

Updating a Position to Include Cellular Allowance

Overview:

Understanding the process for updating a position to include Cellular Allowance in Position Profile Data.

This tutorial outlines the basic steps to add Cellular Allowance in Position Profile Data 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 as a draft ePAF+ must be processed or denied.

Procedure

Scenario:

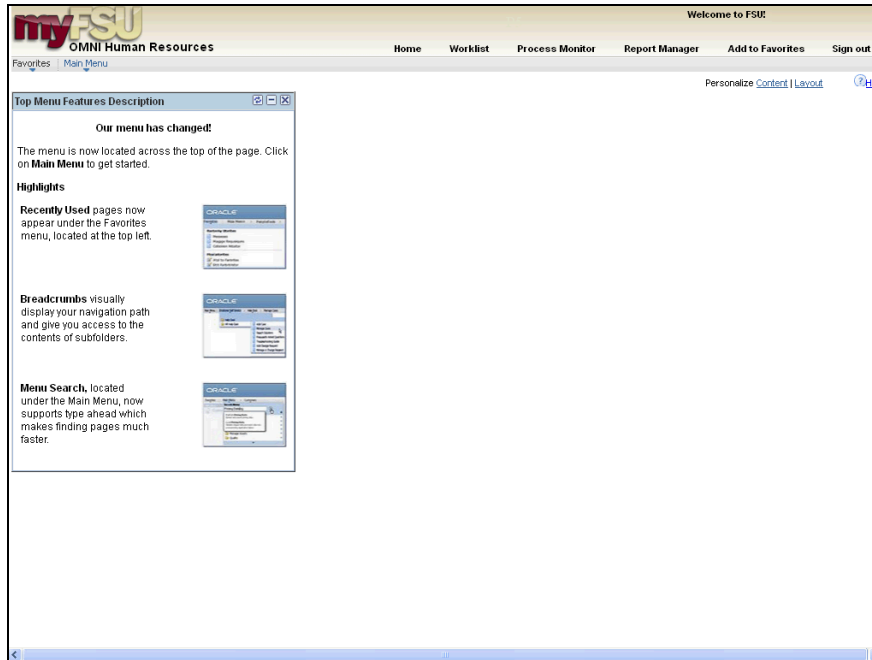
In this topic, you will learn the steps add Cellular Allowance to a position in Position Profile Data.


Key Information:

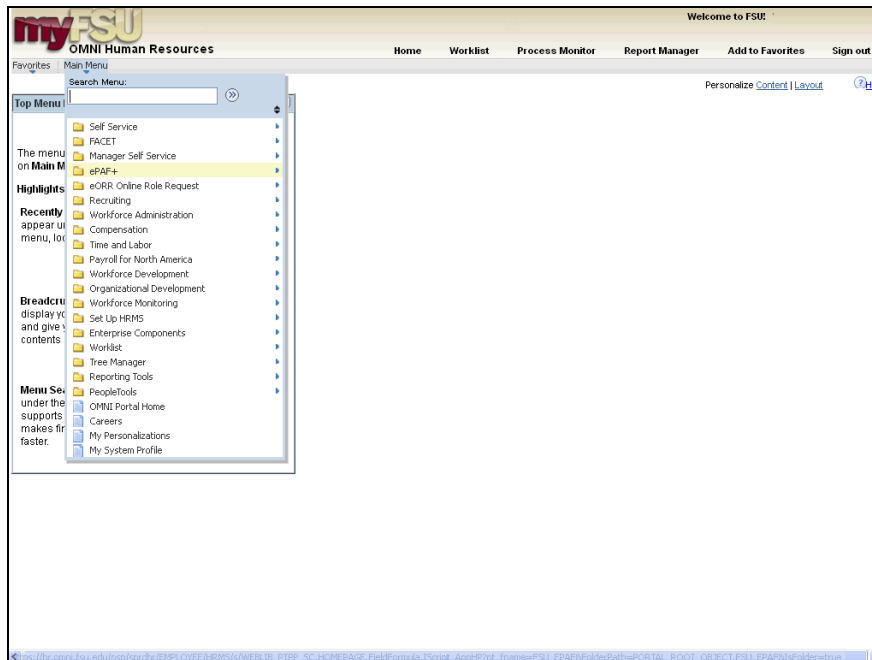
Employee ID/Name
Position Number

Training Guide

Updating a Position to Include Cellular Allowance




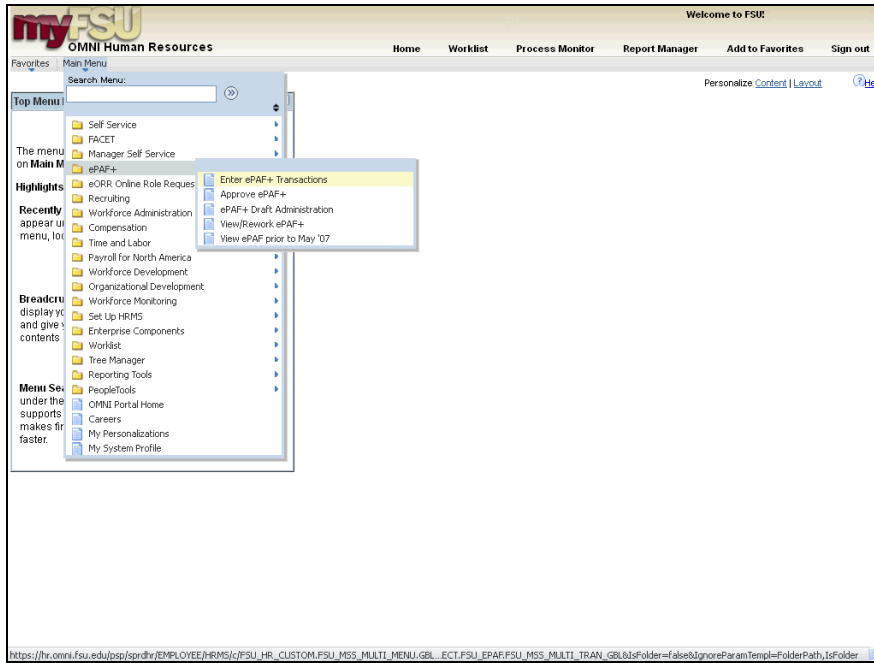
Step	Action
1.	Click in the Main Menu field. 

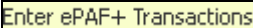


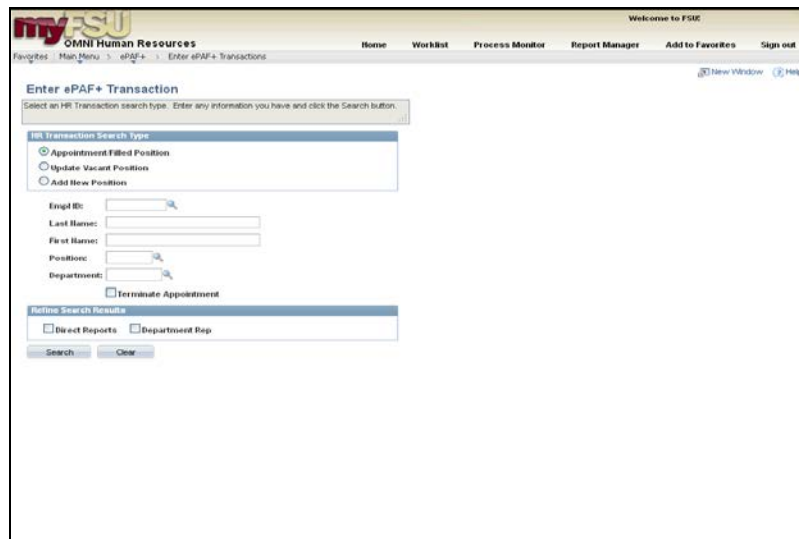
Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
2.	Click in the ePAF+ field. 



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



Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
4.	<p>Make sure that the appropriate HR Transaction Search Type is selected.</p> <p>For the purpose of this example, select Appointment/Filled Position and enter "00080864" into the Position field.</p> <div style="border: 1px solid black; width: 70px; height: 20px; margin-left: 20px;"></div>

The screenshot shows the 'myFSU OMNI Human Resources' interface. The page title is 'Enter ePAF+ Transaction'. Below the title, there is a dropdown menu for 'HR Transaction Search Type' with three options: 'Appointment Filled Position' (selected), 'Update Vacant Position', and 'Add New Position'. Below this are input fields for 'Empl ID:', 'Last Name:', 'First Name:', 'Position:' (containing '00080864'), and 'Department:'. There is also a 'Terminate Appointment' checkbox. At the bottom, there is a 'Refine Search Results' section with checkboxes for 'Direct Reports' and 'Department Rep', and 'Search' and 'Clear' buttons.

Step	Action
5.	<p>Click the Search button.</p> <div style="border: 1px solid black; width: 90px; height: 20px; background-color: #d3d3d3; text-align: center; margin-left: 20px;">Search</div>

Training Guide

Updating a Position to Include Cellular Allowance

myFSU OMNI Human Resources

Welcome to FSU

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 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: 00080694 Custodial Supervisor 5 a.m.

Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Search Clear

Name	Empl ID	Empl Record	Job Code	Job Title	Dept ID	Department Name	Originator Name	Current Approval Status
Suzie Seminole	000012345	0	6390	Facilities Supervisor	039000	Building Services		

Step	Action
6.	Select the desired employee's name link Suzie Seminole. <u>SUZIE SEMINOLE</u>

myFSU OMNI Human Resources

Welcome to FSU

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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.

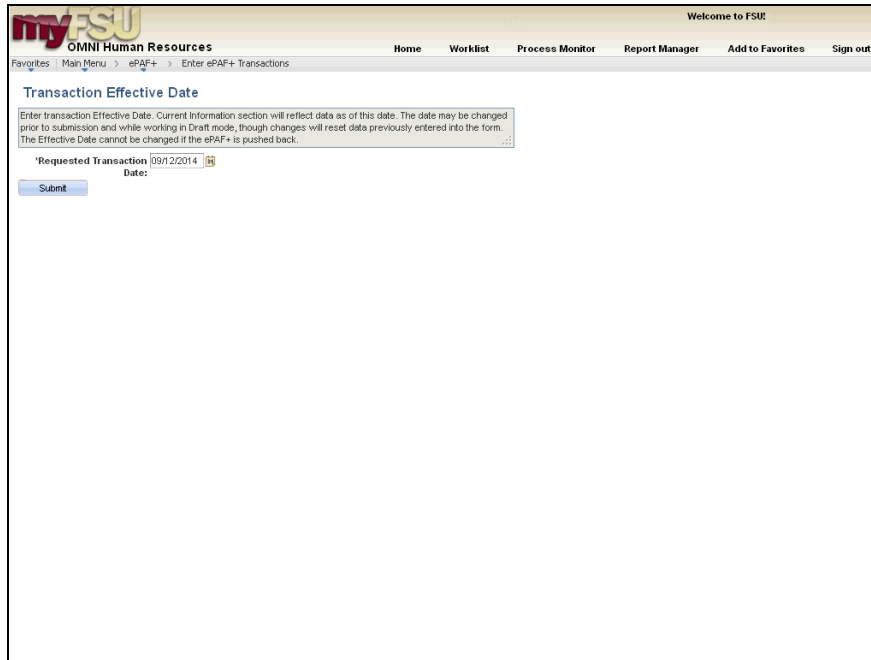
Requested Transaction Date:

Submit

Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
7.	<p>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.</p> <p>For the purpose of this example, the date is "09122014".</p>



Step	Action
8.	<p>Click the Submit button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Submit</div>

Training Guide

Updating a Position to Include Cellular Allowance

myFSU OMNI Human Resources | Welcome to FSU

Home | Worklist | Process Monitor | Report Manager | Add to Favorites | Sign out

Enter ePAF+ Transaction

Incumbents:

Empid	Rcd#	Name
000012345	0	Suzie Sembrice

Position Number: 00080684
Working Title: Custodial Supervisor 5 a.m.
Headcount Status: Filled

*Requested Transaction Date: 09/12/2014

Position Data

	Current Information	Proposed Changes
Job Code		
Job Code	8380 Facilities Supervisor	<input type="text"/>
Salary Admin Pln	023 Univ Support Personnel System	<input type="text"/>
Pay Grade	003 USPS Band 3	<input type="text"/>
FLSA Status	Nonexempt	<input type="text"/>
Union Code	37N USPS Out of Unit	<input type="text"/>
Academic Rank	099 No Rank Assigned	<input type="text"/>
Working Title	Custodial Supervisor 5 a.m.	<input type="text"/>
Position Specific - Job		
Max Head Count	1	<input type="text"/>
ETE	1.000000	<input type="text"/>
Standard Hours	40.00	<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000	<input type="text"/>
Shift	Day/Standard	<input type="text"/>
Full/Part Time	Full-Time	<input type="text"/>
Organizational Relationships		
Department	039000 Building Services	<input type="text"/>
Location Code		<input type="text"/>
County		<input type="text"/>
Reports To		<input type="text"/>

Step	Action
9.	Position Description, Pay Additive, and Cellular Allowance changes can be made in the Position Profile Data area which is located under the Position Description section of the ePAF+. Scroll to locate the Position Profile Data Link.

myFSU OMNI Human Resources | Welcome to FSU

Home | Worklist | Process Monitor | Report Manager | Add to Favorites | Sign out

Enter ePAF+ Transaction

Max Head Count: 1
ETE: 1.000000
Standard Hours: 40.00
Comb Hours / FTE: 40.00 / 1.000000
Shift: Day/Standard
Full/Part Time: Full-Time

Organizational Relationships

Department: 039000 Building Services
Location Code: 00780152 MENDENHALL BUILDING B 0152
County: Leon
Reports To: 00051488 Sr Custodial Supervisor

[View Reporting Relationships](#)

Specific Information

Time Limited Funding
 Confidential Position
 Financial Disclosure

Position Description

Profile ID: 132097 [Position Profile Data](#)

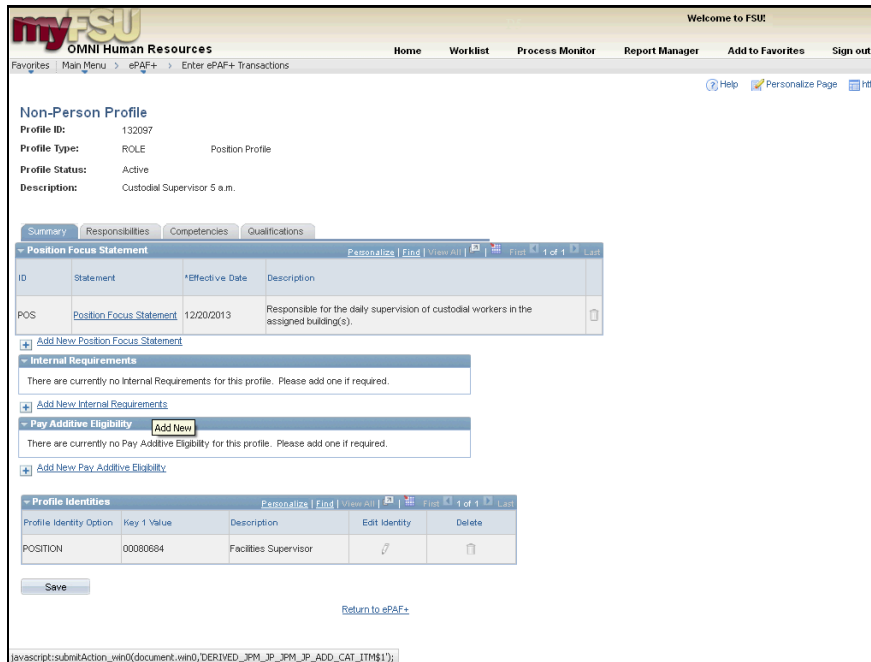
Appointment Data

	Current Information	Proposed Changes
Specific Information		
Empl Class	Regular	<input type="text"/>
Mail Code	4250	<input type="text"/>

Training Guide

Updating a Position to Include Cellular Allowance

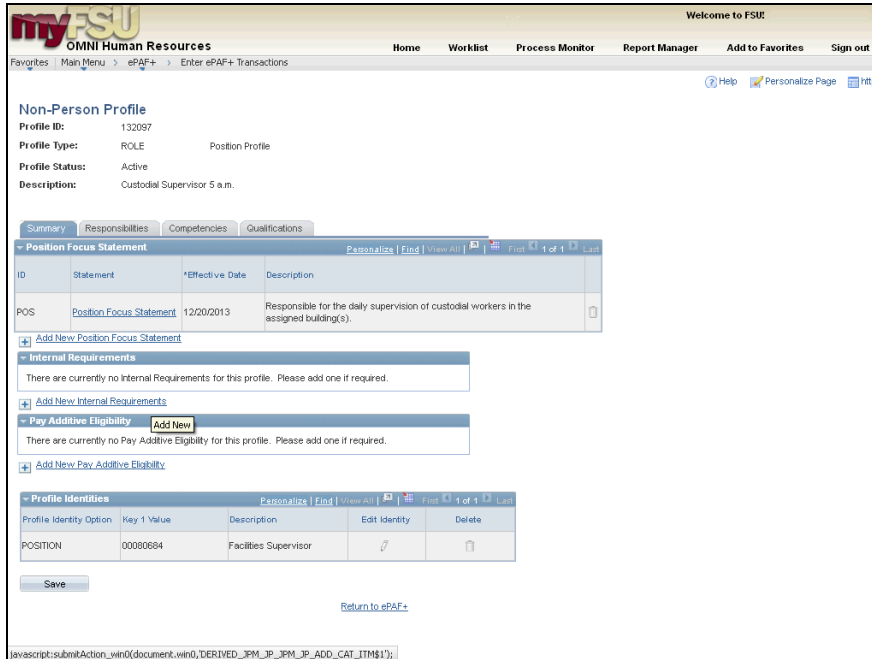
Step	Action
10.	Click the Position Profile Data link to update and add information to the Internal Requirement box. Position Profile Data



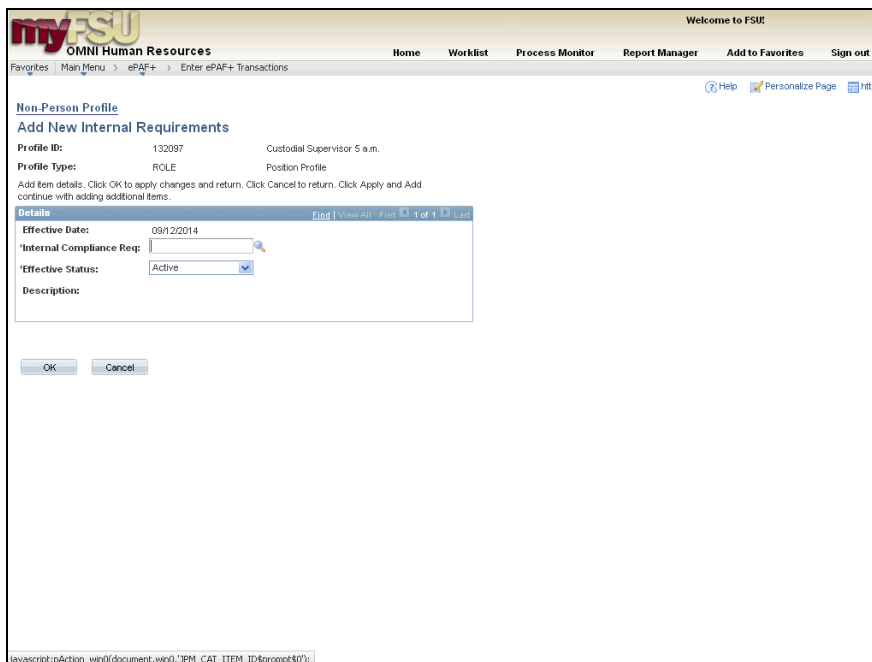
Step	Action
11.	Cellular Allowance is under Internal Requirements on the Summary tab.

Training Guide

Updating a Position to Include Cellular Allowance




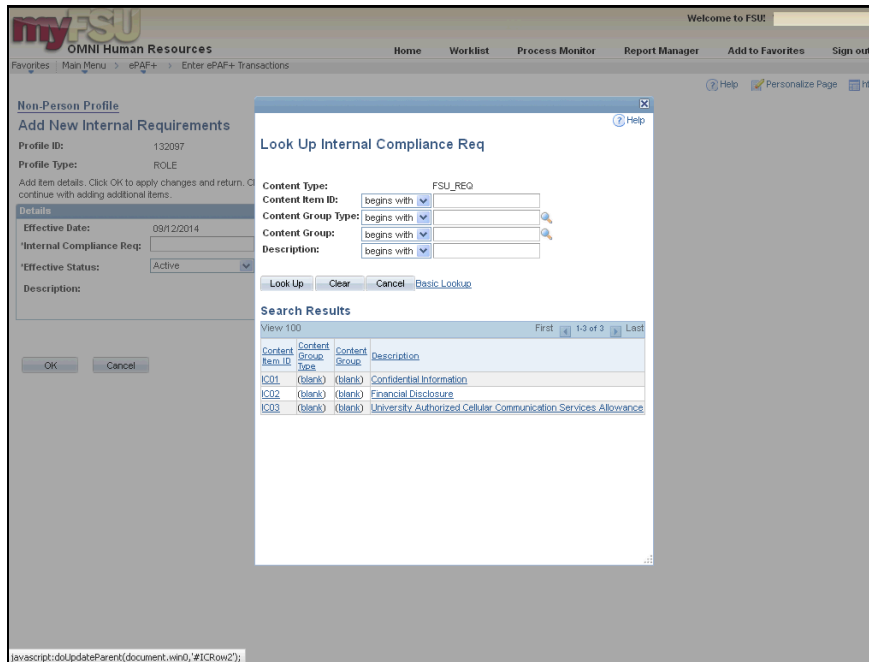
Step	Action
12.	To add Cellular Allowance click the Add New Internal Requirements link. For the purpose of this example, we will be adding Cellular Allowance. Click the Add New Internal Requirements link. Add New Internal Requirements



Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
13.	To select Cellular Allowance click the Look Up Internal Compliance Req (magnifying glass) button. 



Step	Action
14.	Click on the content item requested. For the purpose of this example, select the University Authorized Cellular Communication Services Allowance University Authorized Cellular Communication Services Allowance

Training Guide

Updating a Position to Include Cellular Allowance

myFSU Welcome to FSU
OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out
 Favorites Main Menu ePAF+ Enter ePAF+ Transactions Help Personalize Page http

Non-Person Profile
Add New Internal Requirements

Profile ID: 132097 Custodial Supervisor 5 a.m.
 Profile Type: ROLE Position Profile


Add item details. Click OK to apply changes and return. Click Cancel to return. Click Apply and Add continue with adding additional items.

Details Find | View All | First 1 of 1 Last

Effective Date: 09/12/2014
 Internal Compliance Req: CD3 University Authorized Cellular Communication Services Allowance
 Effective Status: Active

Description:
 Pursuant to University Policy OP-4-7, Section F, University Guidelines, the position responsibilities necessitate a Cellular Communications Services Allowance for functions that require:
 a) considerable time outside of assigned office or work area where it is essential to the University that the employee be accessible during those times.
 b) continuous accessibility beyond scheduled or normal working hours (i.e., on-call responsibilities for critical University services).
 c) access to e-mail outside of the office or beyond normal scheduled working hours where it is essential for the University that the employee has the ability to receive and send email during those times.
 d) remote access to enterprise networks or applications beyond normal scheduled working hours where it is essential for the University that the employee has the ability to support critical University operations.

OK Cancel

Step	Action
15.	Click the OK button. 

myFSU Welcome to FSU
OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out
 Favorites Main Menu ePAF+ Enter ePAF+ Transactions Help Personalize Page http

Non-Person Profile
 Profile ID: 132097
 Profile Type: ROLE Position Profile
 Profile Status: Active
 Description: Custodial Supervisor 5 a.m.

Summary Responsibilities Competencies Qualifications

Position Focus Statement Personalize | Find | View All | First 1 of 1 Last

ID	Statement	Effective Date	Description
POS	Position Focus Statement	12/20/2013	Responsible for the daily supervision of custodial workers in the assigned building(s).

[Add New Position Focus Statement](#)

Internal Requirements Personalize | Find | View All | First 1 of 1 Last

ID	Internal Compliance Req	Effective Date
IC03	University Authorized Cellular Communication Services Allowance	09/12/2014

[Add New Internal Requirements](#)

Pay Additive Eligibility
 There are currently no Pay Additive Eligibility for this profile. Please add one if required.

[Add New Pay Additive Eligibility](#)

Profile Identities Personalize | Find | View All | First 1 of 1 Last

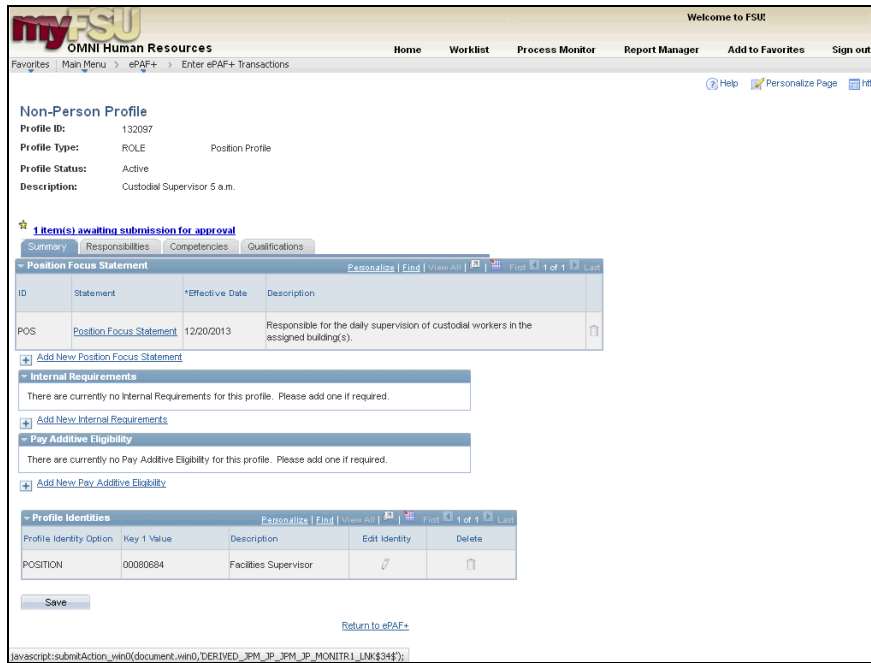
Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete
POSITION	00060664	Facilities Supervisor		

Save [Return to ePAF+](#)

Training Guide

Updating a Position to Include Cellular Allowance

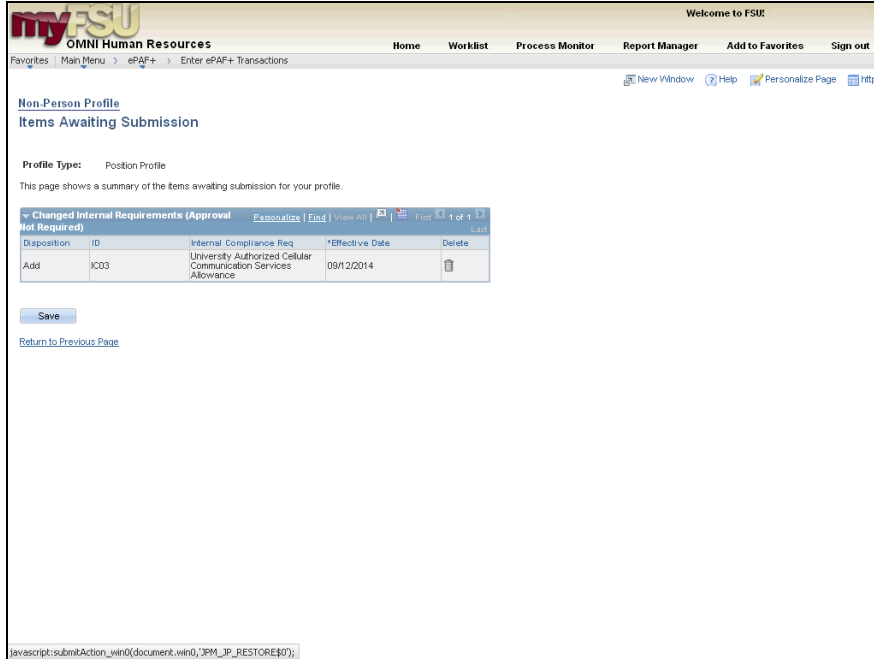
Step	Action
16.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Save</div>

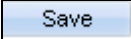


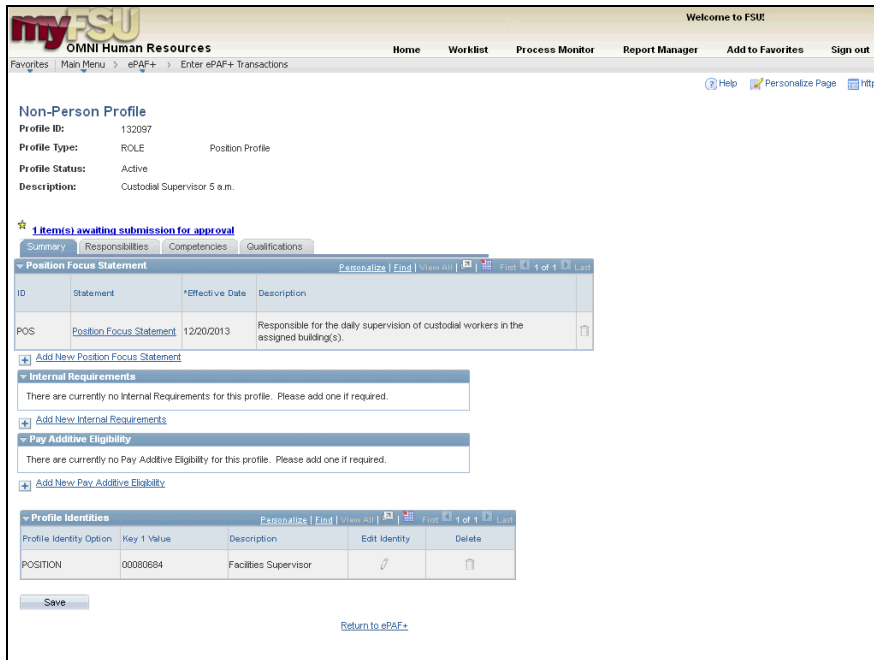
Step	Action
17.	Changes to a position profile will not appear on the profile until the ePAF+ transaction has been fully approved. To view your saved items, click the item(s) awaiting submission for approval link. 1 item(s) awaiting submission for approval

Training Guide

Updating a Position to Include Cellular Allowance



Step	Action
18.	<p>For the purpose of this example, you have 1 saved item.</p> <p>Click the Save button once you have finished reviewing/revising your saved items.</p> <p></p>



Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
19.	After saving the changes, click the Return to ePAF+ link. Return to ePAF+

Step	Action
20.	VP approver is required. Enter the appropriate VP Approver for your department into the the *VP Approver field. For purpose of this example, we will use MGBARRETT.

Training Guide

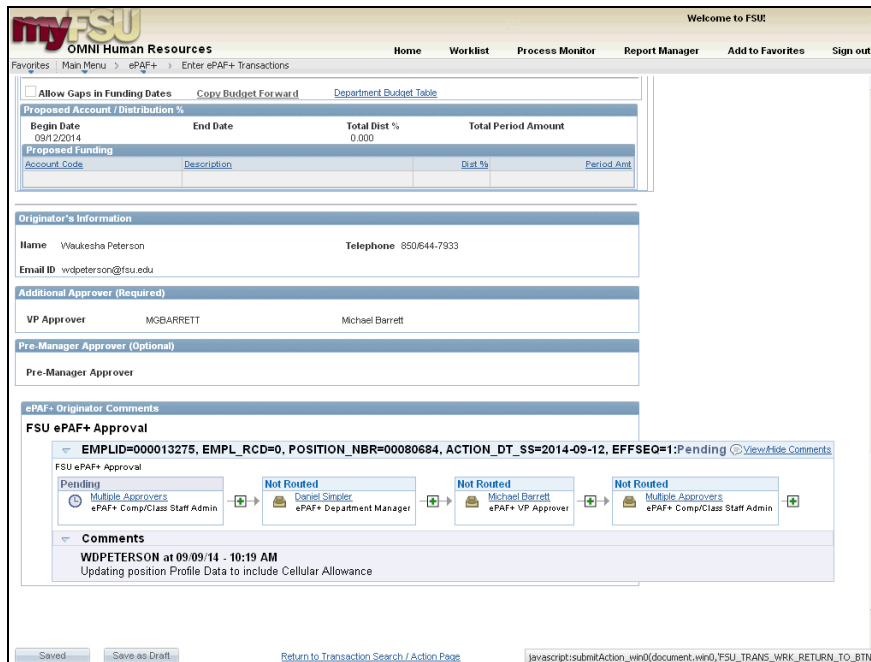
Updating a Position to Include Cellular Allowance

Step	Action
21.	<p>Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the Comments field.</p> <p>For the purpose of this transaction, enter "Updating Position Profile Data to include Cellular Allowance"</p>

Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
22.	<p>To save the transaction as a draft to submit later, click the Save as Draft button.</p> <p>For purpose of this example, click the Submit button.</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Submit</div>



Step	Action
23.	<p>Review approval routing. To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority. Click the Return to Transaction Search / Action Page link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Return to Transaction Search / Action Page</div>

Training Guide

Updating a Position to Include Cellular Allowance

Welcome to FSU

OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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:

Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

Search Clear

Name	Empl ID	Empl Record Number	Position Number	Position Title	Job Code	Job Title	Dept ID	Department Name	Original Name
Suzie Semajole	000012345	0	00000694	Custodial Supervisor 5 a.m.	6390	Facilities Supervisor	039000	Building Services	Waukesha Peterson

Step	Action
24.	<p>Click the Home link.</p> <p>Congratulations! You have completed this training.</p> <p>Home</p>

Welcome to FSU

OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Personalize Contact Layout Help

https://hr.omni.fsu.edu/pspsprdrv/EMPLOYEE/HRMS/h?tab=DEFAULT

Training Guide

Updating a Position to Include Cellular Allowance

Step	Action
25.	End of Procedure.