

### Updating a Position to Include Remote Work

**NOTE:** Human Resources approval must be obtained before adding remote eligibility to a position.

This tutorial outlines the basic steps to add Remote Work Eligibility in Position Profile Data using the electronic Personnel Action Form Plus (ePAF+).

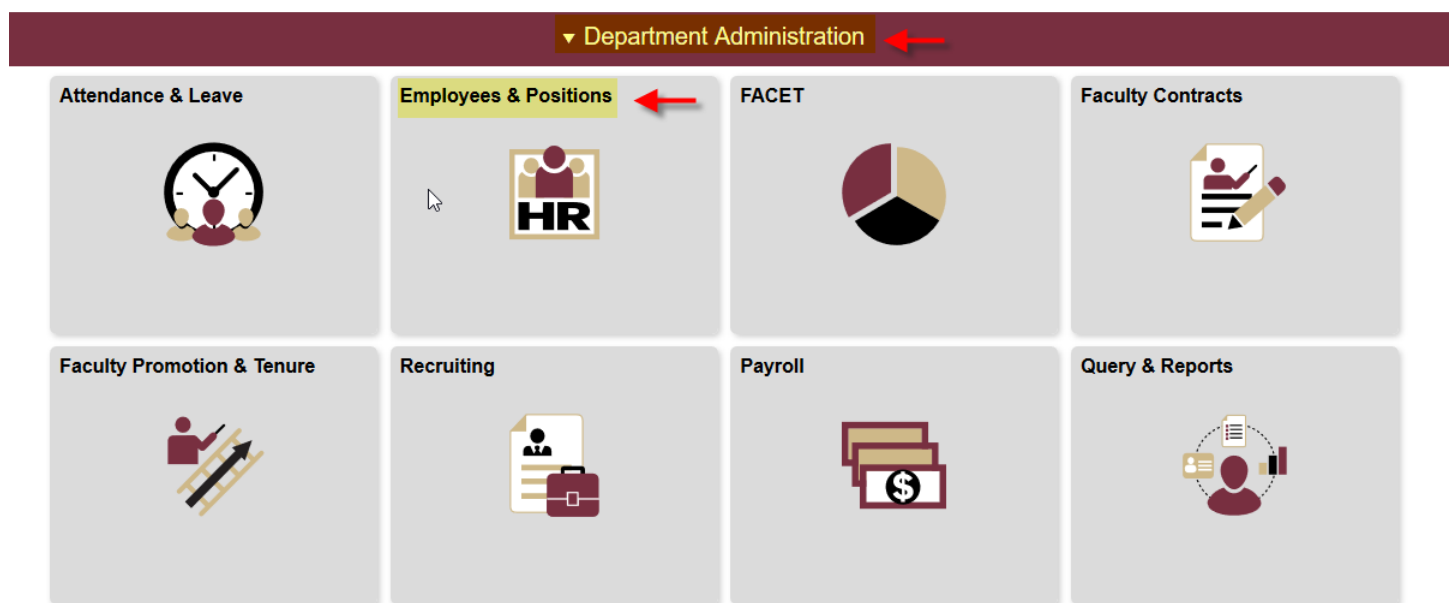
The actions in this guide are only to add *eligibility* for remote work to a position. All applicable policies must be adhered to in order to qualify and continue using this procedure.

#### Key Information:

Employee ID/Name

Position Number

| Step | Action                                                                                                                                                                                                                             |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Go to <a href="https://my.fsu.edu">https://my.fsu.edu</a> and sign into OMNI HR with your FSUID and password. Select <b>Department Administration</b> from the drop down menu, then click the <b>Employees and Positions</b> tile. |



| Step | Action                                                       |
|------|--------------------------------------------------------------|
| 2.   | Ensure you are on the <b>Enter ePAF+ Transaction</b> screen. |

[Department Administration](#)

**Employees and Positions**

Enter ePAF+ Transactions

View/Rework ePAF+

Approve ePAF+

Job Data

Department Budget Table

Maintain Job Profiles

Position Summary

Position History

FSU Mass Appointments

Team Talent Profile

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

HR Transaction Search Type

\*Type: Appointment/Filled Position

This is a Future-Dated Hire NO

Empl ID:

Last Name:

First Name:

Position:

Department:

☐ Terminate Appointment

Refine Search Results

☐ Direct Reports
☐ Department Rep

Search

Clear

| Step | Action                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------|
| 3.   | Select the appropriate <b>HR Transaction Search Type</b> and enter the position number into the <b>Position</b> field. |
| 4.   | Click the <b>Search</b> button, then select desired result.                                                            |

Department Administration Employees and Positions Print | New Window | Help

Enter ePAF+ Transaction

Select an HR Transaction search type. Enter any information you have and click the Search button.

**HR Transaction Search Type**

\*Type: Appointment/Filled Position

This is a Future-Dated Hire NO

Empl ID:

Last Name:

First Name:

Position: 000 99999 Academic Advisor Level 1

Department:

☐ Terminate Appointment

**Refine Search Results**

☐ Direct Reports ☐ Department Rep

**Search** **Clear**

| Name            | Empl ID  | Empl Record | Job Code | Job Title        | Dept   | Department Name            | Originator Name | Current Approval Status |
|-----------------|----------|-------------|----------|------------------|--------|----------------------------|-----------------|-------------------------|
| Seminole, Suzie | 00012345 | 0           | 9451     | Academic Advisor | 098000 | Dean Undergraduate Studies |                 |                         |

| Step | Action                                                                                                                                                                                                                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.   | Check the transaction effective date. The requested transaction effective date defaults to the current date. The transaction effective date should be the date the department is requesting the position to be designated as remote but should not be before the new pilot program date of 08/01/2021. Enter your <b>Requested Transaction Date</b> field. Click <b>Submit</b> . |

Employees and Positions Print

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: 04/25/2018

**Submit**

< Employees and Positions Print

Enter ePAF+ Transaction

| Incumbents: |      |                | Position Number: |
|-------------|------|----------------|------------------|
| Emplid      | Rcd# | Name           |                  |
| 000012345   | 0    | Suzie Seminole | 00099999         |

Working Title: Academic Advisor Level 1  
Headcount Status: Filled

\*Requested Transaction Date: 04/25/2018

**Position Data**

| Current Information            |                                   | Proposed Changes     |
|--------------------------------|-----------------------------------|----------------------|
| <b>Job Code</b>                |                                   |                      |
| Job Code                       | 9451 Academic Advisor             | <input type="text"/> |
| Salary Admin Pln               | 021 Administrative & Professional |                      |
| Pay Grade                      | 004 A&P 4                         |                      |
| FLSA Status                    | Nonexempt                         |                      |
| Union Code                     | 29N Fac_A&P No Established CBU    |                      |
| Academic Rank                  |                                   |                      |
| Working Title                  | Academic Advisor Level 1          | <input type="text"/> |
| <b>Position Specific - Job</b> |                                   |                      |
| 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                          | Day/Standard                      | <input type="text"/> |
| Full/Part Time                 | Full-Time                         | <input type="text"/> |

| Step | Action                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.   | Click the <b>Position Profile Data</b> link to update and add information to the Position Focus Statement, Responsibilities, Competencies, and Qualifications. |

< Employees and Positions Print

Shift: Day/Standard

Full/Part Time: Full-Time

**Organizational Relationships**

|               |                                   |                      |
|---------------|-----------------------------------|----------------------|
| Department    | 098000 Dean Undergraduate Studies | <input type="text"/> |
| Location Code | 00070227 FINE ARTS BUILDING0227   | <input type="text"/> |
| County        | Leon                              |                      |
| Reports To    | Asst Director, Acad & Stu Svcs    | <input type="text"/> |

[View Reporting Relationships](#)

**Specific Information**

|                                                           |                                                           |
|-----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Time Limited Funding             | <input type="checkbox"/> Time Limited Funding             |
| <input checked="" type="checkbox"/> Confidential Position | <input checked="" type="checkbox"/> Confidential Position |
| <input type="checkbox"/> Financial Disclosure             | <input type="checkbox"/> Financial Disclosure             |

**Position Description**

|            |        |                                       |
|------------|--------|---------------------------------------|
| Profile ID | 127191 | <a href="#">Position Profile Data</a> |
|------------|--------|---------------------------------------|

| Step | Action                                                                                                                                                                                                                                                                 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | Select the <b>Responsibilities</b> tab and select <b>View All</b> to see all active and inactive responsibilities. *Note the number of responsibilities active, since you will be adding a new number in the next step.<br>Click <b>Add New Responsibilities</b> link. |

< Fsu Multi Trans Dt Non-Person Profile Print Help Personalize Page

**Non-Person Profile**

Profile ID 127200  
Profile Type ROLE Position Profile  
Profile Status Active  
Description Academic Advisor Level 1

03/01/2021 Comments

Summary **Responsibilities** Competencies Qualifications

▼ Responsibilities 1-3 of 3 View All

| ID   | Responsibility          | Effective Date | Effective Status | % Time Allocation | Essential Function                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | View History |
|------|-------------------------|----------------|------------------|-------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| RE01 | Position Responsibility | 08/14/2015     | Active           | 80                | <input checked="" type="checkbox"/> | Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by Advising First. Takes a proactive approach to academic advising, seeking out contact with students to provide advising services. Maintains, records, and reports contact with assigned students. Develops appropriate academic schedules for stated educational goals of students. Coordinates with academic departments and Undergraduate Studies to deliver policies and procedures. Participates in outreach and programming instituted by academic site placement and Undergraduate Studies. Basic understanding of the available technology that supports the academic advising functions. Completes all corresponding administrative tasks associated with the position. |              |
| RE02 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in trainings necessary to perform duties of an academic advisor. Continues to acquire knowledge of university policies and procedures, improve advising skills by pinpointing key areas of growth, and actively participates in professional development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| RE03 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in initiatives established by Advising First and Undergraduate Studies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |

Add New Responsibilities

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.   | Enter the first available <b>Responsibility</b> - RE04 in the example.<br>Uncheck <b>Essential Function</b> box.<br>In the <b>Description</b> field, include the following information: <ul style="list-style-type: none"> <li>This position is eligible for remote work based on <ul style="list-style-type: none"> <li>Highly skilled duties</li> <li>OR</li> <li>Location of duties – Must include remote location where the job duties will be performed</li> </ul> </li> </ul> Click <b>OK</b> . |

Details
1 of 1
View All

Effective Date06/11/2021

\*ResponsibilityRE04
Position Responsibility

\*Effective StatusActive
  
(If not found in lookup list above, type in Major Description box below.)

% Time Allocation

☐ Essential Function

Description
This position is eligible for remote work as it is located in Sarasota, Florida.

OK

Cancel

Apply and Add Another

| Step | Action                                                                          |
|------|---------------------------------------------------------------------------------|
| 9.   | Verify that all information appears correct, then click the <b>Save</b> button. |

[Summary](#)
[Responsibilities](#)
[Competencies](#)
[Qualifications](#)

▼ Responsibilities

| ID   | Responsibility          | Effective Date | Effective Status | % Time Allocation | Essential Function                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | View History |
|------|-------------------------|----------------|------------------|-------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| RE01 | Position Responsibility | 08/14/2015     | Active           | 80                | <input checked="" type="checkbox"/> | Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by Advising First. Takes a proactive approach to academic advising, seeking out contact with students to provide advising services. Maintains, records, and reports contact with assigned students. Develops appropriate academic schedules for stated educational goals of students. Coordinates with academic departments and Undergraduate Studies to deliver policies and procedures. Participates in outreach and programming instituted by academic site placement and Undergraduate Studies. Basic understanding of the available technology that supports the academic advising functions. Completes all corresponding administrative tasks associated with the position. |              |
| RE02 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in trainings necessary to perform duties of an academic advisor. Continues to acquire knowledge of university policies and procedures, improve advising skills by pinpointing key areas of growth, and actively participates in professional development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| RE03 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in initiatives established by Advising First and Undergraduate Studies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
| RE04 | Position Responsibility | 06/11/2021     | Active           |                   | <input type="checkbox"/>            | This position is eligible for remote work as it is located in Sarasota, Florida.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |

+ Add New Responsibilities

▼ Profile Identities

| Profile Identity Option | Key 1 Value | Description      | Edit Identity | Delete |
|-------------------------|-------------|------------------|---------------|--------|
| POSITION                | 00099999    | Academic Advisor |               |        |

Save

| Step | Action                                                                                                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.  | 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 <b>item(s) awaiting submission for approval</b> link. |
| 11.  | After saving and reviewing the profile changes, click the <b>Return to ePAF+</b> link.                                                                                                                      |

▼ Approvals

\*\*\* 1 item(s) awaiting submission for approval \*\*\*

Summary Responsibilities Competencies Qualifications

▼ Responsibilities

| ID   | Responsibility          | Effective Date | Effective Status | % Time Allocation | Essential Function                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | View History |
|------|-------------------------|----------------|------------------|-------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| RE01 | Position Responsibility | 08/14/2015     | Active           | 80                | <input checked="" type="checkbox"/> | Responsible for advising undergraduate students and utilizing the 6 elements of the Developmental Advising Model created by Advising First. Takes a proactive approach to academic advising, seeking out contact with students to provide advising services. Maintains, records, and reports contact with assigned students. Develops appropriate academic schedules for stated educational goals of students. Coordinates with academic departments and Undergraduate Studies to deliver policies and procedures. Participates in outreach and programming instituted by academic site placement and Undergraduate Studies. Basic understanding of the available technology that supports the academic advising functions. Completes all corresponding administrative tasks associated with the position. |              |
| RE02 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in trainings necessary to perform duties of an academic advisor. Continues to acquire knowledge of university policies and procedures, improve advising skills by pinpointing key areas of growth, and actively participates in professional development.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| RE03 | Position Responsibility | 08/14/2015     | Active           | 10                | <input checked="" type="checkbox"/> | Participates in initiatives established by Advising First and Undergraduate Studies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |

+ Add New Responsibilities

▼ Profile Identities

| Profile Identity Option | Key 1 Value | Description      | Edit Identity | Delete |
|-------------------------|-------------|------------------|---------------|--------|
| POSITION                |             | Academic Advisor |               |        |

Save

Return to ePAF+

| Step | Action                                                                                                                                                                                                                                |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.  | Enter the appropriate VP Approver for your department in the <b>VP Approver</b> field.                                                                                                                                                |
| 13.  | Comments are required by the originator. Indicate any information an approver may need to know prior to approving the ePAF+ into the <b>Comments</b> field.<br><b>This must include justification for the Remote Work assignment.</b> |

**Additional Approver (Required)**

\*VP Approver **RRENEGADE** Robert Renegade

**Pre-Manager Approver (Optional)**

Pre-Manager Approver

**ePAF+ Originator Comments**

\*Originator Comments: Updating Position Profile Data to add Remote Work eligibility, per location of position.

**Submit** Save as Draft Cancel Draft [Return to Transaction Search / Action Page](#)

| Step | Action                                                                                            |
|------|---------------------------------------------------------------------------------------------------|
| 14.  | When all ePAF+ updates have been completed, click <b>Submit</b> to initiate the approval process. |

| Step | Action                                                                                                                                                                                        |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.  | Review approval routing. If necessary, you may insert an additional approver by selecting the “+” at the desired step. <i>The inserted approver must have appropriate approval authority.</i> |

ePAF+ Originator Comments

**FSU ePAF+ Approval**

EMPLID= EMPL\_RCD=0, POSITION\_NBR= ACTION\_DT\_SS=2021-03-01, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending

Multiple Approvers  
ePAF+ Comp/Class Staff Admin

+

Not Routed

ePAF+ Department Manager

+

Not Routed

ePAF+ VP Approver

+

Not Routed

Multiple Approvers  
ePAF+ Comp/Class Staff Admin

Comments

at 03/01/21 - 4:28 PM  
Updating Position Profile Data to add Remote Work eligibility, per location of position.

Saved Save as Draft [Return to Transaction Search / Action Page](#)

Approval Signatures

**Congratulations!**  
You have completed this topic.

**Questions on this procedure?** Contact your [assigned Compensation Analyst](#).