

Updating a Position with a Salary Increase

Overview:

Understanding the Process for Updating Position Profile Data and Submitting a Pay 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.

A pMAP/PD should be used when:

- Reclassifying a position from Faculty to A&P/USPS or vice versa

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.

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.

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

Procedure

Scenario:

In this topic, you will learn the steps to make updates and additions to position profile data and how to submit a salary increase.

Key Information:

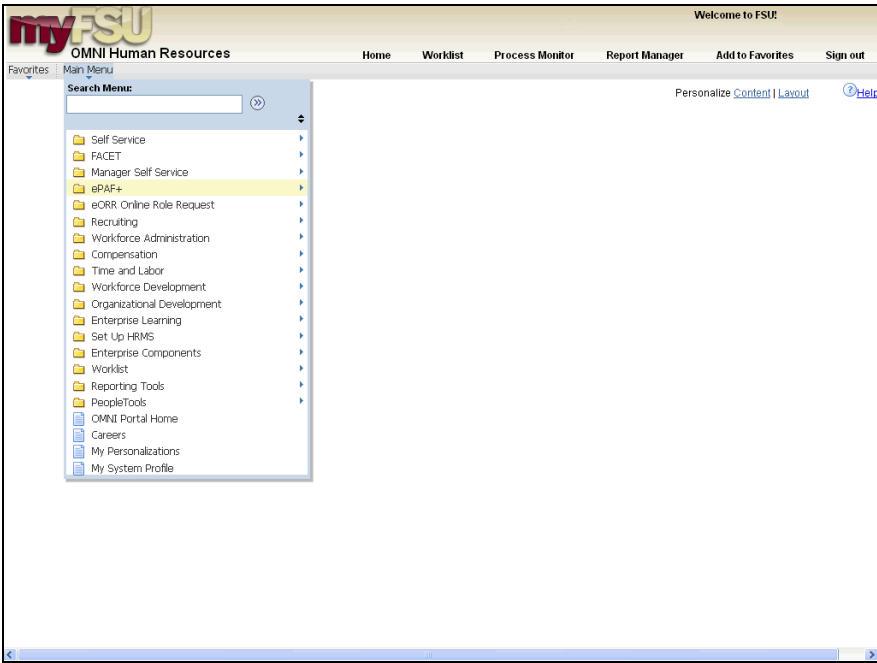
Employee ID/Name
Position Number
Position Profile Information
Salary Information

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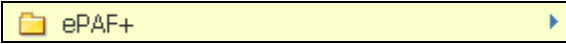


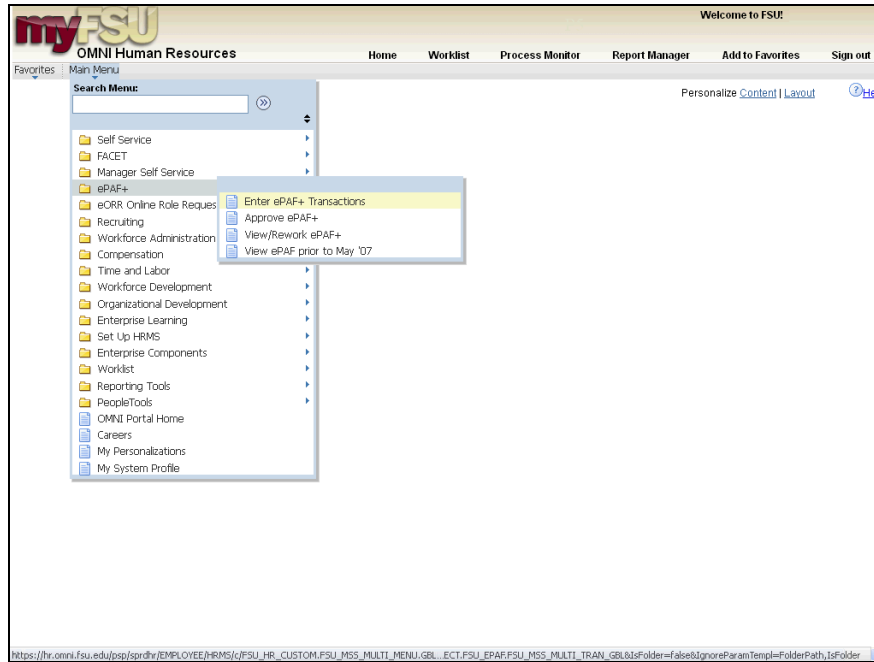
Step	Action
1.	Click in the Main Menu field. <u>Main Menu</u>

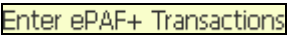


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Step	Action
2.	Click the ePAF+ list item. 



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

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Updating a Position with a Salary Increase

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

Step	Action
4.	Make sure that the Appointment/Filled Position search type is checked. You may search for a filled position using any of these fields. For the purpose of this example, enter "00080684" into the Position field.

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: Custodial Supervisor
 Department:

Terminate Appointment

Refine Search Results

Direct Reports Department Rep

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Updating a Position with a Salary Increase

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

The screenshot shows the 'Enter ePAF+ Transaction' page. The search form is filled with the following information:

- HR Transaction Search Type: Appointment Filled Position
- Empl ID: [Empty]
- Last Name: [Empty]
- First Name: [Empty]
- Position: 00080684
- Department: [Empty]
- Terminate Appointment
- Refine Search Results: Direct Reports, Department Rep

The search results table is as follows:

Name	Empl ID	Empl Rec'd	Job Code	Job Title	DeptID	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. For the purpose of this example, click the Suzie Seminole link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Suzie Seminole</div>

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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: 05/11/2012

Submit

Step	Action
7.	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. For the purpose of this example, enter " 05252012 ".

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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: 05/25/2012

Submit

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

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[Max] Search [GO]

Favorites | Main Menu > ePAF+ > Enter ePAF+ Transactions | Home | Worklist | Process Monitor | Report Manager | Add to Favorites | Sign out

Enter ePAF+ Transaction

Incumbents:			Position Number:
Emplid	Rcd#	Name	00080684
000012345	0	Suzie Seminole	Working Title: Facilities Supervisor
			Headcount Status: Filled

*Requested Transaction Date: 05/25/2012

Position Data

	Current Information		Proposed Changes
Job Code			
Job Code	6390	Facilities Supervisor	<input type="text"/>
Salary Admin Pln	023	Univ Support Personnel System	
Pay Grade	003	USPS Band 3	
FLSA Status	Nonexempt		
Union Code	37N	USPS Out of Unit	
Academic Rank	099	No Rank Assigned	
Working Title	Custodial Supervisor		<input type="text"/>
Position Specific - Job			
Max Head Count	1		<input type="text"/>
FTE	1.000000		<input type="text"/>
Standard Hours	40.00		<input type="text"/>
Comb Hours / FTE	40.00 / 1.000000		
Shift	DailStandard		<input type="text"/>

Step	Action
9.	NOTE: Position description changes can be made in the position profile data area which is located under the Position Description section of the ePAF+.

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

Specific Information

Time Limited Funding Time Limited Funding
 Confidential Position Confidential Position
 Financial Disclosure Financial Disclosure

Position Description [Position Profile Data](#)

Profile ID 132097 [Position Profile Data](#)

Appointment Data

	Current Information	Proposed Changes
Specific Information		
Empl Class	Regular	<input type="text"/>
Mail Code	4250	
Salary		
Annual Rate	26097.604400	Reason Code <input type="text"/>
Bi-Weekly Rate	999.908215	Change Amount <input type="text"/> Change Pct <input type="text"/>

Appointment Funding

Step	Action
10.	Click the Position Profile Data link to update and add information to the position Focus Statement, Responsibilities, Competencies, and Qualifications. Position Profile Data

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Non-person Profile [Customize Page](#)

Profile: 132097 Status: Active
Profile Type: ROLE Position Profile Status Date: 02/04/2011
Description: Custodial Supervisor

Profile Usage: End / Final / Job

Summary **Responsibilities** Competencies Qualifications

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

Statement	Effective Date	Description
Position Focus Statement	03/04/2011	Responsible for the daily supervision of custodial workers in the assigned building(s).

[Add New Position Focus Statement](#)

Pay Additive Eligibility -

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

[Add New Pay Additive Eligibility](#)

Summary **Responsibilities** Competencies Qualifications

Profile Identities - Customize | Find | View All | First 1 of 1 | Last

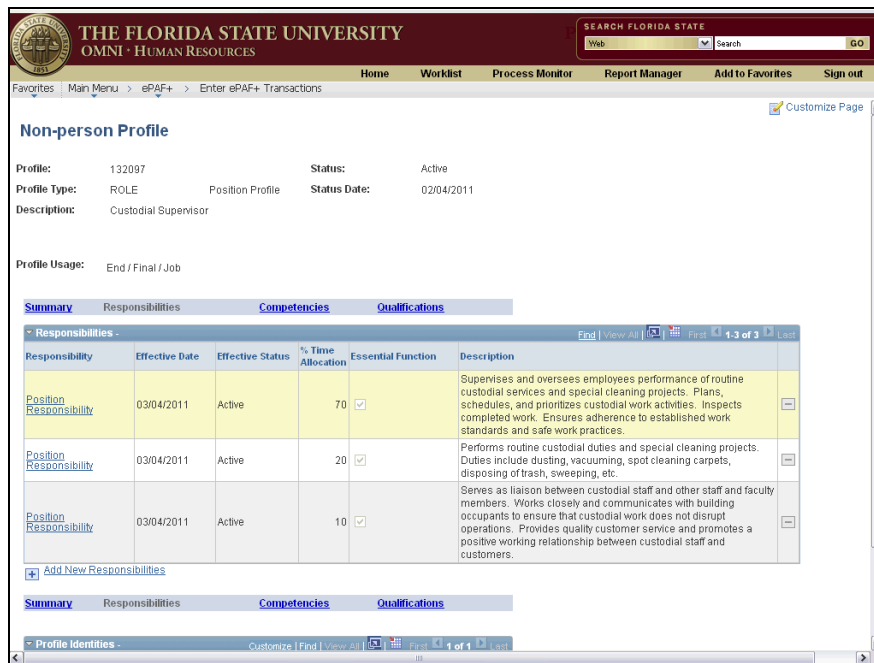
Profile Identity	Effective Date	Key 1	Description	Workflow Status
Position Data	02/04/2011	00080684	Custodial Supervisor	Approved

[Return to ePAF+](#)

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Updating a Position with a Salary Increase

Step	Action
11.	<p>To update the responsibilities with the increased responsibilities, click the Responsibilities link.</p> <p>The responsibility section requires at least three Essential Functions with Time Allocation totaling 100% in order to save your responsibilities. The maximum number of responsibilities a position can have is 7.</p> <p>Responsibilities</p>



Step	Action
12.	<p>To make changes to a position responsibility that is currently on the profile, click the responsibility that you would like to change.</p> <p>For the purpose of this example, we will be adjusting the percentage of time of the first responsibility. Click the first Position Responsibility link.</p> <p>Position Responsibility</p>

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Non-Person Profile
Update Responsibilities

Profile ID: 132097 Custodial Supervisor
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details		
Responsibility:	RE01	Position Responsibility
Effective Date:	03/04/2011	
Effective Status:	Active	
% Time Allocation:	70	
<input checked="" type="checkbox"/> Essential Function Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects completed work. Ensures adherence to established work standards and safe work practices.		

OK Cancel

Step	Action
13.	To adjust the percentage of time, click the Add a New Row (plus sign) button.



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

Non-Person Profile
Update Responsibilities

Profile ID: 132097 Custodial Supervisor
Profile Type: ROLE Position Profile
Update item details then click OK to apply changes and return. Click Cancel to return without any changes.

Details		
Responsibility:	RE01	Position Responsibility
Effective Date:	05/25/2012	
Effective Status:	Active	
% Time Allocation:		
<input checked="" type="checkbox"/> Essential Function Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects		

OK Cancel

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Step	Action
14.	Enter the desired information into the % Time Allocation field. For the purpose of this example, enter "50" .

The screenshot shows the 'Update Responsibilities' form in the ePAF+ system. The form is titled 'Non-Person Profile Update Responsibilities'. It displays the following information:

- Profile ID:** 132097 Custodial Supervisor
- Profile Type:** ROLE Position Profile
- Update item details then click OK to apply changes and return. Click Cancel to return without any changes.**
- Details:**
 - Responsibility:** RE01 Position Responsibility
 - Effective Date:** 05/25/2012
 - Effective Status:** Active
 - % Time Allocation:** 50
 - Essential Function**
 - Description:** Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects
- Buttons:** OK, Cancel

Step	Action
15.	Click the OK button.



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Non-person Profile

Profile: 132097 Status: Active
 Profile Type: ROLE Position Profile Status Date: 02/04/2011
 Description: Custodial Supervisor

Profile Usage: End / Final / Job

Responsibilities

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	05/25/2012	Active	50	<input checked="" type="checkbox"/>	Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects completed work. Ensures adherence to established work standards and safe work practices.
Position Responsibility	03/04/2011	Active	20	<input checked="" type="checkbox"/>	Performs routine custodial duties and special cleaning projects. Duties include dusting, vacuuming, spot clearing carpets, disposing of trash, sweeping, etc.
Position Responsibility	03/04/2011	Active	10	<input checked="" type="checkbox"/>	Serves as liaison between custodial staff and other staff and faculty members. Works closely and communicates with building occupants to ensure that custodial work does not disrupt operations. Provides quality customer service and promotes a positive working relationship between custodial staff and customers.

[Add New Responsibilities](#)

Step	Action
16.	<p>For the purpose of this example, we will be adding a new responsibility with a 20% time allocation.</p> <p>To add new responsibilities, click the Add New Responsibilities link.</p> <p>Add New Responsibilities</p>

Add New Responsibilities

Profile ID: 132097 Custodial Supervisor
 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

*Responsibility:

Effective Date: 05/25/2012

Effective Status: Active

% Time Allocation:


Essential Function

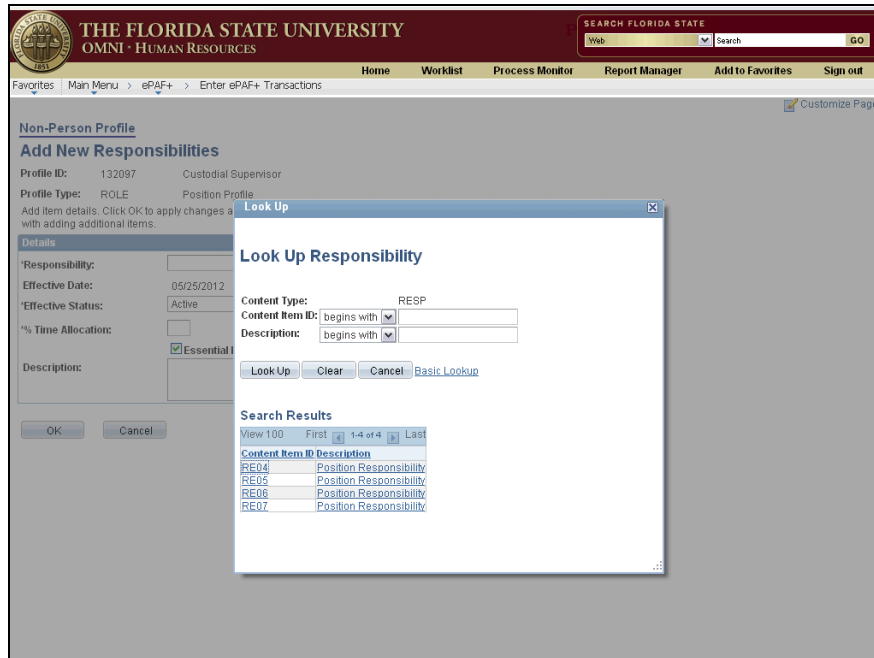
Description:


OK Cancel

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Step	Action
17.	Click the Look Up Responsibility button. 



Step	Action
18.	Click the next available Responsibility number. For the purpose of this example, click the RE04 link. 

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

Customize Page

Non-Person Profile
Add New Responsibilities

Profile ID: 132097 Custodial Supervisor
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

'Responsibility: RE04 Position Responsibility

Effective Date: 05/25/2012

Effective Status: Active

% Time Allocation:

Essential Function

Description:

OK Cancel

Step	Action
19.	Enter the desired information into the % Time Allocation: field. For the purpose of this example, enter "20".

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Customize Page

Non-Person Profile
Add New Responsibilities

Profile ID: 132097 Custodial Supervisor
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

'Responsibility: RE04 Position Responsibility

Effective Date: 05/25/2012

Effective Status: Active

% Time Allocation: 20

Essential Function

Description:

OK Cancel

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Updating a Position with a Salary Increase

Step	Action
20.	Enter the desired information into the Description: field. For the purpose of this example, enter " Responsible for overseeing budget for the department. Responsible for overseeing and maintaining inventory for section and purchasing process. "

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Non-Person Profile
Add New Responsibilities

Profile ID: 132097 Custodial Supervisor
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 End | View All First 1 of 1 Last

Responsibility: RE04 Position Responsibility

Effective Date: 05/25/2012


Effective Status: Active

% Time Allocation: 20

Essential Function

Description: Responsible for overseeing budget for the department.
Responsible for overseeing and maintaining inventory for section and purchasing process.

OK Cancel

Step	Action
21.	Click the OK button. 

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Updating a Position with a Salary Increase

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Profile: 132097 Status: Active
 Profile Type: ROLE Position Profile Status Date: 02/04/2011
 Description: Custodial Supervisor

Profile Usage: End / Final / Job

Position Focus Statement -

Statement	Effective Date	Description
Position Focus Statement	03/04/2011	Responsible for the daily supervision of custodial workers in the assigned building(s).

Profile Identities -

Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	02/04/2011	00080684	Custodial Supervisor	Approved

Save [Return to ePAF+](#)

Step	Action
22.	Click the Save button.

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Profile: 132097 Status: Active
 Profile Type: ROLE Position Profile Status Date: 02/04/2011
 Description: Custodial Supervisor

Profile Usage: End / Final / Job

Responsibilities -

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	03/04/2011	Active	70	<input checked="" type="checkbox"/>	Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects completed work. Ensures adherence to established work standards and safe work practices.
Position Responsibility	03/04/2011	Active	20	<input checked="" type="checkbox"/>	Performs routine custodial duties and special cleaning projects. Duties include dusting, vacuuming, spot cleaning carpets, disposing of trash, sweeping, etc.
Position Responsibility	03/04/2011	Active	10	<input checked="" type="checkbox"/>	Serves as liaison between custodial staff and other staff and faculty members. Works closely and communicates with building occupants to ensure that custodial work does not disrupt operations. Provides quality customer service and promotes a positive working relationship between custodial staff and customers.

Save

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Step	Action
23.	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) saved link. 2 item(s) saved

The screenshot shows the 'Non-person Profile' page in the OMNI system. The page title is 'Non-person Profile' and the sub-section is 'Saved Items'. Below the title, it states 'This page shows a summary of the saved items on your profile.' The 'Profile Type' is 'Position Profile'. A section titled 'Changed Responsibilities' contains a table with the following data:

Disposition ID	Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Add RE01	Position Responsibility	05/25/2012	Active	50	<input checked="" type="checkbox"/>	Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects
Add RE04	Position Responsibility	05/25/2012	Active	20	<input checked="" type="checkbox"/>	Responsible for overseeing budget for the department. Responsible for budget and maintaining inventory for see and purchasing process.

At the bottom of the table, there is an 'OK' button and a 'Return to Previous Page' link.

Step	Action
24.	For the purpose of this example you have 2 saved items. Click the OK button once you have finished reviewing/revising your saved items. <input type="button" value="OK"/>

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Home usage: End / Final / Job

2 Item(s) saved

Summary Responsibilities Competencies Qualifications

Responsibilities -

Responsibility	Effective Date	Effective Status	% Time Allocation	Essential Function	Description
Position Responsibility	03/04/2011	Active	70	<input checked="" type="checkbox"/>	Supervises and oversees employees performance of routine custodial services and special cleaning projects. Plans, schedules, and prioritizes custodial work activities. Inspects completed work. Ensures adherence to established work standards and safe work practices.
Position Responsibility	03/04/2011	Active	20	<input checked="" type="checkbox"/>	Performs routine custodial duties and special cleaning projects. Duties include dusting, vacuuming, spot cleaning carpets, disposing of trash, sweeping, etc.
Position Responsibility	03/04/2011	Active	10	<input checked="" type="checkbox"/>	Serves as liaison between custodial staff and other staff and faculty members. Works closely and communicates with building occupants to ensure that custodial work does not disrupt operations. Provides quality customer service and promotes a positive working relationship between custodial staff and customers.

Add New Responsibilities

Summary Responsibilities Competencies Qualifications

Profile Identities -

Profile Identity Option	Effective Date	Key 1	Description	Workflow Status
Position Data	02/04/2011	00080684	Custodial Supervisor	Approved

Save Return to ePAF+

Step	Action
25.	If you have made any additional changes, click Save . After you have saved the changes, click the Return to ePAF+ link. Return to ePAF+

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

Employee Information

Empl Class Regular

Mail Code 4250

Salary

Reason Code

Change Amount

Change Pct

Annual Rate 26097.604400

Bi-Weekly Rate 999.908215

Appointment Funding

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/08/2011	01/01/9999	26097.604000

Account Code	Description	Dist %	Period Amount
039000110S	BLDG_SVCS GEN_REV_SAL	100.000	26097.604000

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Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/28/2012		0.000	

Proposed Funding

Account Code	Description	Dist %	Period Amt

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Step	Action
26.	<p>To include a salary increase enter the change amount, the change percentage, or the new annual rate.</p> <p>Enter the percentage change information into the Change Pct field. For the purpose of this example, enter "5".</p>

The screenshot shows the 'Salary' section of a position profile in the HR system. The 'Current Information' column shows the current salary details, and the 'Proposed Changes' column shows the fields for entering a new salary increase. The 'Change Pct' field is currently set to 5.000.

Current Information		Proposed Changes	
Empl Class	Regular		
Mail Code	4250		
Annual Rate	26097.604400	Change Amount	1304.880220
Bi-Weekly Rate	999.908215		Change Pct
			5.000
			Reason Code
			Reset Changes

Step	Action
27.	<p>Select the Reason Code drop-down menu.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text"/> </div>

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

Financial Disclosure 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	
Salary ?		
Annual Rate	26097.604400	Reason Code
Bi-Weekly Rate	999.908215	<ul style="list-style-type: none"> Collective Bargaining Cost-of-Living Adjustment Counter Offer Development Pay Faculty Other Pay Increase Fail Appointment Increased Responsibilities Market Adjustment Merit Pay Pay Equity Reduction in Salary Spring Appointment Summer Appointment
Appointment Funding ?		Amount
Current Account / Distribution %		27402.485000
Begin Date	End Date	
07/08/2011	01/01/9999	
Current Funding		

Step	Action
28.	<p>The reason codes for a salary increase are listed within the drop down menu. For the purpose of this example, select Increased Responsibilities from the options listed.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Increased Responsibilities</div>

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Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Empl Class Regular

Mail Code 4250

Salary ?

Reason Code	Change Amount	Change Pct
Increased Responsibilities	1304.880220	5.000
	27402.484620	
	1049.903625	

Annual Rate 26097.604400

Bi-Weekly Rate 999.908215

Appointment Funding ?

Current Account / Distribution %

Begin Date	End Date	Total Period Amount
07/08/2011	01/01/9999	26097.604000

Account Code	Description	Dist. %	Period Amount
039000110S	BLDG_SVCS GEN_REV SAL	100.000	26097.604000

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Proposed Account / Distribution %

Begin Date	End Date	Total Dist %	Total Period Amount
05/26/2012		0.000	

Proposed Funding

Account Code	Description	Dist. %	Period Amt

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Step	Action
29.	NOTE: You will not need to enter anything in the Appointment Funding section unless the funding is actually changing.

Step	Action
30.	Enter the appropriate VP Approver into the VP Approver field . For the purpose of this example, enter " TFULCHER ".

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The screenshot shows the 'Enter ePAF+ Transactions' page in the OMNI system. The top navigation bar includes 'Home', 'Worklist', 'Process Monitor', 'Report Manager', 'Add to Favorites', and 'Sign out'. The main content area contains a table with columns 'Account Code', 'Description', 'Dist.%', and 'Period Amount'. Below the table are sections for 'Proposed Account / Distribution %', 'Proposed Funding', 'Originator's Information', 'Additional Approver (Required)', 'Pre-Manager Approver (Optional)', and 'Originator Comments'. The 'Originator Comments' field is currently empty.

Step	Action
31.	<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 description. Position will now be responsible for overseeing budget, inventory, and purchasing process. Salary increase of 5% is being submitted for increased responsibilities."</p>

Training Guide

Updating a Position with a Salary Increase

THE FLORIDA STATE UNIVERSITY
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SEARCH FLORIDA STATE
Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

Originator's Information

Name Jenna Allen Telephone 850/644-4286

Email ID ps_invalid_email@admin.fsu.edu

Additional Approver (Required)

*VP Approver TFULCHER Terry Fulcher

Pre-Manager Approver (Optional)

Pre-Manager Approver

*Originator Comments

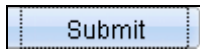
Updating position description. Position will now be responsible for budgeting, inventory, and purchasing process. 5% salary increase is being submitted for increased responsibilities.

Submit Save as Draft Return to Transaction Search / Action Page

Approval Signatures

Find: janet Next Previous Highlight all Match case

Step	Action
32.	If you would like to save the transaction as a draft to submit later, click the Save as Draft button, otherwise, click Submit. For the purpose of this example, click the Submit button.



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SEARCH FLORIDA STATE
Web Search GO

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

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

VP Approver TFULCHER Terry Fulcher

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Transaction Approvals

FSU ePAF+ Approval

EMPLID=000013275, EMPL_RCD=0, POSITION_NBR=00080684, ACTION_DT_SS=2012-05-25, EFFSEQ=0: Pending

FSU ePAF+ Approval

Pending Multiple Approvers ePAF+ Comp/Class Staff Admin

Not Routed SIMPLER, DANIEL ePAF+ Department Manager

Not Routed FULCHER, TERRY ePAF+ VP Approver

Not Routed Multiple Approvers ePAF+ Comp/Class Staff Admin

Comments

JMA04E at 5/9/2012 - 10:10 AM

Updating position description. Position will now be responsible for overseeing budget, inventory, and purchasing process. Salary increase of 5% is being submitted for increased responsibilities.

Approve Pushback Deny

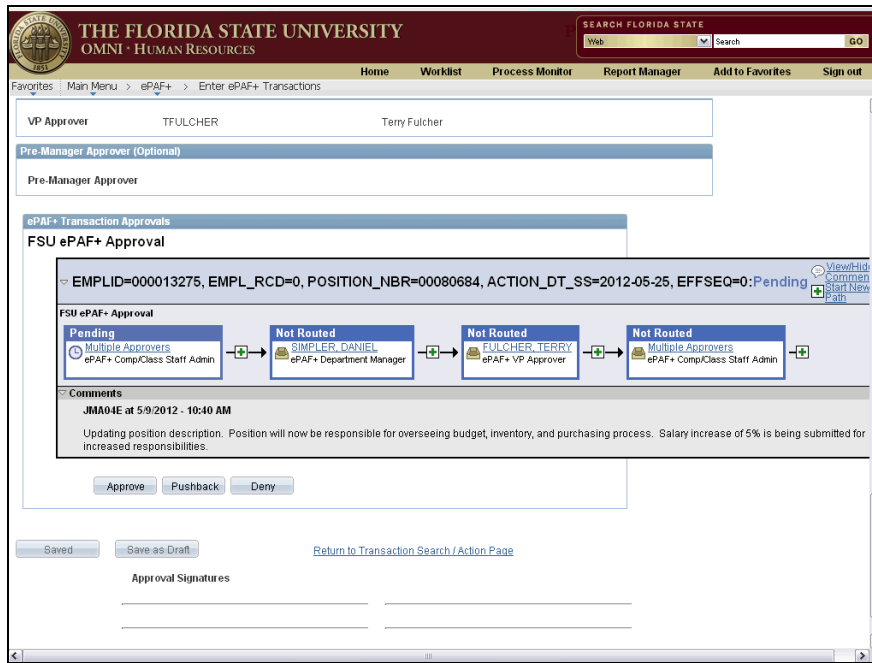
Saved Save as Draft Return to Transaction Search / Action Page

Approval Signatures

Training Guide

Updating a Position with a Salary Increase

Step	Action
33.	<p>Review Approval Routing here.</p> <p>To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.</p>



Step	Action
34.	<p>Click the Return to Transaction Search / Action Page link.</p> <p>Return to Transaction Search / Action Page</p>

Training Guide

Updating a Position with a Salary Increase

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 Grade	Position Number	Position Title	Job Code	Job Title	DeptID	Department Name	Original
Suzie Seminole	000012345	0	00000604	Custodial Supervisor	6390	Facilities Supervisor	039000	Building Services	Jenna

Step	Action
35.	Click the Home link. Home

myFSU
 OMNI Human Resources

Welcome to FSU

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Personalize Content | Layout Help

Training Guide
Updating a Position with a Salary Increase

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