

Entering Changes to a Courtesy Appointment

Overview:

Understanding the ePAF+ Process for Changes to Courtesy Appointment

This guide outlines the basic steps to use the electronic Personnel Action Form Plus (ePAF+) for changing a Courtesy Appointment's job information in **OMNI Human Resources**.

NOTE: Multiple transactions effective on the same date require only one ePAF (i.e. job code and location code change). Do not submit multiple ePAFs for the same effective date.

Scenario:

In this topic, you will learn the steps to change a Courtesy Appointment's job code and location code using the electronic Personnel Action Form Plus (ePAF+).

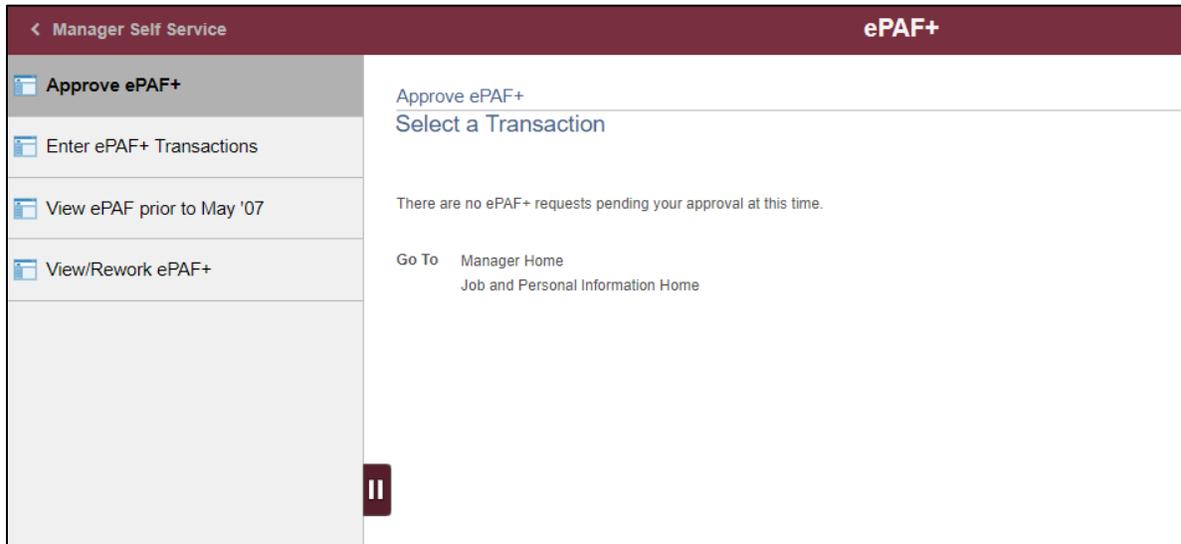
Key Information:

- Empl ID
- Name
- Effective Date
- Job Code
- Department
- Location Code
- Supervisor
- Empl Class
- Mail Code

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Step	Action
1.	Go to OMNI HR and select Manager Self Service from the dropdown menu.
2.	Click in the ePAF+ tile.



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Step	Action
3.	Click Enter ePAF+ Transactions . Select the "Courtesy Appointment" type of transaction from the drop down menu.
4.	Enter the desired information into the Empl ID field. You can also search by first and last name or by department ID.
5.	Click the Search button, then select the desired employee's name from the results. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <input type="button" value="Search"/> </div>

Manager Self Service ePAF+

Approve ePAF+
Enter ePAF+ Transactions
 View ePAF prior to May '07
 View/Rework ePAF+

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

HR Transaction Search Type
 Type:

Empl ID:
 Last Name:
 First Name:
 Position:
 Department:
 Terminate Appointment

Refine Search Results
 Direct Reports Department Rep

Name	Empl ID	Empl Record Number	Position	Position Title	Job Code	Job Title	Dept	Department Name	Originator Name
Westcott, William	000123456	0			YT00	Business Off Clerical Etc	Dean College of Education		

Step	Action
6.	The Requested Transaction Date will default to the current date. Click the Choose a date key to change the transaction date.

Fsu Mss Multi Menu Transaction Effective Date

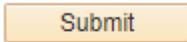
Transaction Effective Date
 Enter transaction Effective Date. Current Information section will reflect data as of this date. The date may be changed prior to submission and while working in Draft mode, though changes will reset data previously entered into the form. The Effective Date cannot be changed if the ePAF+ is pushed back.

*Requested Transaction Date: 06/04/2021

Calendar
 June 2021
 S M T W T F S
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30

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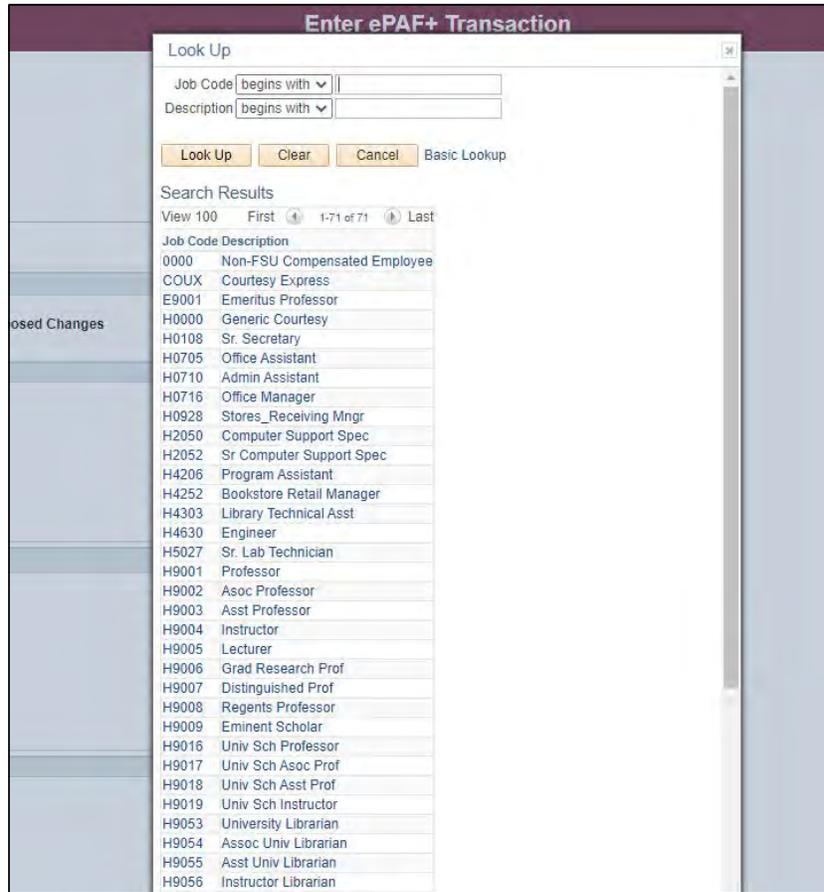
Step	Action
7.	Click the Submit button.



Step	Action
8.	Click in the Job Code field.
9.	To find a Job Code, Click the Look up key.



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Step	Action
10.	Select the desired Courtesy Job Code link. For the purpose of this example, Click the Generic Courtesy link.

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← Fsu Mss Multi Menu Enter ePAF+ Transaction

Enter ePAF+ Transaction

Incumbent:

Emplid	Red#	Name
000123456	0	William Westcott

*Requested Transaction Date: 06/11/2021

Appointment Data

Current Information		Proposed Changes
Job Code		
Job Code	YT00 Volunteer_OPS Courtesy	H0000 Generic Courtesy
Salary Admin Pln	NPY Courtesy/Non-Paid Appointments	
Pay Grade	099 Courtesy/Non-Paid Appointments	
FLSA Status	No FLSA	
Union Code	NNN OPS No CBU_Not Applicable	
Job		
FTE	0.000300	
Standard Hours	0.01	
Comb. STD Hours	0.00 /	
Full/Part Time	Part-Time	
Organizational Relationships		
Department	013000 Business Services	
Location Code	00701400 PARKING GARAGE #1 - WOOD1400	
County	Leon	

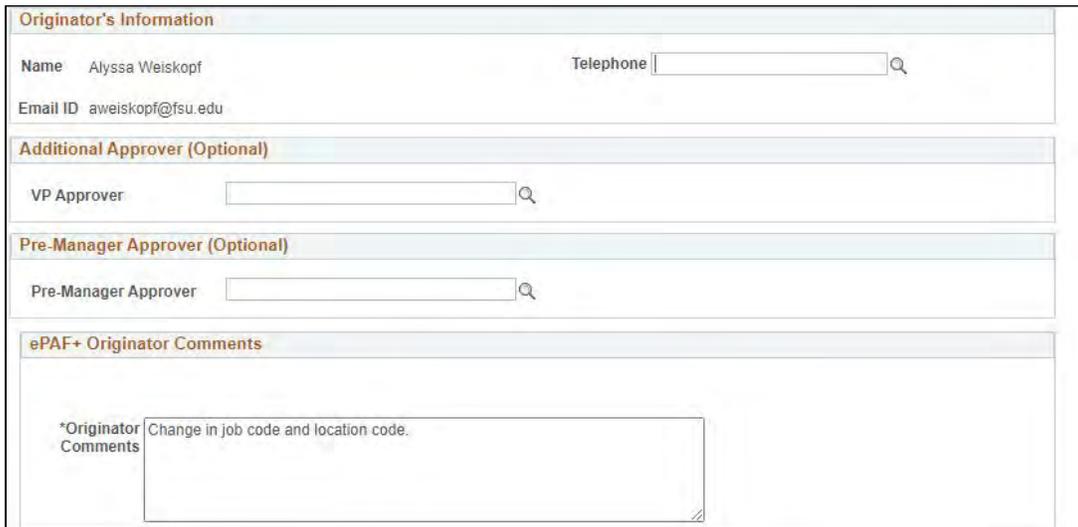
Step	Action
11.	Click the Location Code field.
12.	Enter the new Location Code. To find a Location Code, Click the Look up key. 
13.	For the purpose of this example, enter 45460100 .
14.	Press [Tab] to exit the field.

Salary Admin Pln	NPY	Courtesy/Non-Paid Appointments	
Pay Grade	099	Courtesy/Non-Paid Appointments	
FLSA Status	No FLSA		
Union Code	NNN	OPS No CBU_Not Applicable	
Job			
FTE	0.000300		
Standard Hours	0.01		
Comb. STD Hours	0.00 /		
Full/Part Time	Part-Time		
Organizational Relationships			
Department	013000	Business Services	
Location Code	00701400	PARKING GARAGE #1 - WOOD1400	45460100 TUCKER (CIVIC) CENTER 0100
County	Leon		

Training Guide

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Step	Action
15.	Click in the *Originator Comments: Required field.
16.	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 location code. "



Originator's Information

Name Alyssa Weiskopf Telephone

Email ID aweiskopf@fsu.edu

Additional Approver (Optional)

VP Approver

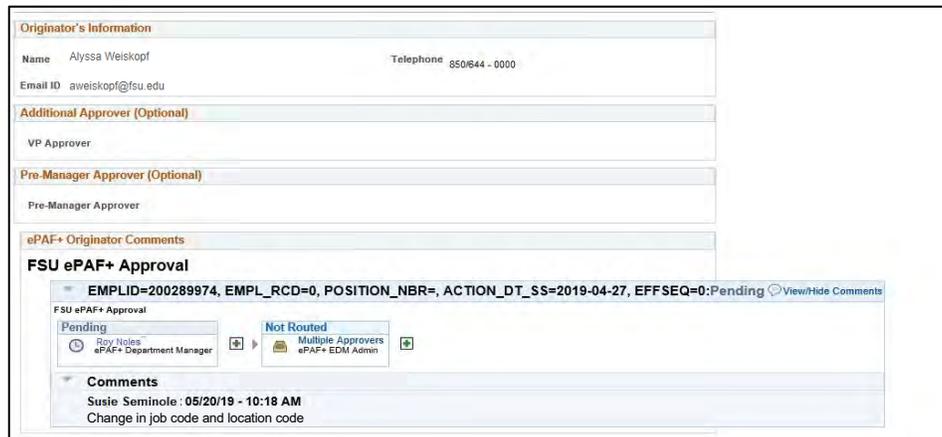
Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

*Originator Comments Change in job code and location code.

Step	Action
17.	Click the Submit button.



Originator's Information

Name Alyssa Weiskopf Telephone 850/644 - 0000

Email ID aweiskopf@fsu.edu

Additional Approver (Optional)

VP Approver

Pre-Manager Approver (Optional)

Pre-Manager Approver

ePAF+ Originator Comments

FSU ePAF+ Approval

EMPLID=200289974, EMPL_RCD=0, POSITION_NBR=, ACTION_DT_SS=2019-04-27, EFFSEQ=0:Pending [View/Hide Comments](#)

FSU ePAF+ Approval

Pending [View/Hide Comments](#)

Not Routed [View/Hide Comments](#)

Comments

Susie Seminole : 05/20/19 - 10:18 AM
Change in job code and location code

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