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+).

Key Information:

- Empl ID
- Name
- Effective Date
- Appointment Funding
### Step 1
Go to OMNI HR and select **Manager Self Service** from the dropdown menu.

### Step 2
Click in the **ePAF** tile.

### Step 3
Click **Enter ePAF+ Transactions**.
4. Enter the desired information into the Empl ID field.
## Reappointing an OPS Employee

**Step** | **Action**
--- | ---
5. | Click the **Search** button.  
| ![Search Button](image)

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| ![Search Button](image)

6. | Click the **desired name** link.  
| ![Name and Empl ID](image)  
| Westcott, William  
| 000123456

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Training Guide  

Reappointing an OPS Employee  

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the Submit button.</td>
</tr>
<tr>
<td>8.</td>
<td>Note: The Requested Transaction Date will default to the current Date. Enter the desired information into the <strong>Requested Transaction Date: Required</strong> field. For the purpose of this example, Enter &quot;05/31/2019&quot;.</td>
</tr>
</tbody>
</table>

9. Click the Submit button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tr>
<td>10.</td>
<td>Click in the <strong>End Date</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the desired information into the <strong>End Date</strong> field. For the purpose of this example, Enter &quot;12/20/2019&quot;.</td>
</tr>
<tr>
<td>12.</td>
<td>Press [Tab] to exit the field.</td>
</tr>
<tr>
<td>13.</td>
<td>Click in the <strong>Account Code</strong> field.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the desired information into the field. For the purpose of this example, Enter &quot;123000110o&quot;.</td>
</tr>
</tbody>
</table>
Training Guide
Reappointing an OPS Employee

Step | Action
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15. | Press [Tab] to exit the field.
16. | Click in the **Distribution Percent** field.
17. | Enter the desired information into the field. For the purpose of this example, Enter "50.00".

Revised May 21, 2019
### Training Guide

**Reappointing an OPS Employee**

Revised May 21, 2019

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Press [Tab] to exit the field.</td>
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</tbody>
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| 19.  | Click the **Add a new row** "+
|      | key. |

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>20.</td>
<td>Enter the desired information into the <strong>Account Code</strong> field. Enter &quot;02500110o&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>21.</td>
<td>Click in the <strong>Distribution Percent</strong> field.</td>
</tr>
<tr>
<td>22.</td>
<td>Enter the desired information into the field. For the purpose of this example, Enter &quot;50.00&quot;.</td>
</tr>
</tbody>
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**NOTE:** Comments are required. Enter the desired information into the *Originator Comments: Required* field. For the purpose of this example, Enter "Employee being reappointed with split funding."
Step | Action
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25. | Click the **Submit** button.

26. | Congratulations! You have completed the topic.

**End of Procedure.**