift	Day/Standard	<input type="text"/>
Full/Part Time	Full-Time	

Step	Action
6.	Note: The Reports To and Location information are located under the Organizational Relationships section of the ePAF+.

< Employees and Positions Home Search Flag Menu Refresh

Position Specific - Job

Max Head Count	1	
FTE	1.000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000	
Shift	Day/Standard	<input type="text"/>
Full/Part Time	Full-Time	
Organizational Relationships		
Department	098000 Dean Undergraduate Studies	<input type="text"/>
Location Code	00070227 FINE ARTS BUILDING0227	<input type="text"/>
County	Leon	
Reports To	00099777 Asst Director, Acad & Stu Svcs	<input type="text"/>
View Reporting Relationships		
Specific Information		
<input type="checkbox"/> Time Limited Funding		<input type="checkbox"/> Time Limited Funding
<input checked="" type="checkbox"/> Confidential Position		<input checked="" type="checkbox"/> Confidential Position
<input type="checkbox"/> Financial Disclosure		<input type="checkbox"/> Financial Disclosure



Step	Action
7.	Either type in the new location code or click the Look Up (magnifying glass) button to search for the location code. In this example, we have entered a new Location Code of 00070333.

Organizational Relationships

Department	098000	Dean Undergraduate Studies	<input type="text"/>	
Location Code	00070227	FINE ARTS BUILDING0227	00070333	FINE ARTS BUILDING0333
County	Leon			
Reports To	00099977	Asst Director, Acad & Stu Svcs	<input type="text"/>	

[View Reporting Relationships](#)

Step	Action
8.	Either type in the new supervisor's position number or click the Look Up (magnifying glass) button to search for the supervisor. In this example, we have entered the new supervisor / Reports To as 00099888.

Organizational Relationships

Department	098000	Dean Undergraduate Studies	<input type="text"/>	
Location Code	00070227	FINE ARTS BUILDING0227	00070333	FINE ARTS BUILDING0333
County	Leon			
Reports To	00099977	Asst Director, Acad & Stu Svcs	00099888	Prgm Dir, Acad & Stu Svcs

[View Reporting Relationships](#)

Step	Action
9.	Note: Once you enter the new position number and then tab out, the supervisor's title will automatically populate.



Step	Action
10.	Enter the appropriate VP Approver for your department in the VP Approver field.
11.	Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the Comments field. Describe the changes being made, as well as the reason and/or objective. For the purpose of this transaction, the comments are "Location code changed to 00070333 and supervisor changed to position 00099888."

Originator's Information

Name **Robert Renegade** Telephone:

Email ID **RRenegade@psinvalid.fsu.edu**

Additional Approver (Required)

*VP Approver

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

*Originator Comments

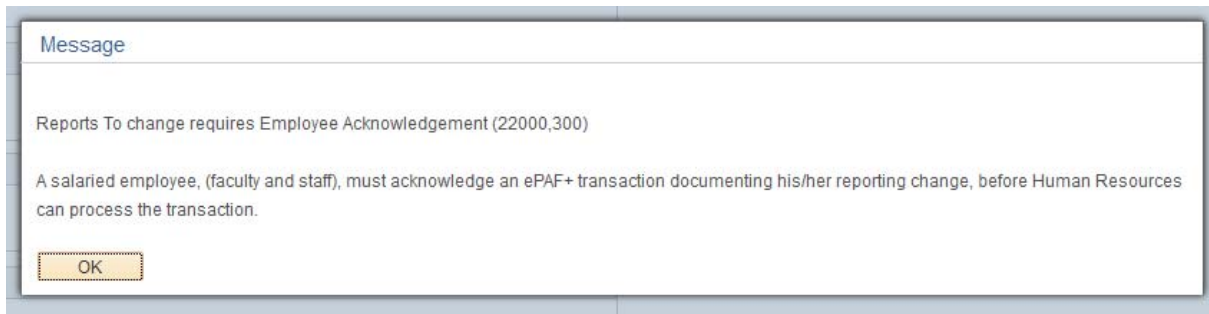
[Return to Transaction Search / Action Page](#)

Approval Signatures

Step	Action
12.	When all ePAF+ updates have been completed, click Submit to initiate the approval process.



Step	Action
13.	<p>Note: Reports To changes for filled positions require the employee’s acknowledgement. Click OK to acknowledge the message.</p> <p><i>The employee will be automatically inserted in the ePAF approval chain.</i></p>



Step	Action
14.	<p>Review approval routing. To insert an approver, select the “+” at the desired step. <i>The inserted approver must have appropriate approval authority.</i></p>

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID= , EMPL_RCD=0, POSITION_NBR= , ACTION_DT_SS=2018-07-13, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending

ePAF+ Department Manager → + → Not Routed (Chief Osceola, ePAF+ VP Approver) → + → Not Routed (Suzie Seminole, Employee Acknowledgement) → + → Not Routed (Multiple Approvers, ePAF+ Comp/Class Staff Admin) → +

Comments

Robert Renegade at 07/03/18 - 9:13 AM
Location code changed to 00070333 and supervisor changed to position 00099888.

Buttons: Saved, Save as Draft, Return to Transaction Search / Action Page

Approval Signatures

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Compensation Analyst.](#)