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+).
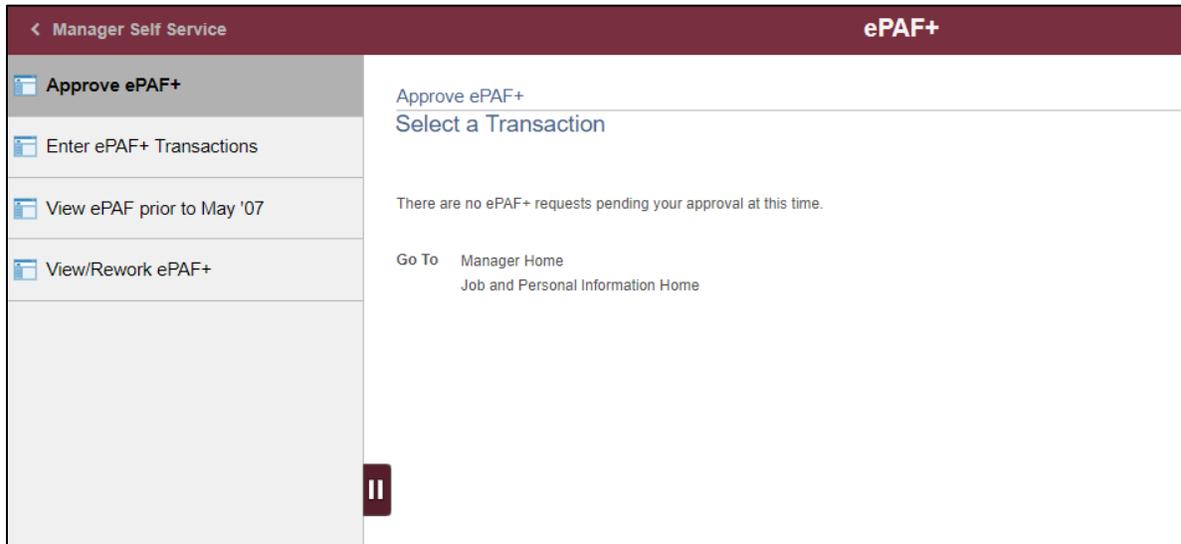
Key Information:

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

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

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.

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

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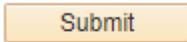
Step	Action
8.	Click in the **Job Code** field.
9.	To find a Job Code, Click the **Look up** key.

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

| 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.

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.**"
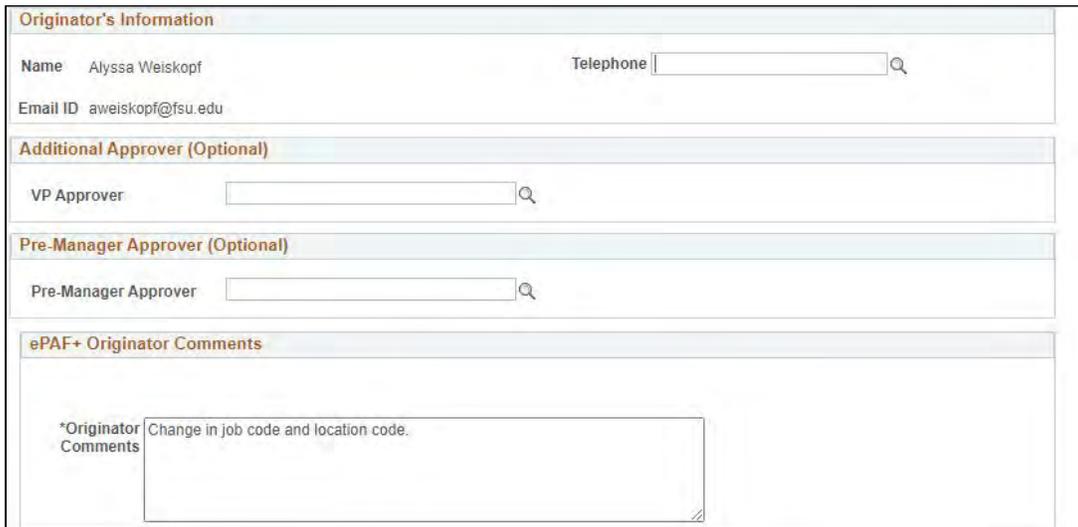
Originator's Information

Name   Alyssa Weiskopf

Email ID   aweiskopf@fsu.edu

Telephone

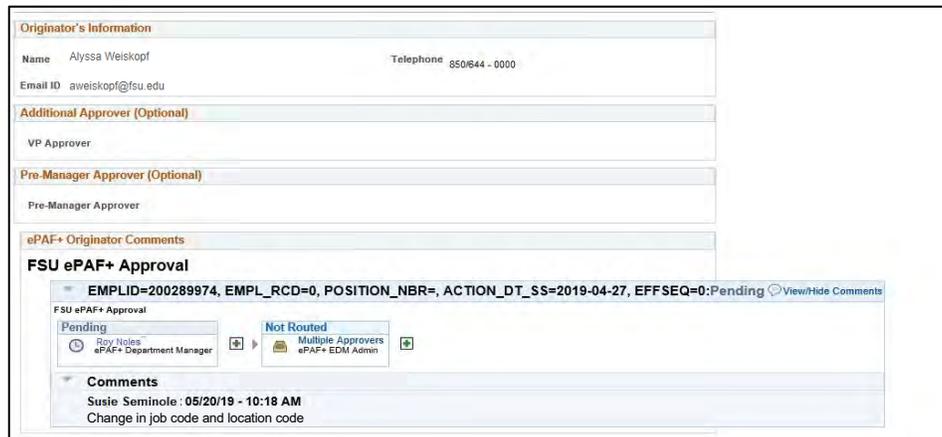Additional Approver (Optional)

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. Submit

Originator's Information

Name   Alyssa Weiskopf

Email ID   aweiskopf@fsu.edu

Telephone   850/644 – 0000

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
Roy Noles
ePAF+ Department Manager

Not Routed
Multiple Approvers
ePAF+ EDM Admin

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.**