Entering Changes to an OPS Appointment

Overview:

Understanding the ePAF+ Process for Changes to OPS Appointment

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing an OPS employee's job information in **OMNI Human Resources**. An ePAF+ cannot be used for retroactive reappointments/changes unless the employee has not received a paycheck from ANY job on campus during the reappointment/funding change period. If the employee has received a paycheck during the reappointment/funding change period, the paper Personnel Action Form (pPAF) must be used for the reappointment/funding change.

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

Procedure

Scenario:

In this topic, you will learn the steps to change an OPS employee's job code, standard hours and hourly rate using the electronic Personnel Action Form Plus (ePAF+).
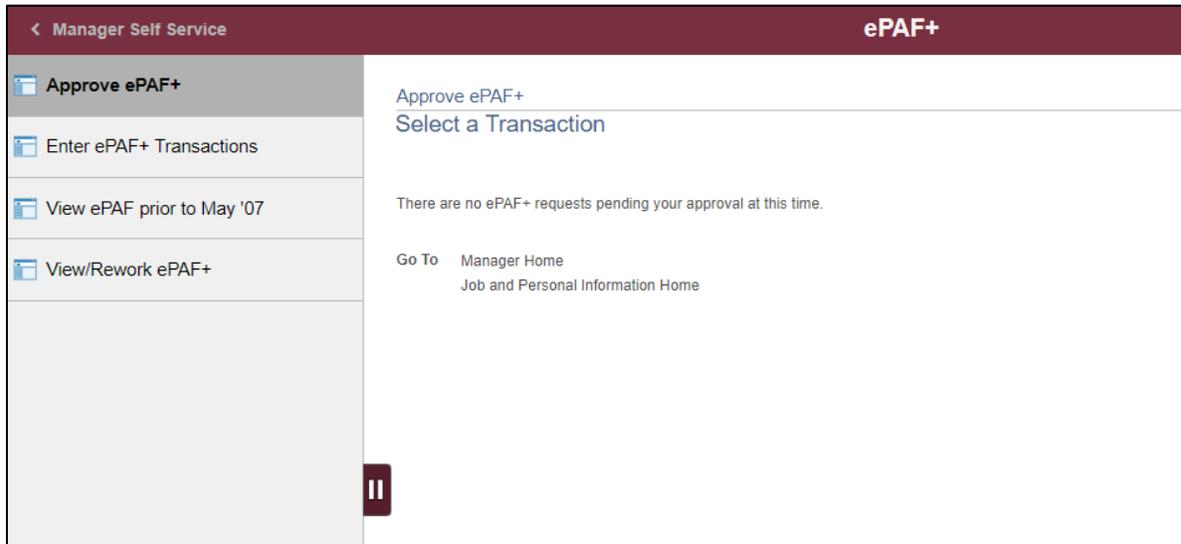
Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Standard Hours
- Hourly Rate

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

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

Step	Action
4.	Enter the desired information into the **Empl ID** field.

Step	Action
5.	Click the **Search** button.

Step	Action
6.	Click the **desired name** link.
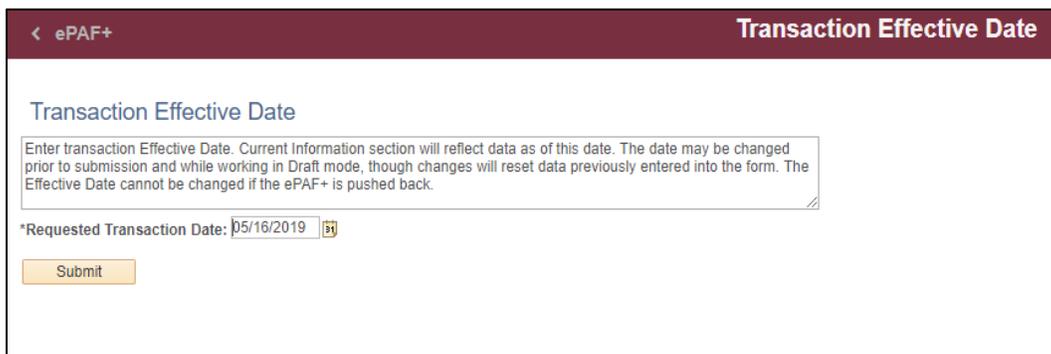
Step	Action
7.	The Requested Transaction Date will default to the current date. Click the **Choose a date** key to change the transaction date.

Step	Action
8.	Click the **Submit** button.

Step	Action
9.	Click in the **Job Code** field.

Step	Action
10.	To find a Job Code, Click the **Look up** key.
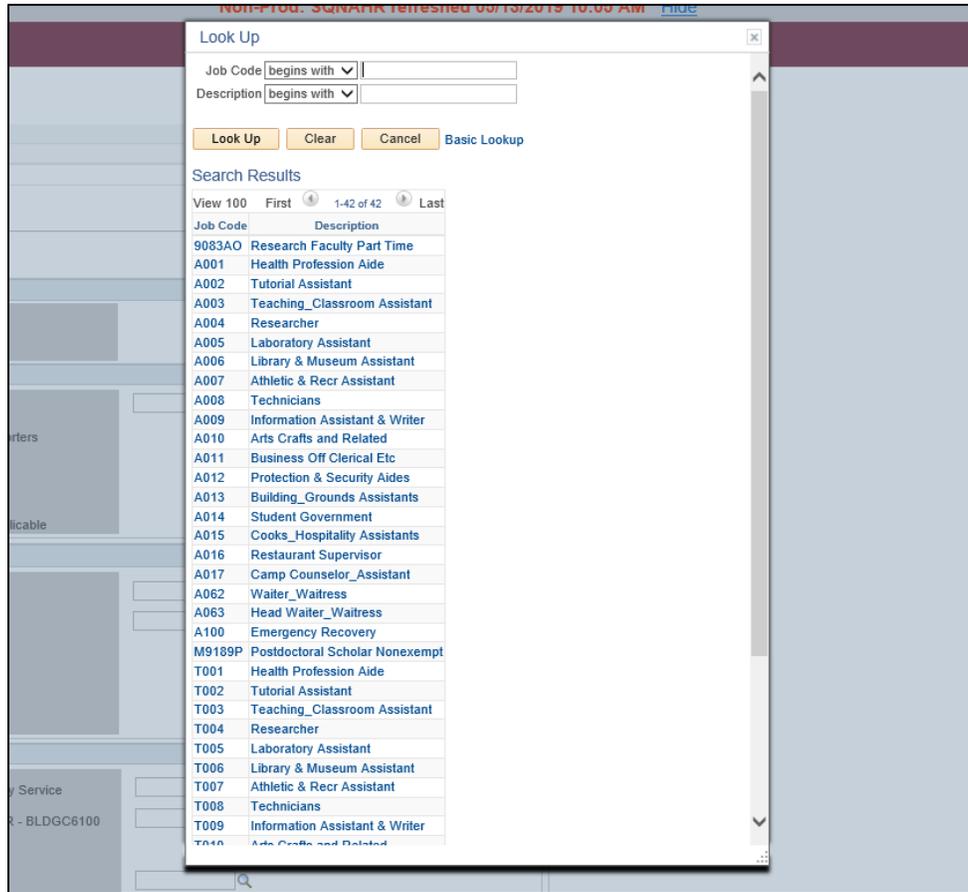
11.	Select the desired Job Code link. For the purpose of this example, Click the **Tutorial Assistant** link. Tutorial Assistant

Step	Action
12.	Click the **Standard Hours** field.
13.	Enter the desired information into the *** Required** field. For the purpose of this example, Enter "**35.00**".

Step	Action
14.	Press **[Tab]** to exit the field.
15.	Click in the **Hourly Rate** field.
16.	Enter the desired information into the field. For the purpose of this example, Enter "**30.00**".

Step	Action
17.	Press **[Tab]** key to exit the field.

Step	Action
18.	Click in the ***Originator Comments: Required** field.
19.	NOTE: Comments are required. Enter the desired information into the ***Originator Comments: Required** field. For the purpose of this example, Enter "**Change in Job code, and Standard hours.**"

Step	Action
20.	Click the **Submit** button.

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