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
### Step 1

Click in the **Main Menu** field.

[Main Menu]
2. Click the ePAF+ list item.

3. Click the **Enter ePAF+ Transactions** menu.
**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.
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<tbody>
<tr>
<td>5.</td>
<td><strong>Click the Search button.</strong></td>
</tr>
<tr>
<td></td>
<td>![Search Button]</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Select the desired employee's Name link. For the purpose of this example, click the Suzie Seminole link.</strong></td>
</tr>
<tr>
<td></td>
<td>![Suzie Seminole Link]</td>
</tr>
</tbody>
</table>
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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<tr>
<td>8.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image.png" alt="Submission Screen" /></td>
</tr>
<tr>
<td>9.</td>
<td><strong>NOTE:</strong> Position description changes can be made in the position profile data area which is located under the Position Description section of the ePAF+.</td>
</tr>
</tbody>
</table>
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]
### Step 11

To update the responsibilities with the increased responsibilities, click the **Responsibilities** link.

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.

**Responsibilities**

![Non-person Profile]

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

### Step 12

To make changes to a position responsibility that is currently on the profile, click the responsibility that you would like to change.

For the purpose of this example, we will be adjusting the percentage of time of the first responsibility. Click the first **Position Responsibility** link.

**Position Responsibility**

![Position Responsibility](image)
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**Step** 13. To adjust the percentage of time, click the **Add a New Row** (plus sign) button.
Step | Action
--- | ---
14. | Enter the desired information into the % Time Allocation field. For the purpose of this example, enter "50".

15. | Click the OK button.
16. For the purpose of this example, we will be adding a new responsibility with a 20% time allocation.

To add new responsibilities, click the **Add New Responsibilities** link.
## Step 17
17. Click the **Look Up Responsibility** button.

## Step 18
18. Click the next available Responsibility number. For the purpose of this example, click the **RE04** link.
Step 19. Enter the desired information into the **% Time Allocation:** field. For the purpose of this example, enter "20".
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<tr>
<td>20.</td>
<td>Enter the desired information into the <strong>Description</strong>: field. For the purpose of this example, enter &quot;<strong>Responsible for overseeing budget for the department. Responsible for overseeing and maintaining inventory for section and purchasing process.</strong>&quot;</td>
</tr>
</tbody>
</table>

![Image of the Florida State University's HR system interface showing the addition of new responsibilities with the Description field filled in.](image)

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<tr>
<td>21.</td>
<td>Click the <strong>OK</strong> button.</td>
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<tr>
<td>22.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
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</table>

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Click the **Save** button.
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<tr>
<td>23.</td>
<td>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 <strong>item(s) saved</strong> link.</td>
</tr>
<tr>
<td>24.</td>
<td>For the purpose of this example you have 2 saved items. Click the <strong>OK</strong> button once you have finished reviewing/revising your saved items.</td>
</tr>
</tbody>
</table>

![Image of saved items](image-url)
### Step 25: Updating a Position with a Salary Increase

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

**Return to ePAF+**
### Step 26. To include a salary increase enter the change amount, the change percentage, or the new annual rate.

Enter the percentage change information into the **Change Pct** field. For the purpose of this example, enter "5".

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<tr>
<td>26.</td>
<td>To include a salary increase enter the change amount, the change percentage, or the new annual rate. Enter the percentage change information into the <strong>Change Pct</strong> field. For the purpose of this example, enter &quot;5&quot;.</td>
</tr>
</tbody>
</table>

### Step 27. Select the **Reason Code** drop-down menu.

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<td>27.</td>
<td>Select the <strong>Reason Code</strong> drop-down menu.</td>
</tr>
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</table>
Step | Action
--- | ---
28. | 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.

**Increased Responsibilities**
### Step 29

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

### Step 30

Enter the appropriate VP Approver into the **VP Approver field.** For the purpose of this example, enter "**TFULCHER**".
31. Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the Comments field.

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."
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.
### Step 33
**Action**
- Review Approval Routing here.

To insert an approver, select the "+" at the desired step. The inserted approver must have appropriate approval authority.

### Step 34
**Action**
- Click the [Return to Transaction Search / Action Page link](#).
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<tr>
<td>35.</td>
<td>Click the <strong>Home</strong> link.</td>
</tr>
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**Image:**
- The first image shows a screenshot of a webpage with a form labeled **Enter ePAF Transaction**. The form has options for searching by Appointment/Position or Employment Term and a search field for the Appointment/Position search. There are also buttons for search and close.
- The second image is a screenshot of the myFSU Human Resources portal, showing the Home page with a search bar and a login button.

**Text:**
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- **Updating a Position with a Salary Increase**
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| 36.  | Congratulations!  
You have completed this topic.  
**End of Procedure.** |