Entering Changes to an OPS Appointment

Overview:

Understanding the ePAF+ Process for Changes to OPS Appointment

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing an OPS employee's job information in OMNI Human Resources. An ePAF+ cannot be used for retroactive reappointments/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 change an OPS employee's job code, standard hours and hourly rate using the electronic Personnel Action Form Plus (ePAF+).

Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Standard Hours
- Hourly Rate
# Entering Changes to an OPS Appointment

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to OMNI HR and select <strong>Manager Self Service</strong> from the dropdown menu.</td>
</tr>
<tr>
<td>2.</td>
<td>Click in the ePAF+ tile.</td>
</tr>
<tr>
<td>3.</td>
<td>Click <strong>Enter ePAF+ Transactions</strong>. Select the type of transaction from the drop down menu.</td>
</tr>
</tbody>
</table>
**Step** | **Action**
--- | ---
4. | Enter the desired information into the **Empl ID** field.
Step | Action
--- | ---
5. | Click the **Search** button.

6. | Click the **desired name** link.
## Training Guide

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<td>7.</td>
<td>The Requested Transaction Date will default to the current date. Click the <strong>Choose a date</strong> key to change the transaction date.</td>
</tr>
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</table>

![Image of Transaction Effective Date](image1)

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<tbody>
<tr>
<td>8.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
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</table>

![Image of Transaction Effective Date](image2)
Step | Action
---|---
9. | Click in the **Job Code** field.
Step | Action
--- | ---
10. | To find a Job Code, Click the **Look up** key.
11. Select the desired Job Code link. For the purpose of this example, Click the Tutorial Assistant link.

Tutorial Assistant
12. Click the **Standard Hours** field.

13. Enter the desired information into the *Required* field. For the purpose of this example, Enter "35.00".
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<tr>
<td>14.</td>
<td>Press [Tab] to exit the field.</td>
</tr>
<tr>
<td>15.</td>
<td>Click in the <strong>Hourly Rate</strong> field.</td>
</tr>
<tr>
<td>16.</td>
<td>Enter the desired information into the field. For the purpose of this example, Enter &quot;30.00&quot;.</td>
</tr>
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### Training Guide

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<td>17.</td>
<td>Press [Tab] key to exit the field.</td>
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18. Click in the **Originator Comments: Required** field.

19. **NOTE**: Comments are required. Enter the desired information into the **Originator Comments: Required** field. For the purpose of this example, Enter "Change in Job code, and Standard hours."
Step | Action
--- | ---
20. | Click the **Submit** button.

**Step** | **Action**
--- | ---
21. | Congratulations! You have completed this topic.
**End of Procedure.**