**Updating a Position with a Salary Increase**

This tutorial outlines the basic steps to update Position Profile Data and submit a pay increase, using the electronic Personnel Action Form Plus (ePAF+). Position Profile Data includes the Position Focus Statement, Responsibilities, Competencies, and Qualifications.

**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
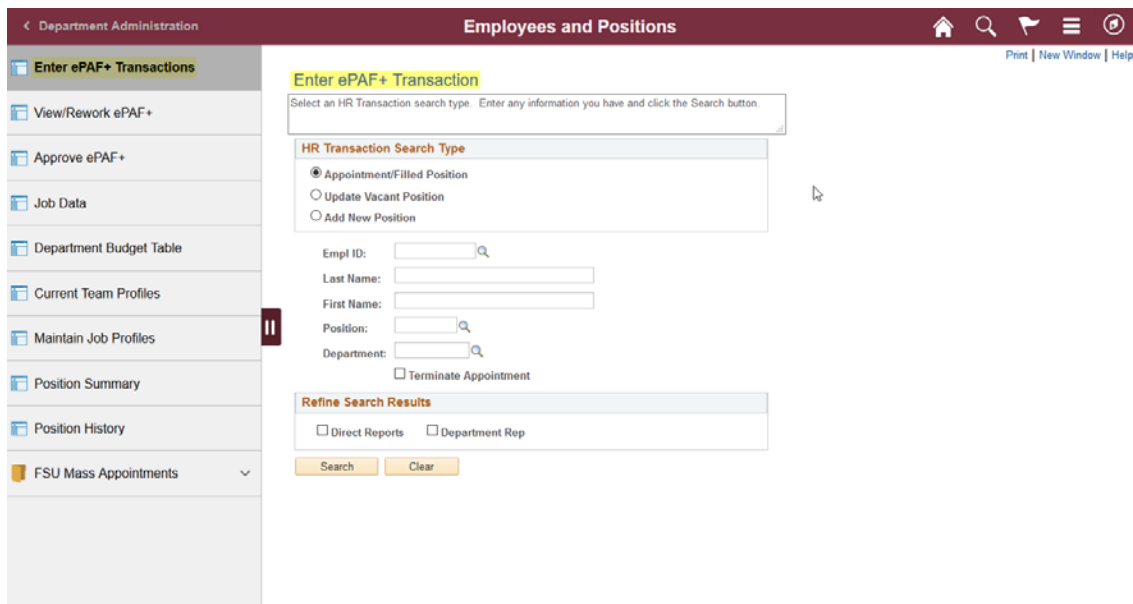Position Number
Position Profile Information
Salary Information

| 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.<br><br>(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. |



| 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**. |

*Last updated 07/02/2018*

| Step | Action |
|------|--------|
| 6. | Click the **Position Profile Data** link to update and add information to the Position Focus Statement, Responsibilities, Competencies, and Qualifications. |

| Step | Action |
|------|--------|
| 7. | To update the position with increased responsibilities, select the **Responsibilities** tab. Click "View All" to make sure no rows are hidden.<br><br>**Note**: The responsibility section requires **Time Allocation** totaling 100% with at least three **Essential Functions**. The maximum number of responsibilities a position can have is seven. Inactive responsibilities will also be visible, but do not count toward the total time allocation. |



| Step | Action |
|------|--------|
| 8. | To make changes to a responsibility that is currently on the profile, click the **Position Responsibility** that you would like to change. |

| Step | Action |
|------|--------|
| 9. | To update an existing responsibility, click the "**+**" button to **Add a New Row**. |



| Step | Action |
|------|--------|
| 10. | For the purpose of this example, we are adjusting the percentage of time for the first responsibility.<br><br>Enter the desired information into the **% Time Allocation** field. |
| 11. | If no further changes are being made to the selected responsibility, click **OK.** |

| Step | Action |
|------|--------|
| 12. | On this example, you will notice that there is an "**Inactive**" responsibility available. Instead of adding a new responsibility, this row can be overwritten with the desired information. To do this, select the inactive **Position Responsibility.**<br><br>**NOTE:** If not replacing an inactive responsibility, skip ahead to **Step 17** to **Add New Responsibilities**. |

| Summary | **Responsibilities** | Competencies | Qualifications |
|---------|----------|----------|----------|

▼ **Responsibilities**

Personalize | Find | View All | 🖼 | 🖩    First ◀ 1-4 of 4 ▶ Last

| ID | Responsibility | Effective Date | Effective Status | % Time Allocation | Essential Function | Description | View History |
|----|---------------|----------------|------------------|-------------------|--------------------|-------------|--------------|
| RE01 | Position Responsibility | 04/25/2018 | Active | 60 ☑ | | Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by Advising First. Takes a proactive approach to academic advising, seeking out contact with students to provide advising services. Maintains, records, and reports contact with assigned students. Develops appropriate academic schedules for stated educational goals of students. Coordinates with academic departments and Undergraduate Studies to deliver policies and procedures. Participates in outreach and programming instituted by academic site placement and Undergraduate Studies. Basic understanding of the available technology that supports the academic advising functions. Completes all corresponding administrative tasks associated with the position. | 📄 🗑 |
| RE02 | Position Responsibility | 08/14/2015 | Active | 10 ☑ | | Participates in trainings necessary to perform duties of an academic advisor. Continues to acquire knowledge of university policies and procedures, improve advising skills by pinpointing key areas of growth, and actively participates in professional development. | 📄 🗑 |
| RE03 | Position Responsibility | 06/02/2017 | Active | 10 ☑ | | Participates in initiatives established by Advising First and Undergraduate Studies. | 📄 🗑 |
| RE04 | Position Responsibility ← | 07/01/2016 | Inactive | 5 ☑ | | Frequent contact with students, parents and University representative, will work with various student populations; present reports to university/advising workshops; speak with prospective students and parents. Contact outside the University community will be minimal. | 📄 🗑 |

➕ Add New Responsibilities

| Step | Action |
|------|--------|
| 13. | To update the responsibility, click the "**+**" button to **Add a New Row**. |

**Details**

Find | View All    First ◀ 1 of 2 ▶ Last    **＋**

Effective Date  07/01/2016

Responsibility  RE04    Position Responsibility

Effective Status  Inactive

(If not found in lookup list above, type in Major Description box below.)

% Time Allocation  5

☑ Essential Function

Description  Frequent contact with students, parents and University representative, will work with various student populations; present reports to university/advising workshops; speak with prospective students and parents. Contact outside the University community will be minimal.

| Step | Action |
|------|--------|
| 14. | In order to replace an inactive responsibility, you must change the **Effective Status** to "Active" using the dropdown menu. |
| 15. | Enter the desired information into the **% Time Allocation** and **Description** fields. <br><br> Verify that the **Essential Function** box is checked. |
| 16. | After changes have been made to the selected responsibility, click **OK.** |

Non-Person Profile                                                          ✖

                                                                        Help

Update Responsibilities

      Profile ID  127191            Academic Advisor Level 1
     Profile Type  ROLE             Position Profile

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details                                    Find | View All    First ◀ 1 of 3 ▶ Last

          Effective Date  04/25/2018
         Responsibility  RE04              Position Responsibility
       *Effective Status  Active    ⌄

                        (If not found in lookup list above, type in Major Description box below.)
     *% Time Allocation                10
                        ☑ Essential Function
         Description  Represents department at outreach events.


   OK        Cancel

| Step | Action |
|------|--------|
| 17. | To add an additional responsibility, click the **Add New Responsibilities** link. |



| Step | Action |
|------|--------|
| 18. | Click the **Look Up Responsibility** button. |

| Step | Action |
|------|--------|
| 19. | Select the next available **Responsibility Number**. |



| Step | Action |
|------|--------|
| 20. | Enter the desired information into the **% Time Allocation** and **Description** fields. Verify that the **Essential Function** box is checked. Click **OK** to continue. |

| Step | Action |
|------|--------|
| 21. | When all profile changes have been made, click the **Save** button. |

| Step | Action |
|------|--------|
| 22. | Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view your saved items, click the **item(s) awaiting submission for approval** link. |



| Step | Action |
|------|--------|
| 23. | For the purpose of this example, we have entered 3 items. Any necessary revisions to your saved items can be made here. **Save** to continue. |

| Step | Action |
|------|--------|
| 24. | Once all profile changes have been saved and reviewed, click **Return to ePAF+**. |

| Step | Action |
|------|--------|
| 25. | A salary increase can be included by entering one of the following: Change Amount (1), Change Percentage (2), or the new Annual Rate (3). |
|      | After entering one of the above, click outside of the box and the system will calculate the other two values based on the information entered. |



| Step | Action |
|------|--------|
| 26. | For the purpose of this example, we have entered a 5% increase using the **Change Pct** field. |
|      | Next, select a **Reason Code** the from the drop-down menu. |

*Last updated 07/02/2018*

| Step | Action |
|------|--------|
| 27. | Select the **Reason Code** associated with your salary change from the drop-down menu. In this example, the change is for **Increased Responsibilities**. |



| Step | Action |
|------|--------|
| 28. | NOTE: You do not need to enter anything in the Appointment Funding section unless the funding is actually changing. |

*Last updated 07/02/2018*

| Step | Action |
|------|--------|
| 29. | Enter the appropriate VP Approver for your department in the **VP Approver** field. |
| 30. | **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. <br><br> For the purpose of this transaction, the comments are "Updating position description and submitting a salary increase of 5% for increased responsibilities. Position will now be responsible for representing the department at outreach events and assuming leadership roles within Advising First." |

**Originator's Information**

Name    **Robert Renegade**                Telephone

Email ID  RRenegade@psinvalid.fsu.edu

**Additional Approver (Required)**

*VP Approver          COSCEOLA

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

**ePAF+ Originator Comments**

*Originator Comments   Updating position description and submitting a salary increase of 5% for increased responsibilities. Position will now be responsible for representing the department at outreach events and assuming leadership roles within Advising First.

Submit    Save as Draft    Cancel Draft    Return to Transaction Search / Action Page

**Approval Signatures**

| Step | Action |
|------|--------|
| 31. | When all ePAF+ updates have been completed, click **Submit** to initiate the approval process. |

| Step | Action |
|------|--------|
| 32. | Review approval routing. To insert an approver, select the "**+**" at the desired step. *The inserted approver must have appropriate approval authority.* |



**Congratulations!**
You have completed this topic.

***Questions on this procedure?*** *Contact your* *assigned Compensation Analyst*.