

Reappointing an OPS Employee

Overview:

Understanding the OPS Reappointment Process

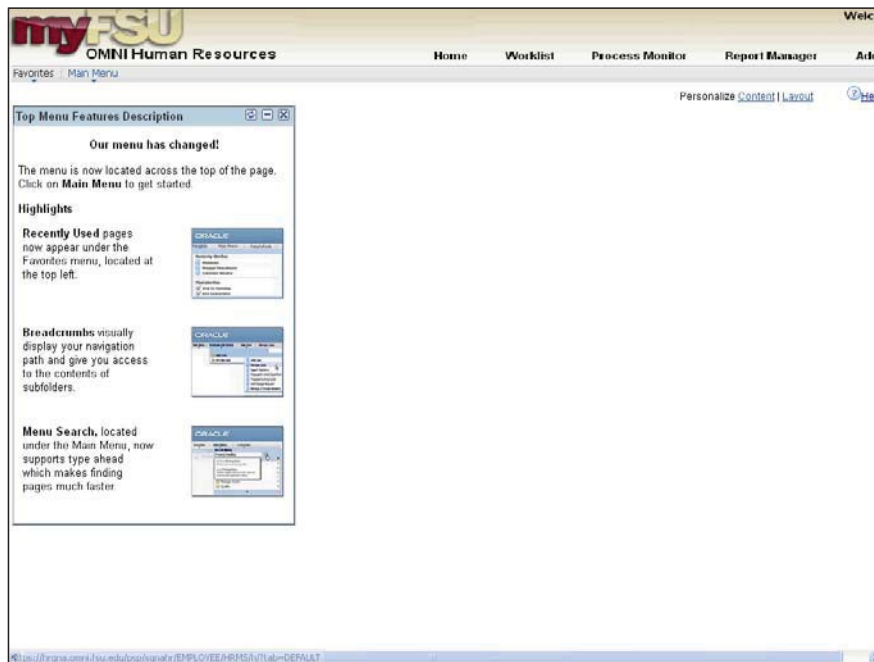
This guide includes the basic steps for reappointing OPS employees and adding funding using the electronic Personnel Action Form Plus (ePAF+) in **OMNI Human Resources**. The ePAF+ cannot be used for retroactive reappointments/funding changes unless the employee has not received a paycheck from ANY job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

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

Procedure

Scenario:

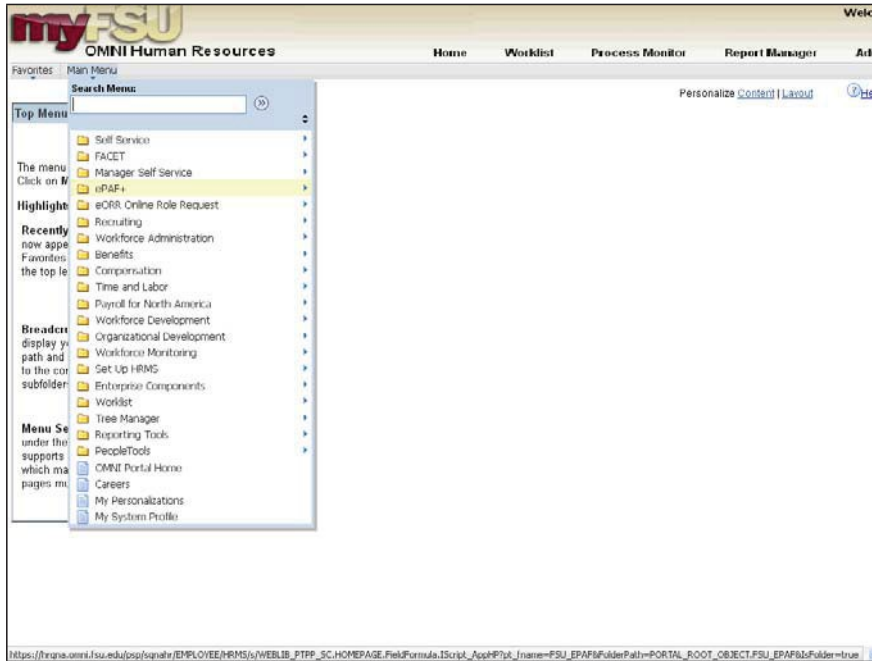
In this topic, you will learn the steps to reappoint an OPS employee and add funding information using the electronic Personnel Action Form Plus (ePAF+).




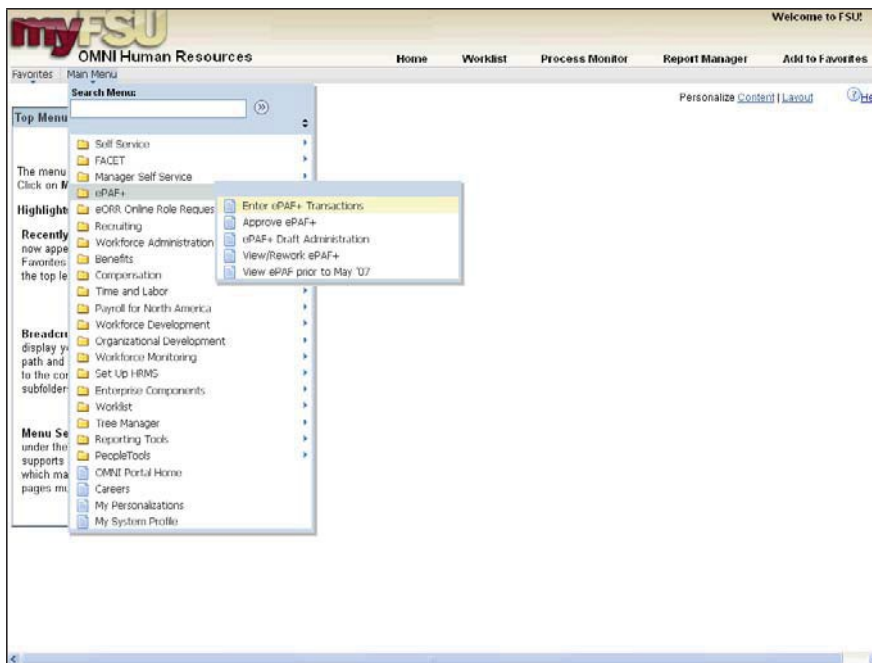
Step	Action
1.	Click in the Main Menu field. Main Menu


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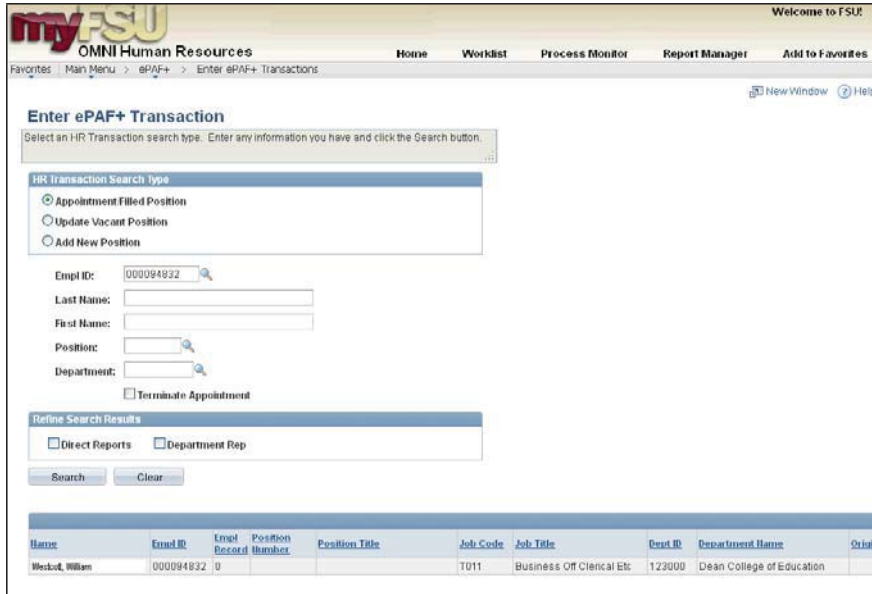
Step	Action
2.	Click in the ePAF+ field. 



Step	Action
3.	Click the Enter ePAF+ Transactions list item. 

Step	Action
4.	Enter the desired information into the Empl ID: field. For the purpose of this example, Enter " 000094832 ".

Step	Action
5.	Click in the Search field. 



myFSU OMNI Human Resources

Welcome to FSU

Home Worklist Process Monitor Report Manager Add to Favorites

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

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: 000094832

Last Name:

First Name:

Position:

Department:

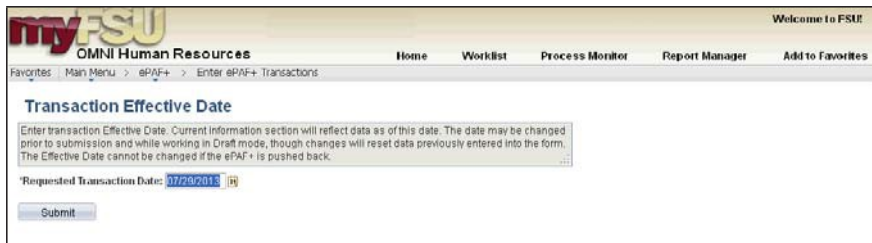
Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Name	Empl ID	Empl Record Number	Position Title	Job Code	Job Title	Dept ID	Department Name	Origin
Westcott, William	000094832	0		T011	Business Off Clerical Etc	123000	Dean College of Education	

Step	Action
6.	Click the desired name link. 



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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

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: 07/20/13

Step	Action
7.	Note: The Requested Transaction Date will default to the current Date. Enter the desired information into the *Requested Transaction Date: Required field. For the purpose of this example, Enter " 08162013 ".

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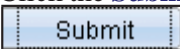
Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

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: 08/15/2013

Submit

Step	Action
8.	Click the Submit button. 

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Welcome to FSUE

Home Worklist Process Monitor Report Manager Add to Favorites

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Mail Code: 4450

Salary: 9.000000
Bi Weekly Rate: 720.000000

Reason Code:
Hourly Change Rate:
Change Pct:

Appointment Funding

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/15/2013	2448.000000

Account Code	Description	Dist. %	Period Amount
1230001100	EDU_DEAN_GEN_REV OPS	100.000	2448.000000

Allow Gaps in Funding Dates Copy Budget Forward Department Budget Table

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
08/16/2013		0.000	

Proposed Funding

Account Code	Description	Dist. %	Period Amt

System Message: No information.
 https://sbl-sulmi.Action_vie0/document.view0_APPT_EMPLED_LINK\$07

Step	Action
9.	Click in the End Date field. <input type="text"/>
10.	Enter the desired information into the End Date field. For the purpose of this example, Enter " 12132013 ".

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Home Worklist Process Monitor Report Manager Add to Favorites

Mail Code: 4450

Salary:

Hourly Rate: 9.000000
Bi Weekly Rate: 720.000000

Reason Code:
Hourly Change Rate:
Change Pct:

Appointment Funding:

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/15/2013	2448.000000

Current Funding

Account Code	Description	Dist. %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	2448.000000

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
08-16-2013	12/13/2013	0.000	

Proposed Funding

Account Code	Description	Dist. %	Period Amt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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Home Worklist Process Monitor Report Manager Add to Favorites

Mail Code: 4450

Salary:

Hourly Rate: 9.000000
Bi Weekly Rate: 720.000000

Reason Code:
Hourly Change Rate:
Change Pct:

Appointment Funding:

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/15/2013	2448.000000

Current Funding

Account Code	Description	Dist. %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	2448.000000

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
08-16-2013	12/13/2013	0.000	

Proposed Funding

Account Code	Description	Dist. %	Period Amt
1230001100	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

The screenshot shows the 'myFSU OMNI Human Resources' interface. The 'Current Funding' section is expanded, showing a table with columns for Account Code, Description, Dist. %, and Period Amount. The 'Proposed Funding' section is also visible, showing a table with the same columns. The 'Dist. %' field in the 'Proposed Funding' section is highlighted, indicating where the value '50.00' should be entered.

Step	Action
17.	Press [Tab] to exit the field.
18.	Click the Add a new row "+" key. <input style="border: 1px solid black; padding: 2px 5px;" type="button" value="+"/>

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Mail Code: 4450

Salary: 7

Hourly Rate: 9.000000
Bi Weekly Rate: 720.000000

Reason Code:
Hourly Change Rate:
Change Pct:

Appointment Funding: 7

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/15/2013	2448.000000

Account Code	Description	Dist. %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	2448.000000

Allow Gaps in Funding Dates Copy Budget Forward Department Budget Table

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
08-16-2013	12/13/2013	50.000	3096.000000

Account Code	Description	Dist. %	Period Amt
1230001100	EDU_DEAN GEN_REV OPS	50.000	3096.000000

Step	Action
19.	Enter the desired information into the Account Code field. Enter " 0250001100 ".

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Hourly Rate: 9.000000
Bi Weekly Rate: 720.000000

Appointment Funding: 7

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/01/2013	08/15/2013	2448.000000

Account Code	Description	Dist. %	Period Amount
1230001100	EDU_DEAN GEN_REV OPS	100.000	2448.000000

Allow Gaps in Funding Dates Copy Budget Forward Department Budget Table

Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
08-16-2013	12/13/2013	50.000	3096.000000

Account Code	Description	Dist. %	Period Amt
1230001100	EDU_DEAN GEN_REV OPS	50.000	3096.000000
0250001100	HUMAN_RES GEN_REV OPS	50.000	3096.000000

Originator's Information

Name: Susie Sembrade Telephone: (850)644-0000

Email ID: ssembrade@fsu.edu

Step	Action
20.	Click in the Distribution Percent field.

Step	Action
21.	Enter the desired information into the field. For the purpose of this example, Enter " 50.00 ".

The screenshot shows the 'myFSU OMNI Human Resources' interface. At the top, there are navigation tabs: Home, Worklist, Process Monitor, Report Manager, and Add to Favorites. Below the navigation is a breadcrumb trail: Favorites > Main Menu > ePAF+ > Enter ePAF+ Transactions. The main content area displays a table with columns for Account Code, Description, Total Dist %, and Total Period Amount. The table shows two rows of funding data. Below the table, there are several sections: 'Proposed Account / Distribution %' with fields for Begin Date (08/16/2013) and End Date (12/31/2013); 'Proposed Funding' with a table of Account Code, Description, Dist %, and Period Amt; 'Originator's Information' with fields for Name (Suzie Semko), Telephone (650-644-0000), and Email ID (ssmink@fsu.edu); 'Additional Approver (Optional)' with fields for VP Approver and Pre-Manager Approver; and 'ePAF+ Originator Comments' with a text area for comments.

Step	Action
22.	Click in the *Originator Comments: Required field.
23.	NOTE: Comments are required. Enter the desired information into the *Originator Comments: Required field. For the purpose of this example, Enter " Employee being reappointment with split funding. "

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Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Account Code	Description	Dist. %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	50.000	3096.000000
0250001100	HUMAN_RES_GEN_REV OPS	50.000	3096.000000

Originator's Information

Name: Susie Semmler Telephone: (850)444-0000

Email ID: ssemmler@fsu.edu

Additional Approver (Optional)

VP Approver: []

Pre-Manager Approver (Optional)

Pre-Manager Approver: []


ePAF+ Originator Comments

*Originator Comments: Employee being reappointment with split funding.

Submit

Return to Transaction Search / Action Page

Approval Signatures

Step	Action
24.	Click in the Submit field. 

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Welcome to FSU!

Home Worklist Process Monitor Report Manager Add to Favorites

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions

Account Code	Description	Dist. %	Period Amt
1230001100	EDU_DEAN_GEN_REV OPS	50.000	3096.000000
0250001100	HUMAN_RES_GEN_REV OPS	50.000	3096.000000

Originator's Information

Name: Susie Semmler Telephone: (850)444-0000

Email ID: ssemmler@fsu.edu

Additional Approver (Optional)

VP Approver

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=000094832, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2013-08-16, EFFSEQ=0: Pending

FSU ePAF+ Approval

Pending

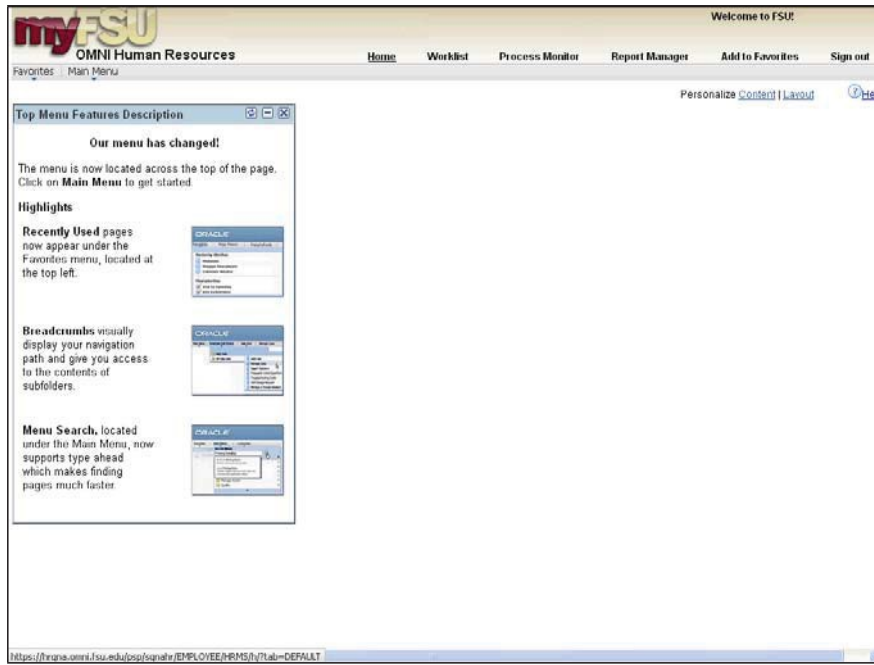
Not Routed

Comments

ssemmler at 07/29/13 - 2:36 PM

Employee being reappointment with split funding.

Step	Action
25.	Click the Home link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Home</div>



Step	Action
26.	Congratulations! You have completed the topic. End of Procedure.